



Application

 **BEFORE YOU BEGIN:**1) Please be sure your organization is on [this eligibility list](#) before proceeding. Any organization that is not on [this list](#) is ineligible for these funds.2) For organization information such as your address, all data provided must match what is on file with the County vendor services. In order to verify your organization's legal name and address, please go to <https://camisvr.co.la.ca.us/Webven/Lookup/VendorSearch> If you are not yet registered as a county vendor, you will be asked to register shortly.

Organization Info:


 1. What is the legal name of your organization? This must match what is on file (or what will be on file) with LA County Vendor Services.

 2. Are you already registered as a vendor with LA County?

If you are unsure, please go to this website and search for your organization:
<https://camisvr.co.la.ca.us/Webven/Lookup/VendorSearch>


- Yes
 No

 2a. Please enter your LA County Vendor Number below:


 2b. If you are not registered as a vendor with LA County, you **MUST** register as a vendor in order to receive these funds. Please follow this link to begin the process of registering as a county vendor: <https://camisvr.co.la.ca.us/Webven/Account/LoginNew> By clicking "I understand" below, you are acknowledging that you have started the process of becoming a county vendor

I understand

 3. Federal Employee Identification Number (FEIN):


 4. Is your organization fiscally sponsored?

- Yes
 No


 4a. Name of Fiscal Sponsor:

 4b. Name of contact at Fiscal Sponsor:


 4c. Email of contact at Fiscal Sponsor:


 4d. Phone number of contact at Fiscal Sponsor:


Organization Address:


 5. Does your nonprofit arts organization have principal offices in Los Angeles County?

- Yes
 No

 5a. Organization Address, Street 1:


 5b. Organization Address, Street 2:


 5c. Organization Address, City:

 5d. Organization Address, State:

 5e. Organization Address, Zip Code:

 **Primary Grant Contact:**


 6. Primary Grant Contact First Name:

 7. Primary Grant Contact Last Name:

 8. Primary Grant Contact Title:

 9. Primary Grant Contact Email:


 10. Primary Grant Contact Phone Number:


 **Economic Impact of COVID-19**

 11. Are you applying for the grant due to business losses or interruptions as a result of the COVID-19 pandemic?

Yes

No (selecting this will make you ineligible)

 12. Please detail how you will use the grant funds for your nonprofit losses, if you are awarded funding. Please refer to question 22 for eligible expense categories. (up to 200 words)


 13. Please describe how the COVID-19 pandemic impacted your nonprofit (loss in sales, worker layoffs, employees' payroll, past due bills, business closure, etc.) Provide detail on losses experienced and expenses incurred during this time. (up to 200 words)

 14. To the best of your knowledge, how does your revenue/net income in April 2020 compare to April 2019? (up to 100 words)

 15. What is your organization's current budget?

16. How has your organization been affected by COVID-19? (Check all that apply):


- Revenues from the nonprofit are down 25% or more compared to the previous three months (Prior to March 1, 2020)
- Nonprofit has had to lay off at least one of its employees (full or part time)
- Nonprofit was forced to shut down by the state or local government

 17. Do you operate out of a physical commercial, office or industrial space within Los Angeles County, with proof of operations for the past 12 months?

- Yes
- No

 18. What is the total amount of COVID-19 related eligible expenses/losses incurred between March 1 - December 30, 2020?

 19. Total Number of Employees as of December 31, 2019

 20. Total Number of Employees as of May 1, 2020

21. My organization is a current grantee in good standing with the following government funders (check all that apply):

- Los Angeles County Department of Arts and Culture FY 19/20 or FY 20/21 Organizational Grant Program
- City of Los Angeles Department of Cultural Affairs
- City of Pasadena Arts and Cultural Affairs Division
- City of Santa Monica Cultural Affairs Division
- City of Santa Clarita Arts and Culture
- City of Culver City Department of Cultural Affairs
- City of Long Beach through the Long Beach Arts Council
- City of Torrance Cultural Services Division
- City of West Hollywood Arts and Cultural Affairs

22. Our eligible expense-categories between March 1, 2020, and December 30, 2020, for CARES Act support include (check all that apply):


- 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

23. If awarded, how do you intend to use the Grant funds? (check all that apply).


- Rent

- Payroll
- Utilities
- Insurance
- Accounts Payable
- Personal Protective Equipment (PPE)
- Inventory
- Other, please specify... _____


 **Previous Applications/Grant Awards:**

 24. Have you submitted an application for any other funding from the County of Los Angeles COVID-19 relief efforts?


- Yes
- No


 25. Did your business/nonprofit previously receive a small business grant from the County of Los Angeles COVID-19 relief efforts?

- Yes
- No

 26. Did you receive a loan through the Paycheck Protection Program (PPP)? (This DOES NOT disqualify your organization from receiving funding).

- Yes (please state how much) _____
- No

 27. What were the approved uses for the PPP loan? (up to 100 words).

 Demonstrating Proof of Good Standing from the California Secretary of State This requires uploading documentation 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 certificate at no cost here: <https://www.sos.ca.gov/business-programs/business-entities/information-requests> Click here and go to page 8 for detailed instructions on where to find this information.

28. Proof of "ACTIVE" status from the California Secretary of State. Take a screenshot of the "Entity Detail" page for your organization that shows a status of "Active" and upload that here.

