



LA County COVID-19 Arts Relief Fund FAQ Frequently Asked Questions

WHAT IS THE LA COUNTY COVID-19 ARTS RELIEF FUND?

The LA County COVID-19 Arts Relief Fund is administered by the LA County Department of Arts and Culture and its purpose is to assist Los Angeles County nonprofit arts organizations that have been affected by COVID-19 due to business losses or business interruptions during the COVID-19 pandemic and are current grantees of Los Angeles County and/or one of the seven municipal arts funders in the County of Los Angeles. Los Angeles County has allocated \$10,000,000 in CARES Act funding to the Arts Relief Fund. Grant awards will be based on eligibility and demonstrated need. Awards will range based on the number of applications received, organizational budget size, demonstrated losses and expenditures due to the COVID-19 pandemic.

WHO IS ELIGIBLE TO APPLY?

The purpose of this funding is to provide economic relief to arts nonprofits suffering from business interruptions due to COVID-19-related closures from March 1 – December 30, 2020.

Nonprofit arts organizations that have been affected by COVID-19 due to business losses or business interruptions during the COVID-19 pandemic are eligible to apply if they meet the following eligibility requirements at the time of application:

Nonprofit arts organizations (501(c)(3) and/or fiscally sponsored organizations) must:

- Be a current FY 2019/20 or FY 2020/21 grantee of the Los Angeles County Department of Arts and Culture Organizational Grant Program (OGP); and/or
- Be a current FY 2020/21 grantee of one of the seven municipal local arts agencies with grantmaking programs, limited to the City of Los Angeles, City of Pasadena, City of West Hollywood, City of Culver City, City of Santa Clarita, City of Santa Monica, and City of Long Beach through the Long Beach Arts Council. A list of all eligible current grantees has been provided to the Los Angeles County Department of Arts and Culture by the seven municipal arts funders in Los Angeles County (collectively, LA County Municipal Arts Funders). **Note:** colleges or universities, businesses or non-arts organizations that are grantees of a municipal local arts agency are not eligible.

In addition, all applicants must:

- Be located in and serving Los Angeles County.
- Have principal offices in Los Angeles County.
- Have a primary mission to provide arts programming, as demonstrated by more than 50% of the applicant organization's budget devoted to arts programming.

WHO IS NOT ELIGIBLE TO APPLY?

- Organizations whose primary mission is to raise funds.
- Educational institutions that lead to a degree or diploma, including but not limited to private or public schools or scholarship programs, colleges, and universities. This includes departments and programs therein, except for arts organizations that possess independent 501(c)(3) status.
- Municipal or County government agencies and departments.
- Organizations whose primary mission is not arts related (e.g. social service, religious, education, or health organizations), as demonstrated by more than 50% of the applicant organization's budget not devoted to arts programming.
- Past and current Los Angeles County Department of Arts and Culture Community Impact Arts Grant grantees are not eligible for the Arts Relief program.
- Individual artists.
- Past grantees of any of the municipal local arts agencies or previous grantees of the OGP that are not in the current pool of grantees. No exceptions will be made.

WHAT ARE ELIGIBLE EXPENSE CATEGORIES?

Organizations may expend these funds on eligible business-expenses or losses accrued between March 1, 2020, and December 30, 2020. By submitting an application, applicant certifies that these eligible expenses can be shown in one or more of the eligible expense categories and that no specific expense-items will be used to invoice any other CARES Act funding-provider, including any other County or Municipal Arts Funder CARES Act funded relief program.

Eligible Expense Categories include

- Rent
- Payroll
- Utilities
- Insurance
- Accounts Payable
- Personal Protective Equipment (PPE)
- Inventory
- Other (with detailed explanation)

Eligible expenses must be related to nonprofits that are suffering from interruptions or closures incurred during the period that begins on March 1, 2020 and ends on December 30, 2020 ("Covered Period") due to the COVID-19 pandemic.

Expenditures to reimburse the costs of operational interruption caused by required closures due to the COVID-19 pandemic. Grants are to reimburse for losses, and cannot be used for future program activities, costs, or operations after December 30, 2020.

LA County COVID-19 Arts Relief Fund payments may be used for economic support if such expenditures are determined to be necessary. This may include, for example, a grant to benefit nonprofits that close voluntarily to promote social distancing measures or that are affected by decreased demand as a result of the COVID-19 public health emergency.

WHAT ARE EXAMPLES OF ELIGIBLE EXPENSES?

