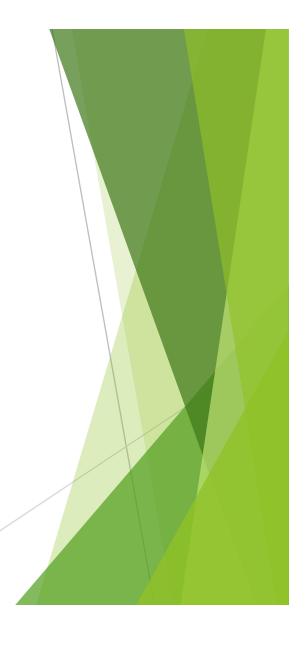
### City of San Jose Coronavirus Relief Fund: ARTS ORGANIZATIONS

# 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/yourgovernment/departments-offices/cultural-affairs/grants-program/covid-19arts-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 <u>Guidelines</u>
  - ► All other organizations: \$5,000
- ▶ Determine the eligible expenses/income losses that can get you to your grant maximum quickly. (Read Section 3 of <u>Guidelines</u> and Section 2 of <u>FAQ's</u>)
  - ▶ 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 <u>Application Form</u> from OCA website
- https://www.sanjoseca.gov/your-government/departments-offices/culturalaffairs/grants-program/covid-19-arts-grants
  - ▶ Application Form is a fillable WORD document.
- ► After completing, save Application Form <u>as PDF</u>
- 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: <u>Priority funding groups</u> 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	
	select one		select one	
	select one		select one	
	select one		select one	
	select one		select one	
	select one		select one	
	select one		select one	

-- 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

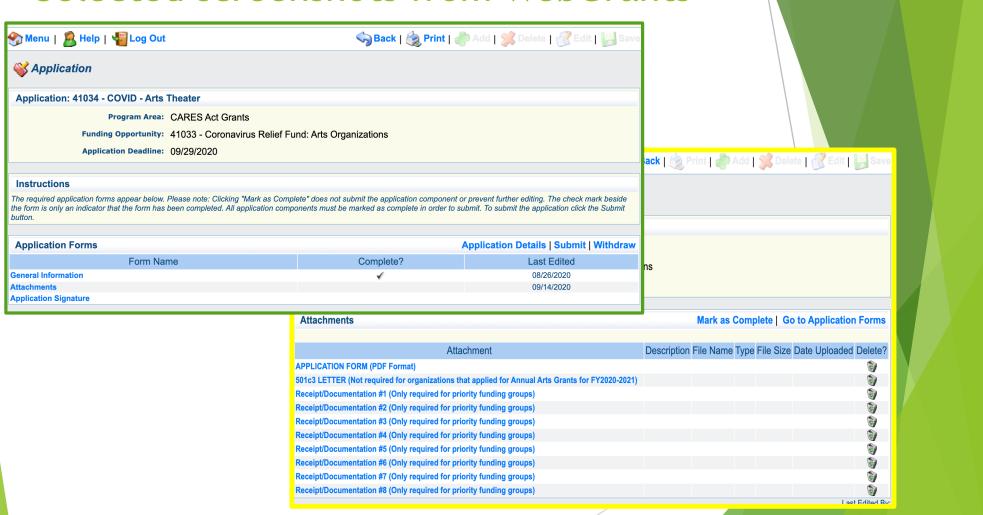
#### ▶ If you are NOT in a priority funding group:

- ▶ 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



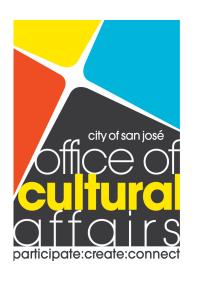
#### **Timeline**

- ► Application deadline: <u>September 29, 2020, 5:00 P.M.</u>
- ► **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

GRANT WEBPAGE: https://www.sanjoseca.gov/your-government/departments-offices/cultural-affairs/grants-program/covid-19-arts-grants