

**City of San Jose Coronavirus Relief Fund: Arts Organizations**  
**GRANT GUIDELINES & INSTRUCTIONS**

**Deadline: September 29, 2020, 5:00 P.M.**

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The San Jose City Council approved using \$2 million of the City’s federal Coronavirus Relief Funding provided through the CARES Act to help support San Jose nonprofit arts and cultural organizations that have experienced significant financial hardship due to the COVID-19 pandemic. The CARES Act and subsequent guidelines issued by the U.S. Department of the Treasury specify the type of expenditures which may be funded, specifically expenditures that:

- Are necessary due to the COVID-19 public health emergency;
- Were not accounted for in the City’s FY2020-2021 budget prior to COVID-19; and
- Were incurred during the period March 1, 2020 through December 30, 2020.

The *Coronavirus Relief Fund: Arts Organizations* will be managed by the San Jose Office of Cultural Affairs (OCA) and disbursed through a third party to expedite processing. Arts organizations play a vital role in the City’s unique cultural identity and economic vibrancy. The arts sector in San Jose and nationally has been particularly hard hit as arts and cultural venues have been among the first to close and among the last designated for re-opening in the wake of the COVID-19 pandemic. This grant program is intended to provide needed relief by reimbursing nonprofit arts organizations for specific and documentable expenses and income loss due to the pandemic.

<b>1. ELIGIBILITY</b>
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Applicants must meet ALL of the following criteria in order to be eligible:

- **Nonprofit arts and cultural organization** that is based in San Jose, has provided a majority of its arts programming in San Jose for at least 1 year prior to March 1, 2020, and is in good standing with all legal obligations. Nonprofit cultural organization that manages a City-owned regional cultural complex or City historic assets is also included.

NOTES:

- “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 groups, film festivals and youth arts education organizations.
- Fiscally-sponsored arts organizations that applied in the annual competitive arts grant process for FY2020-2021 are eligible. Other fiscally-sponsored arts organizations are not eligible.
- Organization has suffered business disruption and/or economic harm as a result of the COVID-19 pandemic.
- Organization must be able to provide receipts for eligible expenses and/or documentation of lost income due to COVID-19 that was (or will be) incurred between March 1, 2020 and December 30, 2020.

**Prior to beginning an application, potential applicants are strongly encouraged to contact OCA staff for a preliminary eligibility review.** Not all organizations that apply in the City’s annual arts grant process qualify as arts organizations.

## 2. PRIORITY FUNDING GROUPS

After meeting all eligibility criteria, the following groups will have priority for funding:

- **Arts organizations that submitted applications in the City's annual arts grant process for the FY2020-2021 funding cycle.**

OCA conducts extensive outreach for its annual competitive arts grants with advertisements in multilingual newspapers and social media posts. These efforts attract a large pool of qualified applicants representing various disciplines, budget sizes, and diverse cultural communities that have identified funding needs. In early spring 2020, these applications were evaluated by panels comprised of arts professionals, local artists and community laypersons. Due to a precipitous drop in Transient Occupancy Tax receipts, implementation of funding recommendations is proceeding through a phased approach.

In recognition of the time and effort invested by arts organizations that have already gone through a vetting process that considered program quality, depth of community outreach and service to San Jose's diverse and underserved communities, the *Coronavirus Relief Fund: Arts Organizations* will prioritize the diverse pool of arts organizations that have submitted applications for the FY2020-2021 funding cycle.

- **Arts organizations that applied in the FY2020-2021 funding cycle AND that predominantly serve communities of color that have been disproportionately negatively impacted by COVID-19.**

Arts and cultural organizations that predominantly serve communities of color are particularly vulnerable to the negative impacts of COVID-19 due to historic institutional funding patterns and income disparities that exist in their communities. Historically under-resourced communities and organizations now face an additional lack of access to critical support and capitalization to weather the pandemic, risking the loss of their participation in shaping the City's unique and diverse cultural identity.

