

*City of San Jose
Coronavirus Relief Fund:
ARTS ORGANIZATIONS*

Information Sessions
Sept 17 and 21, 2020



Karen Park and Arlene Biala
Senior Arts Program Coordinators
San Jose Office of Cultural Affairs

City of San Jose Coronavirus Relief Fund: ARTS ORGANIZATIONS - General Info

- ▶ **GRANT WEBPAGE:** <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants>
- ▶ Funding Source: Federal CARES Act Funds
- ▶ Intended to provide relief by reimbursing specific and documentable expenses and income loss due to COVID-19 pandemic
- ▶ Expenses/losses incurred between March 1, 2020 - December 30, 2020
- ▶ Deadline: **Tues, September 29 at 5:00 P.M.**
 - ▶ Good idea to submit at least 3 hours before deadline.
- ▶ Applications only accepted on WebGrants, City's online grants portal.
 - ▶ *First-time users should register for userid and password ASAP.

Who's Eligible?

- ▶ Nonprofit (501c3) arts and cultural organization based in San Jose and operating since March 1, 2019 **OR** nonprofit cultural organization that manages a City regional cultural complex or City historic assets
- ▶ Fiscally sponsored arts organization that applied during annual competitive arts grant process for FY2020-2021.
- ▶ Organization has suffered financial harm as a result of COVID-19 (i.e, loss of admissions, cancelled programs, facility closures, etc)
- ▶ Organization in good standing with all legal obligations as a nonprofit

Priority Funding Groups

- ▶ An arts organization that submitted applications in City's annual arts grant process for the FY2020-2021 funding cycle.
 - ▶ An arts organization that predominantly serve communities of color that have been disproportionately negatively impacted by COVID-19
- ▶ A cultural organization that manages City-owned regional cultural complexes or City historic assets

If you are not a priority funding group, you may still apply; and your application will be considered after the priority group is funded.

Eligible Expenses - These are the only expenses that are eligible.

- ▶ 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

Not Eligible Expenses

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



Grant request amount

- ▶ **Priority Funding Groups** -- Refer to table in the Guidelines (Page 3)
 - ▶ Funding categories based on fiscal year end revenues (FY2018-2019)
 - ▶ Organizations serving primarily communities of color that have been disproportionately negatively impacted by COVID-19 can “bump up.”
- ▶ **All other groups** -- Maximum request of \$5,000

Grant Review Process

- ▶ 1. OCA staff conducts an **eligibility** screen for all applicants and reviews submitted expenses/income loss information for **appropriateness**.
- ▶ 2. Organizations in **priority funding groups** will be considered for funding first.
- ▶ 3. Remaining funds will be awarded by a **lottery system** with additional weight given to organizations predominantly serving communities of color as those communities have been disproportionately impacted by COVID-19.

Coronavirus Relief Grant - Step by Step

PART ONE

- ▶ **Determine your maximum allowable grant request.**
 - ▶ Orgs in priority funding groups - Read Section 4 of [Guidelines](#)
 - ▶ All other organizations: \$5,000
- ▶ **Determine the eligible expenses/income losses that can get you to your grant maximum quickly.** (Read Section 3 of [Guidelines](#) and Section 2 of [FAQ's](#))
 - ▶ **Pro-tip #1: Select expenses/income losses that are the highest AND that will take the least amount of time to generate documentation for.**
 - ▶ Pro-tip #2: Check with staff if you are not sure if something is eligible or if the documentation is sufficient.

Coronavirus Relief Grant - Step by Step

PART TWO

- ▶ Download the Application Form from OCA website
- ▶ <https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants>
 - ▶ Application Form is a fillable WORD document.
- ▶ After completing, save Application Form as PDF
- ▶ Upload Application Form to WebGrants.
 - ▶ Refer to Guidelines (Appendix) for instructions on using WebGrants and uploading documents.

Application Form - Summary of Documented Expenses Section

All applicants complete this table. **NOTE: Priority funding groups must also upload their documentation listed on this table in WebGrants.**

Expense/ Income Loss Amount	Expense/Income Loss Type	Brief Description (30 Character Maximum)	DOCUMENTATION UPLOADED IN WEBGRANTS (Orgs not in priority group should select "N/A")	Check if a portion of the expense/ income loss will occur between Sept – Dec 2020?
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>
	--select one--		--select one--	<input type="checkbox"/>

-- select one --
Cancelled Activity
Modified Activity
Lease/rent/mortgage
Technical Equipment
PPE/Sanitation/Safety

--select one --
Bill/Invoice/Receipt
Other
N/A

Coronavirus Relief Grant - Step by Step

PART THREE

▶ If you are NOT in a priority funding group:

- ▶ Upload your 501c3 letter to WebGrants.
- ▶ Read directions in Guidelines (Appendix) on how to submit the grant in WebGrants.
YOU ARE DONE!

▶ If you ARE in a priority funding group:

- ▶ Convert your receipts/documentation to PDF (see [FAQ's](#) if you don't have scanner).
 - ▶ You can upload all receipts/documentation as one large attachment or upload as separate attachments - whatever's easiest for you.
- ▶ Upload all receipts/documentation to WebGrants.
- ▶ Read directions in Guidelines (Appendix) on how to submit the grant in WebGrants.
YOU ARE DONE!

Selected screenshots from WebGrants

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Application

Application: 41034 - COVID - Arts Theater

Program Area: CARES Act Grants

Funding Opportunity: 41033 - Coronavirus Relief Fund: Arts Organizations

Application Deadline: 09/29/2020

Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

[Application Forms](#)

[Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	08/26/2020
Attachments		09/14/2020
Application Signature		

[Mark as Complete](#) | [Go to Application Forms](#)

Attachment	Description	File Name	Type	File Size	Date Uploaded	Delete?
APPLICATION FORM (PDF Format)						
501c3 LETTER (Not required for organizations that applied for Annual Arts Grants for FY2020-2021)						
Receipt/Documentation #1 (Only required for priority funding groups)						
Receipt/Documentation #2 (Only required for priority funding groups)						
Receipt/Documentation #3 (Only required for priority funding groups)						
Receipt/Documentation #4 (Only required for priority funding groups)						
Receipt/Documentation #5 (Only required for priority funding groups)						
Receipt/Documentation #6 (Only required for priority funding groups)						
Receipt/Documentation #7 (Only required for priority funding groups)						
Receipt/Documentation #8 (Only required for priority funding groups)						

Last Edited By:

Timeline

- ▶ **Application deadline:** September 29, 2020, 5:00 P.M.
- ▶ **Grant Notification:** by mid-October
- ▶ **Grant Disbursement** (potentially by third party): November
- ▶ **Final Report due:** January 15, 2021
100% of grant must be spent before December 30, 2020

QUESTIONS?

If we don't get to all your questions today, please feel free to contact us:



▶ **Karen Park** *(Operating Grantees + others)*

Karen.park@sanjoseca.gov

▶ **Arlene Biala** *(Eligible take pART & FPC Applicants + others)*

Arlene.biala@sanjoseca.gov

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