Eligible expense-categories between March 1, 2020, and December 30, 2020, for *LA County COVID-19 Arts Relief Fund* support may include:

- Artistic program and/or educational program staff salaries plus benefits
- Artist-contractor fees (including technical artists such as: web designers, graphic designers, videographers, video editors, sound and lighting engineers, etc.)
- Facility costs (including rent, utilities, and cleaning supplies/services)
- New equipment, software, or subscriptions required to transfer operations to online virtual format
- Telecommuting and home office costs (software, WIFI, broadband, package deliveries, utilities, etc.)
- Communication costs (phone bills, internet connection, subscriptions to web-based platforms)
- Development/fundraising expenses (online events or activities)
- Non-recoverable expenses related to rescheduled or cancelled exhibitions/programming during eligible period
- Remote educational exhibitions/programming
- Online distribution of creative content

WHAT ARE EXAMPLES OF INELIGIBLE EXPENSES?

The following is a nonexclusive list of examples of costs that would not be eligible expenditures of payments from the Fund:

- Damages covered by insurance.
- Expenses that have been or will be reimbursed under any federal program.
- Reimbursement to donors for donated items or services.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay.
- Legal settlements.

WHERE CAN WE ACCESS THE ONLINE APPLICATION?

Applicants are required to submit applications, artistic documentation, and support materials via the Department of Arts and Culture's online grant system at <https://apply-lacdac.smapply.io/>. The Department of Arts and Culture strongly recommends submitting the application prior to the deadline to give ample time to troubleshoot.

WHEN WILL THE APPLICATION OPEN AND CLOSE?

The application will open on September 21 and close on September 27 at 11:59 PM PST.

WILL THE DEADLINE TO APPLY BE EXTENDED PAST SEPTEMBER 27?

No, the deadline will not be extended.

WILL THERE BE MORE THAN ONE OPPORTUNITY TO APPLY?

No, there will only be one application cycle, from September 21 – 27.

I'M AN ARTIST - AM I ELIGIBLE TO APPLY FOR THIS GRANT?

No, this grant is only open to nonprofit arts organizations that are current grantees of the Department of Arts and Culture's Organizational Grant Program or of an LA County Municipal Arts Funder.

OUR NONPROFIT ORGANIZATION HAS RECEIVED A CIAG GRANT THROUGH THE DEPARTMENT OF ARTS AND CULTURE BUT NOT AN OGP GRANT. ARE WE ELIGIBLE TO APPLY?

No, this grant is only open to nonprofit arts organizations that are grantees of the Department of Arts and Culture's Organizational Grant Program or of an LA County Municipal Arts Funder.

OUR ORGANIZATION HAS RECEIVED A GRANT THROUGH ONE OF THE MUNICIPAL ARTS FUNDERS. WE ARE A NONPROFIT BUT NOT AN ARTS ORGANIZATION. ARE WE ELIGIBLE TO APPLY?

No, this grant is only open to nonprofit arts organizations. Social service organizations, social justice organizations, universities and colleges are not eligible to apply.

IF WE ARE NOT ELIGIBLE FOR CARES ACT FUNDING THROUGH THE DEPARTMENT OF ARTS AND CULTURE, ARE THERE OTHER RESOURCES AVAILABLE TO US?

Please visit <https://www.lacovidfund.org/> for additional opportunities that your organization may be eligible for.

ARE WE REQUIRED TO COMPLETE THE ONLINE GRANT AGREEMENT AS PART OF THE APPLICATION?

Yes, all applicants are required to submit the application and execute the grant agreement. **Execution of the grant agreement is NOT A GUARANTEE OF FUNDS from the County of Los Angeles.** All applicants will be required to submit documentation to determine eligibility and **NO AWARD IS FINAL UNTIL FURTHER NOTIFICATION FROM THE COUNTY.**

WHAT ATTACHMENTS ARE WE REQUIRED TO SUBMIT WITH OUR APPLICATION?

All applicants must submit the following five attachments with their application in order for it to be complete and be deemed eligible. There are no exceptions to this.

1. A copy of the Federal Form 990 Prior Year Tax Return (2018 or 2019), 990-EZ or 990-N for the organization's most recently completed fiscal year.

Applicants with budgets less than \$25,000 should submit a copy of their most recently completed 990-N or 990-EZ.

Applicants that **cannot provide a submitted Federal Form 990 at the time of application are not eligible to apply**, having failed to satisfy the requirement that applicants comply with all applicable laws.

2/3 Proof of Good Standing from the California Secretary of State

This requires uploading 2 attachments from the California Secretary of State's website. Applicants can search for their organizations, confirm active status with the California Secretary of State via a screenshot and download the most recent Statement of Information at no cost here: <https://www.sos.ca.gov/business-programs/business-entities/information-requests>

Go to page 8 of this document for detailed instructions on where to find this information on the California Secretary of State's website.