- **Cultural organizations that steward City-owned regional cultural complexes and/or historic assets**

COVID-19 pandemic has significantly impacted the operations of cultural organizations that manage major City-owned cultural complexes and physical historic assets that anchor San Jose's cultural landscape. These organizations receive City grants to support the maintenance of the City's valuable cultural complexes which have served as homes for other arts organizations. Supporting their sustainability helps avoid the loss of critical services to the community and mitigates the risk of financial loss to the City.

## 3. ELIGIBLE EXPENSES

Grant funds can be used to reimburse the following costs of business interruption due to COVID-19 **between March 1, 2020 through December 30, 2020:**

- Reimbursement of lost income due to cancelled performances, classes or services
- Rent/lease/mortgage and utility payments for business facilities
- Personal Protective Equipment (PPE), sanitation or health safety equipment
- Reimbursement of digital technology equipment required to transition existing programs online – not to support new programs

Because this is a **relief grant** using federal funds, the following general operating expenses by applicants are deemed not eligible:

- Fundraising costs
- Staff salaries, consultants, or payroll
- Costs expensed through PPP, EIDL or other Federal CARES Act Relief program

#### 4. MAXIMUM GRANT REQUEST WITH AN EQUITY LENS (PRIORITY GROUPS ONLY)

Funds for applicants in priority funding groups will be awarded in seven budget categories, based on operating revenue in the last completed fiscal year before the COVID-19 epidemic (FY2018-2019). In recognition of differing organizational capacities, the maximum grant request for the smallest budget organizations represents, on average, a larger proportion of their operating budgets relative to maximum grant requests for the largest budget organizations.

CATEGORY	FY2018-2019 Operating Revenue	MAXIMUM GRANT REQUEST * (only applies to Priority Funding Groups as identified on Page 2)
A	up to \$99,999	up to \$5,000
B	\$100,000 - \$249,999	up to \$10,000
C	\$250,000 - \$499,999	up to \$20,000
D	\$500,000 - \$749,999	up to \$30,000
E	\$750,000 - \$999,999	up to \$40,000
F	\$1M - \$1.9M	up to \$50,000
G	\$2 million +	up to \$60,000

\* **Equity Consideration:** Certain organizations are disproportionately vulnerable to the negative impacts of COVID-19 due to historic institutional funding patterns and income disparities. In recognition of these circumstances, organizations that predominantly serve communities of color which have been disproportionately impacted by COVID-19 **and** that applied for a 2020-2021 competitive annual arts grant from the OCA may “bump up” to apply for the maximum grant request in the next highest budget category; and Category G organizations may apply for \$10,000 above their category’s maximum.

**NOTE:** All organizations that are not in a priority funding group may request **up to \$5,000**.

#### 5. HOW TO APPLY

Unlike standard competitive grant programs where applicants are asked to complete extensive applications to make the best case for funding, the purpose of this relief grant application is to verify that the applicant meets eligibility for relief funding and that submitted expenses/income losses qualify under the guidelines.

All applications must be submitted through WebGrants, the City’s online grants portal: <http://grants.sanjoseca.gov/>. Please note that if you are new to WebGrants, it will take up to 1 business day for your registration to be approved.

**Application steps:**

- 1) Download the **Application Form** [here](#) or from the grant webpage: <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants>.
- 2) Gather required attachments/documentation (PDF is preferred)
- 3) Upload the **Application Form** (saved as PDF) and all required attachments\* to WebGrants. This grant is listed as “*Coronavirus Relief Fund: Arts Organizations*” in WebGrants.

**\*Applicants in priority funding groups must upload the following attachments:**

- Application Form
- Documentation of expenses and/or income losses, up to the grant amount requested

**\*All other applicants must upload the following attachments:**

- Application Form
- 501(c)(3) Determination Letter

Because the need is expected to be greater than the funds available, applicants not in a priority group will only be asked to upload receipts/documentation if selected for funding.