29. Download the most recent Statement of Information PDF and upload it here.

30. 2018 or 2019 Tax Returns (Federal 990 form)

31. A copy of your organization's W9

32. 501(c)3 Determination Letter (including FEIN number)

33. Certification: I certify that the County/Municipal Grantee Organization named above is pre-vetted and interested in receiving 2020 Federal CARES Act support, a one-time source of non-match non-reimbursable support, through the Los Angeles County Department of Arts and Culture COVID-19 Art Relief Program through the CARES Act. I also certify that the organization named above can expend these funds on eligible business-expenses accrued between March 1 and December 30, 2020. I further certify that these eligible expenses can be shown in one or more of the expense categories I have identified in this application, and that no specific expense-items will be used to invoice any other CARES Act funding-provider.

34. By submitting this application for review and any subsequent award of grant funds, I [name below] of this Los Angeles County Departments of Arts and Culture COVID-19 Art Relief Fund (Program), on behalf of my nonprofit, have not provided any material misrepresentation and/or falsification of my eligibility to secure a grant under this Program. I certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a Department of the United States Government. If found guilty of committing fraud, my nonprofit will no longer be entitled to receive any grants and may be subject to other penalties imposed by Federal, State and/or local law.

Please read the certifications below and virtually sign on the lines provided. Below, please provide the information of the individual who is completing these certifications.


35. Name of person certifying:


36. Title of person certifying:

37. Email of person certifying:


Form for "Draft Grant Agreement"


Draft 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.**

 Legal Name of Organization

 Organization Address Street 1:

 Organization Address Street 2:

 Organization Address City:

 Organization Address State:


 Organization Address Zip Code:

 LA County Vendor ID Number:

 Executive Contact Name:


 Executive Contact Title:

 Executive Contact Email:

 Upon approval of Grantee's LA County COVID-19 Arts Relief Fund administered by the LA County Department of Arts and Culture ("Arts Relief Fund") application and receipt of required documentation by Grantee, by the County of Los Angeles ("County"), Grantee accepts from the grant from the County through the CARES Act Coronavirus Relief Fund ("Grant Funds"). Grantee accepts the Grant Funds and represents and warrants that:(i) Grantee's arts nonprofit was economically impacted by COVID-19 and the information provided about its arts nonprofit in applying for Grant Funds was true in all material respects;(ii) Grantee will not use the Grant Funds for personal uses and will use the Grant Funds for business purposes including wages and benefits (including that of the applicant), rent, utilities, paying vendors (including outstanding obligations), and other immediate operational costs allowable under the CARES Act;(iii) Grantee will use Grant Funds for expenses incurred between March 1, 2020 and December 30, 2020 due to the COVID-19 pandemic;(iv) Grant Funds provided will not be used to cover costs for operational interruptions or closures along with any other previous grant funds provided by the County of Los Angeles ("County"), or through Grantee's local jurisdiction;(v) If Grantee received a Payroll Paycheck Protection ("PPP") loan, Grantee will not use Grant Funds to repay the PPP loan or pay for costs for which they were awarded the PPP loan.(vi) If Grantee received a PPP loan, Grantee will use the proceeds of the PPP loan and the Grant Funds only to pay for eligible costs and compensate for revenue losses during the covered period of March 1, 2020 through December 30, 2020.(vii) Grant Funds provided will not be used to cover costs for business interruptions or business closures with any previous funds awarded from the Federal Paycheck Protection Program.(viii) Grantee satisfies at least one of the criteria listed on the Application Eligibility Verification, Question 21;(ix) All applicable representations listed on the attached Arts Relief

Program application are true in all material respects;(x) Grant Funds will not be used to carry on propaganda, to attempt to influence legislation, or to participate in, intervene in, or attempt to influence the outcome of, political campaigns or elections;(xi) Grantee is not now, nor has it ever been, named on (a) the list of Specifically Designated Nationals and Blocked Persons established pursuant to Executive Order 13224 and maintained by the U.S. Department of the Treasury's Office of Foreign Assets Control or any successor agency or other entity, or (b) any other list of terrorists or terrorist organizations maintained by any agency of the United States or any other governmental authority;(xii) Grantee is not debarred by the Federal Government(xiii) Grantee has not provided any material misrepresentation and/or falsification of Grantee's eligibility to secure a non-profit Art Relief Grant;(xiv) Grantee will use Grant Funds for eligible expenses stated in this Grant Agreement will retain any receipts and documentation evidencing such eligible expense use for 5 years after the receipt of Grant Funds.(xv) Grantee agrees that if Grant Funds, a portion or full amount, is used for improper purposes and in violation of this Grant Agreement and CARES Act requirements that the County of Los Angeles, or its agents (County), will require the Grantee to return the Grant Funds, a portion or full amount, and agrees to indemnify, reimburse and make whole the County for any Grant Funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County, including interest, attorney's fees or any penalty provided by law.(xvi) Grantee consents to Arts' use Grantee's application information, name, statements, and other information for promotional purposes; and(xvii) Grantee shall fully comply with all applicable federal, state, local (and any other governmental) laws, executive orders, rules, and regulations in connection with its use of Grant Funds.

 Name of person certifying:

 Title of person certifying:

 Email of person certifying:

Prior to payment of Grant Funds, you will receive an email notification. All federal, state and local taxes are solely the responsibility of the Grantee. The County will issue a Form 1099 for any grant of \$600 or more.