2. Screenshot from the State of California website demonstrating "ACTIVE" status at the time of application.
3. Most recent Statement of Information PDF
4. Completed [W-9 Form](#)
5. A 501(c)(3) determination letter with Federal Employee Identification Number (EIN)

I'VE ALREADY SUBMITTED THESE REQUIRED ATTACHMENTS WITH A PREVIOUS GRANT APPLICATION. WHY DO I HAVE TO ATTACH THEM AGAIN?

While grantees have previously submitted these materials as part of past grant application cycles, we must have complete applications on file for any audits.

WHAT IF MY ORGANIZATION'S SECRETARY OF STATE STATUS IS SHOWING AS SUSPENDED AT TIME OF APPLICATION? CAN I GET AN EXTENSION TO CORRECT THIS AND FILE THE NECESSARY PAPERWORK?

No, your organization must show "ACTIVE" status at time of application on the screenshot you submit with your application. If it shows that it is "SUSPENDED" at time of application your organization will not be eligible. No extensions will be granted.

WHEN WILL WE FIND OUT ABOUT FUNDING DECISIONS?

Notifications about funding will be sent in October.

WHEN CAN WE EXPECT TO RECEIVE GRANT FUNDS?

We expect payments to be dispersed by the end of November.

IF OUR ORGANIZATION RECEIVES FUNDING, HOW LONG MUST WE KEEP OUR FINANCIAL RECORDS?

All grantees, regardless of budget size, will be required to maintain financial records to verify compliance for five (5) years. Grantees should compile, maintain, and permit access to records as required by applicable regulations, guidelines, or other directives.

WILL MY ORGANIZATION BE AUDITED IF WE RECEIVE FUNDS?

As a recipient of CARES funds, the County will most likely be audited and will need to show that the funds granted were used for eligible expenses and expenses that have not been previously paid by other grants, which is why you will need to keep records of your eligible expenses for at least 5 years. If during the audit process, records of your eligible expenses are requested by the County and you are unable to produce the necessary records, you may be required to return the funds you were previously granted.

HOW DO I REGISTER MY NONPROFIT ARTS ORGANIZATION AS AN LA COUNTY VENDOR?

Visit <https://camisvr.co.la.ca.us/Webven/Account/LoginNew> to register.

WHERE CAN I FIND MY NONPROFIT ARTS ORGANIZATION'S LA COUNTY VENDOR ID?

You may look up your organization's vendor ID by using the search function at <https://camisvr.co.la.ca.us/Webven/Lookup/VendorSearch>.

WHAT IF WE HAVE SUBMITTED AN APPLICATION FOR OTHER LOS ANGELES COUNTY COVID-19 RELIEF EFFORTS?

By submitting an application, applicants certify that eligible expenses can be shown in one or more of the eligible expense categories and that no specific expense-items will be used to invoice any other CARES Act funding-provider, including any other County or Municipal Arts Funder CARES Act funded relief program.

ARE WE ELIGIBLE TO APPLY IF WE RECEIVED A LOAN THROUGH THE PAYCHECK PROTECTION PROGRAM (PPP)?

Yes, you are eligible to apply. This does not disqualify your organization from receiving funding. In the application you must provide information about if you received a loan, how much you received and what the approved uses were for the loan.

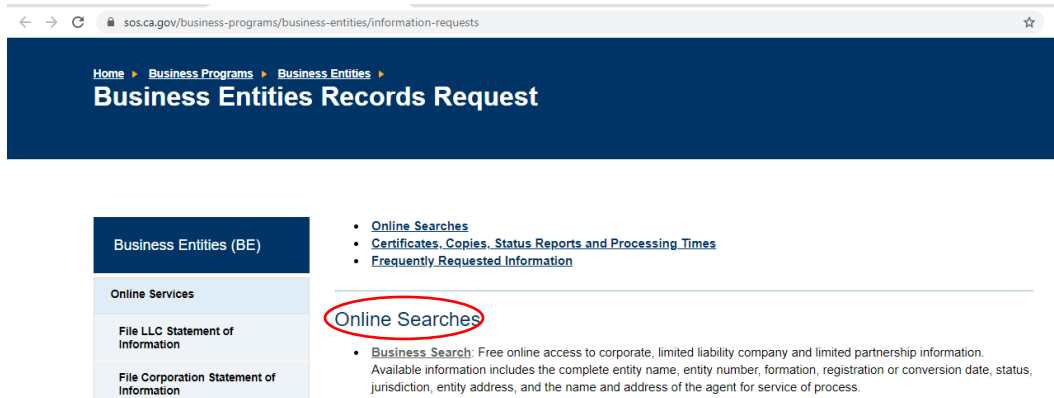
HELP! I HAVE QUESTIONS ABOUT THIS PROGRAM! WHERE SHOULD I GO TO FIND MORE INFORMATION?