**6. GRANT REVIEW PROCESS WITH AN EQUITY LENS**

The OCA is committed to an equitable distribution of COVID-19 relief funding, recognizing organizations predominantly serving communities of color that have been disproportionately negatively impacted by COVID-19. Equity considerations inform several aspects of the grant including the designation of priority groups, higher maximum allowable grant requests and greater weighting in lottery process.

In order to distribute relief funds equitably and rapidly without lengthy applications and evaluation processes, the OCA will manage an automated review process that considers funding to organizations that meet all eligibility criteria, starting with those in priority groups.

**Lottery process after priority groups are funded:** After funding for organizations with priority are considered, funding for all other eligible applicants will be determined by lottery, with additional weight for organizations predominantly serving communities of color that have been disproportionately negatively impacted by COVID-19.

**7. TIMELINE**

**Application and Guidelines released:** September 15

**Information Sessions via Zoom (identical):** Sept. 17 & Sept. 21 at 2:00 – 3:00 P.M.

To receive Zoom link, RSVP to [grantsworkshop@sanjoseca.gov](mailto:grantsworkshop@sanjoseca.gov) by noon on the date you wish to attend.

**Application deadline:** **September 29, 2020, 5:00 P.M.**

**Notification:** October

**Contracts/Disbursement** (by Silicon Valley Community Foundation): October-November

**Final Report:** January 15, 2021 (100% of grant must be spent before December 30, 2020)

**8. STAFF CONTACT FOR QUESTIONS**

Arlene Biala ([Arlene.biala@sanjoseca.gov](mailto:Arlene.biala@sanjoseca.gov)) or Karen Park ([karen.park@sanjoseca.gov](mailto:karen.park@sanjoseca.gov)). Because our physical offices are closed, sending an email is the best way to reach us.

## APPENDIX

### WEBGRANTS INSTRUCTIONS

All applications must be submitted through WebGrants, the City’s online grants portal: <http://grants.sanjoseca.gov/>. To submit an application via WebGrants, please follow these steps:

1. If this is the first time you/your organization is applying for a City grant, create a **WebGrants login** by selecting “Register Here” to the right of the login page.

The average time for registration approvals is 3 days, but approvals for this grant will be expedited to 1 day.

2. From the main menu, select “**Funding Opportunities.**”
3. Select the “**Coronavirus Relief Fund: Arts Organizations**” funding opportunity.
4. Click on “**Start a New Application.**”
5. Enter a brief Project Title for your application (i.e, “SJ Dance Group - Relief Grant”).

If you will have several people working on this application, make sure that they do not create a new application every time they enter the system; have everyone work on the one application that is initially created in this step.

To return to an application once it has been created, log into the system & do steps #2-3. At the top of the screen, find your application under the Application Title column. Click on your application title to resume your application.


6. As you complete each section of the application, make sure you mark the section as complete by selecting “**Mark as Complete**” located near the top right of the page. Note that this does not mean you have submitted your application.
7. To submit your application, click “**Submit**” near the middle right of the main application page.

Please note that mailed or e-mailed proposals will NOT be accepted, and WebGrants will not allow proposals to be submitted after 5:00 P.M. on September 29, 2020.

### Online Application Components

A complete Online Application consists of the following components in WebGrants:

#### **Attachments**

- **PDF Versions of documents are highly encouraged.** If you don’t have access to a scanner, simply Google “how to scan using iphone” or “how to scan using android phone” to scan using your phone.
- Note: “Application Form” is a fillable Word document that can be downloaded on the grant webpage: <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants>
  - a. Click on the blue highlighted text for each attachment;
  - b. Click on the “Choose File” button to select the file to upload & enter brief description in text field;
  - d. Click on the  Save link; and
  - e. Repeat these steps for each attachment.

If you need to remove an attached document, click on the delete link.

#### **Application Signature**

Questions? Email [Arlene.biala@sanjoseca.gov](mailto:Arlene.biala@sanjoseca.gov) or [Karen.park@sanjoseca.gov](mailto:Karen.park@sanjoseca.gov).