Frequently Asked Questions

1. ## GENERAL/APPLICATION

   Where can I get the grant guidelines and more information on this grant program?
   https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants

   How can I get my questions answered after reading the grant guidelines?
   - **Email OCA Staff:** Arlene Biala (arlene.biala@sanjoseca.gov) or Karen Park (karen.park@sanjoseca.gov).
   - **Information Sessions (identical) via Zoom**: Sept 17 and Sept. 21 at 2:00 – 3:00 P.M.
     RSVP to grantsworkshop@sanjoseca.gov by noon on the date you wish to attend to receive Zoom link.

   Who is considered an arts organization for the purposes of this grant?
   "Arts organization" is defined as an organization that creates, exhibits and/or produces works in visual, performing or literary art forms as a primary public mission. Such organizations may include art museums, galleries, presenters, orchestras, choral organizations, theaters, dance companies, literary arts centers, film festivals and youth arts education organizations.

   Will there be support for individual artists and arts-based businesses?
   The City has a separate grant to provide relief funding for individual artists and sole proprietor arts-based businesses. This fund is administered by CCI and can be found here:
   https://www.cciarts.org/San_Jose_Relief_Fund.html

   Will late or incomplete applications be accepted?
   No, due to the expected demand for this grant, only complete applications with all required attachments submitted by 5:00 P.M. on September 29 will be considered for funding.

   Is a final report required?
   Yes, a final report is required for all grantees by January 15, 2020. If you included estimates or projections for eligible expenses anticipated to be paid between September – December, you will need to include receipts showing actual amounts paid when submitting the final report.

2. ## ELIGIBLE EXPENSES/DOCUMENTATION

   Can we submit past and future expenses and/or losses?
   Yes, eligible expenses and lost income from March 1 through December 30, 2020 are acceptable.

   How do we decide what eligible expenses or income losses to document?
   To save time, pick the expenses or income losses that represent the highest amounts AND require the least amount of time to gather documentation for.

   What kinds of technology equipment are eligible?
   Digital technology investments necessary to move existing programming online due to COVID-19 are eligible. Equipment to support new programs or general operations is not eligible.

What documentation is acceptable for lost income from cancelled performances?
You will need to submit documentation verifying two things: **Part A)** the performance that was cancelled and **Part B)** the income that you would reasonably have expected to make. Ideas **For Part A:** submit a printout from your website that includes the specific performance cancelled or a cancellation notice sent to your audiences. Ideas **For Part B**: submit an internal financial printout (i.e., from Quickbooks or box office reconciliation) of the ticket income generated from a comparable performance in the past year.

What documentation is acceptable for cancelled classes/workshops/summer camps?
Similar to a cancelled performance, you need to document two things: **Part A)** the class/workshop/camp that was cancelled and **Part B)** the income that you would reasonably have expected to make. For Part A, submit documentation that shows that the date(s) that the activity was scheduled, and for Part B, a financial printout of the income generated for a comparable last year.

What documentation is acceptable for lost income from admissions?
Submit a financial statement of ticket income from comparable months last year.

Our program was not cancelled but modified and held online. However, the program was free or greatly discounted. Can we include the lost revenue from this modified program?
If this was a significant part of your lost income in the pandemic, you may include lost income due to modified programming. Include documentation similar to cancelled performances.

What documentation is acceptable for cancelled contracts (i.e, with school contracts)?
Include an executed contract that shows the amount and dates and written communication showing that the contract was cancelled.

What documentation is acceptable to prove future utilities?
For bills during March – August, upload each bill(s). To estimate bills in the future, upload the bill from the previous year. In the final report, you will need to submit the actual bills.

I don't have access to a scanner to convert receipts/other documentation to PDF to upload in WebGrants. What can I do?
No problem! You can use your cell phone or ipad. Google "how to scan using iphone," "how to scan using android phone" or "how to scan using your ipad," for relatively simple directions. (Remember, only organizations in priority funding groups need to upload receipts/other documentation at the time of application. If you are not in a priority funding group, you only upload receipts/other documentation if you are selected for funding in the lottery.)