Visit <https://www.lacountyarts.org/CovidReliefFund> to access Arts Relief Fund Guidelines, application and to register for workshops or office hours. We highly recommend that you read the guidelines, attend a workshop or access the online recording of a workshop before you work on your application.

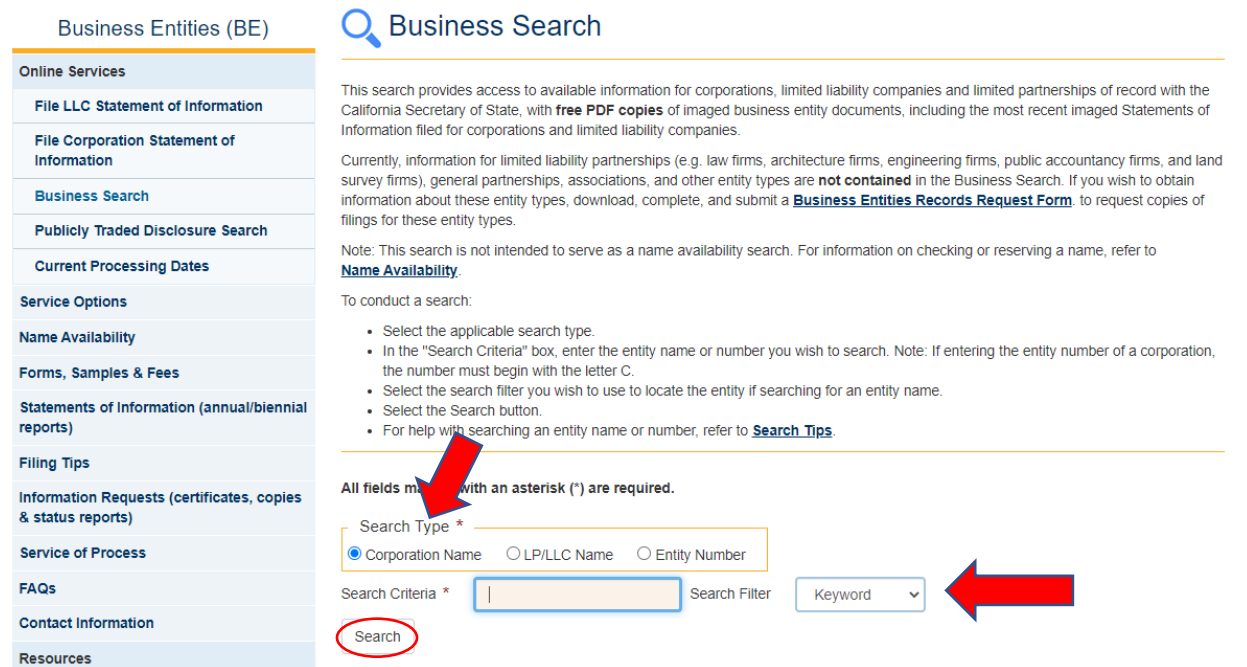
Additionally, you may email caresgrants@arts.lacounty.gov with your questions.

DETAILED INSTRUCTIONS ON HOW TO PROVIDE PROOF OF GOOD STANDING WITH THE CALIFORNIA SECRETARY OF STATE

1. Visit <https://www.sos.ca.gov/business-programs/business-entities/information-requests>
2. Click on “Business Search” link halfway down page under “Online Searches”





3. Under “Search Type” select “Corporation Name”
4. In “Search Criteria” type in your legal entity name and make sure that Search Filter is set to “Key Word”
5. Click “Search”



6. A “Business Search-Results” page will come up, and your organization will be listed. Click on your entity name, which is a hyperlink.
7. You will now be viewing the “Business Search-Entity Detail” page. You’ll see that “Status” is listed as “Active” on the fourth line. Take a screen shot of this page and upload to your application under question number 28.

8. You DO NOT need to click on the "Certificate of Standing" link on the right-hand side of this page with the shopping cart icon.
9. You DO need to click on the Statement of Information ("SI Complete") PDF icon with the most recent file date – this is free and there is no charge to download.
10. Download and attach this to your application under question number 29.

Document Type	↕↑ File Date	↓↕ PDF
SI-COMPLETE	06/03/2019	
SI-COMPLETE	04/10/2018	
REGISTRATION	08/21/2007	