Why does the City require such exhaustive documentation?
Coronavirus Relief Funds are advanced from the federal government and are audited. Improper use of funds or insufficient documentation will necessitate that the City refund the federal government. The City does not want to risk asking organizations to return their relief grants.

How do we submit receipts for expenses we haven't incurred yet?
Examples of documentation could include: copy of lease that shows monthly rent payments, bills that will be due in upcoming months, price quotes or invoices for eligible digital technology equipment required to transition current programs from in-person to virtual. At the time of final report, grantees will need to submit documentation of actual payment.

If we received PPP funding for a portion of rent, can we submit receipts for the portion that these funds did not cover?
Yes, the key is to not duplicate any expenses in any other CARES Act funding program.

What expenses can a nonprofit organization request reimbursement for if they have pivoted from in-person programming to online events?
The only programming-related expense that is eligible is digital technical equipment that is purchased due to the online programming needs necessitated by COVID-19. The equipment must be for an existing program, not to start a new program.

Can staff salaries be reimbursed?
No, reimbursement for personnel is not allowable.

Do we need to upload all the back-up documentation in WebGrants *at the time of application*?
The answer is yes, **if** you are in a priority group for funding. If not, then you can hold off submitting the back-up documentation. However, if you are selected in the funding lottery, you will have 3 business days to upload all the required receipts/documentation to support your grant request.

For expenses that haven't occurred yet, do we need to submit proof of payment in the final report?
Yes, because these are federal funds, the City is required to retain all expense receipts and back-up documentation for audit purposes.

Will we be required to repay grant funds if they do not comply with the eligible uses?
Yes, all grantees must complete a final report that provides actual expenses (as opposed to the estimates that were provided at the time of application) for items that are intended to be paid between September through December 2020. Any unused portion of the grant must be repaid to the City.

3. GRANT MAXIMUMS

How do we determine the amount to request?
Applicants that are not in a priority group can request up to $5,000. Other applicants should refer to Page 3 of the Guidelines. If you cannot provide receipts/documentation for your maximum eligible amount, then you may only request up to the amount for which you have qualifying documentation.

What is meant by "operating revenue"?
Operating Revenue is income that is intended to be used for operations (staffing, administration, and programs) during the given year. Operating revenue does not include revenue intended for capital purchases, for endowments, or for future year's expenses. For example, if you received a two-year grant, you can only count the portion that was intended for FY2018-2019 when determining which budget category applies to your organization.

Why do you use FY2018-2019 operating revenue as the base?
FY2018-2019 was the last completed fiscal year before COVID-19 occurred. FY2019-2020 was not a typical year for most arts organizations.

4. GRANT EVALUATION

What is the process for awarding grants?
1. OCA staff conducts an eligibility screen for all applicants and reviews expenses/income loss documentation for appropriateness.
2. Organizations in priority funding groups (see Guidelines, Page 2) will be considered for funding first.
3. Remaining funds will be awarded by a lottery system with additional weight given to organizations that predominantly serve communities of color that have been disproportionately negatively impacted by COVID-19.

Why do you use an automated lottery system for the applicants that are not in a priority group?
Because this is a new, temporary grant program for emergency relief, it is difficult to anticipate the volume of applications. A lottery for groups not in a priority category allows the application to be less burdensome and the decision-making process to be faster and less subjective. A number of other cities and grant programs that have used lottery systems for their relief funds.

What are my chances of being funded if I am not in a priority funding group?
It's difficult to say. In order to fund as many groups as possible, there is a maximum request cap of $5,000 for applicants not in a priority funding group. Depending on the volume of applications, there is a possibility that a number of organizations without priority may not be funded. For this reason, organizations that are not in a priority group are not asked to upload their receipts/documentation at the time of application; however, they will be asked to do so within 3 business days of being notified of selection in the lottery.

How is equity centered in this grant process?
Equity considerations inform several aspects of the grant including the designation of priority groups, higher maximum allowable grant requests and additional weight assigned in the lottery to applicants that serve predominantly communities of color that have been disproportionally impacted by COVID-19 but are not in a priority funding group.

Will our responses to the narrative questions be scored?
No, the narrative questions are only intended to confirm the ways that the organization has been economically harmed by the pandemic.