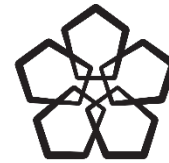




*cares act*  
**LOCAL  
RELIEF**  
*funds*



**Regional Arts &  
Culture Council**



**PROSPER  
PORTLAND**

Building an Equitable Economy

## **PDXCARES Venue Support Program:**

With City Council direction and within Federal requirements, \$2.5M has been designated as a recovery fund for businesses and non-profit organizations defined as “venues” to cover losses, payroll, or operational gaps due to the COVID-19 pandemic. Priority will be placed on Black, Indigenous and People of Color (BIPOC) owned and operated entities, and venues and spaces that regularly serve BIPOC artists and audiences.

This Venue Support Program is provided not only to support individual venue businesses, but to sustain an entire local performance ecosystem. Support of an individual applicant will consider equity, mission, programming, audience and impact. These will be the entities through which we rebuild the work of tens of thousands of local creatives.

Funds must be used for expenses related to COVID-19 that were incurred between March 1 and December 30, 2020. Funds cannot be used to backfill revenue shortfalls. The City of Portland, Prosper Portland, and the Regional Arts & Culture Council have partnered to develop and allocate these funds to independent arts spaces.

### **Impacted businesses and nonprofit organizations are invited to apply, including:**

- Dedicated art and performance venues where public presentation of music, theatre, dance, film, etc. is their only line of business.
- Businesses and spaces where public performance of music, theater or dance is a primary aspect of their business
- Other performance spaces that are unable to re-open for public performance programming until Phase III of the state’s re-opening.

### **Priorities:**

- Priority will be placed on supporting entities led by and serving BIPOC community members.
- Priority will be placed on supporting entities that present or partner with local individual artists and musicians.
- Priority will be placed on venues where live performance or presentation of work is the primary purpose of the space
- Priority will be placed on applicants that have not yet received CARES Act funding.
- Priority will be placed on supporting entities that have made an investment in supporting performance (time, money, etc)
- A minimum of \$500K will be earmarked for non-profits with an arts and cultural based mission.

**CARES Act Awards:**

These guidelines are in accordance with the U.S. Department of the Treasury. The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

**Eligibility:**

- Applicants must be organizations or businesses based in the City of Portland (<https://www.portlandmaps.com/>).
- Applicants must have an Employer Identification Number (EIN).
- Venues must be ADA Accessible.
- Applicants must have a Portland Business License.
- Applicants must have been in operation and in compliance with the State of Oregon registration requirements on or prior to December 31, 2019.
- Applicants that receive funding must provide documentation of expenditures in line with federal reporting for the CARES Act.
- The receipt of a government grant by a business generally is not excluded from the business's gross income under the Internal Revenue Code and therefore is taxable. Applicants, other than 501c3 non-profits, that receive funding can expect to receive a 1099 MISC form for taxable grant income.
- Grantees that received funds in Round 1 are not eligible to apply in Round 2.

**Important:** *While we understand that venues for artists and creatives can be defined broadly, due to limited capacity and the volume of applications, we are not reviewing submissions by applicants whose primary artistic or creative presentation is in sporting events, karaoke, exotic dancing, fitness, studios in private homes, private galas or weddings, chain movie theaters, or venues which are not ADA-accessible. Applicants that fall into these categories should look into other Prosper Portland relief efforts.*

**Application Process:**

Businesses and organizations can create an account through the RACC Opportunity Portal at [www.racc.org/apply](http://www.racc.org/apply) and complete an application for the PDXCARES Venue Support Program.

The application will request information about venue activities, technical specifications, community connection, and finances. Information about demographics will be collected for reporting on the use of the CARES funding, and a DUNS# and Portland Business License will be needed before a Grant Agreement is produced for any selected applicants.

Deadline for submission for Round 2 is **5:00pm on Monday, November 2nd.**

Prosper Portland and RACC will host a panel review process. Staff will screen for eligibility and priority criteria. Panels made up of a diverse group of community representatives will review eligible applications using the following priority and review criteria.

**Review Criteria:**

Up to 3 Priority Points will be given for meeting each of the following:

- BIPOC Owned / Managed / Primary Staff
- BIPOC Serving (Audience and/or Artists)
- Connection with local artists, musicians and performers
- Venue is sole or primary purpose of the business
- Not yet received any or sufficient federal CARES Act funds

Up to 5 Review Criteria Points will be given in the following competitive criteria:

- Proposal demonstrates the venue's impact and value in the community
- Proposal demonstrates the venue's role in the local performance and arts economy
- Proposal articulates how resources will help the applicant remain viable until reopening

**Distribution & Requirements**

Awards will be between **\$10,000 and \$50,000**. Awards may be made outside of this range based on the review of the applications. Applicants will be notified of the PDXCARES Venue Relief awards via email.

Grantees will need to **submit a Grant Agreement** to accept funds after awards are announced in mid-October. Awards will be disbursed through the Regional Arts & Culture Council.

Within 30 days of the conclusion of the covered period (January 30, 2021) awardees will be required to **submit a final report that documents eligible expenditures** and full accounting of itemized expenses. The final report form will be available online after awards are announced.

Grantee is subject to 2 CRF 200.303 Internal Controls; 2 CRF 200.330 through 200.332 Subrecipient Monitoring and Management; and Subpart F regarding Audit Requirements. **Awarded organizations must keep records** sufficient to demonstrate that the amount of Fund payment has been used in accordance with section 601 (d) of the Social Security Act and in the case of an audit.

Americans with Disabilities Act Statement of Non-discrimination: Any entity that provides services to the public must certify that it **complies with the Americans with Disabilities Act of 1990**, 42, USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, sexual orientation, military status, gender identity, source of income or disability status.

## **PDXCARES Venue Support Application**

If you have any questions about filling out this form, please contact Ingrid Carlson at [icarlson@racc.org](mailto:icarlson@racc.org).

### **Page 1 - Venue Information**

**Applicant Name \***

**Primary Contact \***

**Website**

**Provide a brief overview of your business or your mission statement and primary activities as a venue: \***

1200 characters

**Is your venue ADA Accessible? \***

☐ Yes/No

**If no, please explain how you make your space accessible to all community members.**

200 characters

**Is your venue registered with the City of Portland as a legal assembly space? \***

☐ Yes/No

**Select the venue category that best describes your business: \***

- ☐ Dedicated Performance Venue (music, dance, theatre)
- ☐ Independent Movie Theatre
- ☐ Event Space Venue (rentals)
- ☐ Primary Venue – business (bar, restaurant, coffee shop) that hosts live performance or event 3 to 7 days a week
- ☐ Secondary Venue – business (bar, restaurant, coffee shop) that hosts live performance or event 1 to 2 days a week
- ☐ Other (describe)

**What is your audience capacity? \***

**How many performances or events did you host on average PER MONTH prior to the shutdown? \***

**Describe your venue facilities, including square footage, whether you have a permanent stage, sound and equipment systems, and other technical specifications. \***

1000 characters

## Page 2 - Community Information

**Are you a BIPOC owned and operated business or organization? \***

☐ Yes/No

**If yes, please elaborate. Describe the role of BIPOC owners, management, and/or primary staff and how you meet this priority criteria.**

800 characters

**Do you specifically and intentionally serve BIPOC artists and audiences? \***

☐ Yes/No

**If yes, please elaborate. Describe your BIPOC programming and/or artist and audience demographics, and how you meet this priority criteria.**

800 characters

**As a venue or arts space, how do you support the Portland community? What connection do you have to the development of local performers and artists? \***

1200 characters

## Page 3 - Financial Information

**What was the date of your last completed Fiscal Year (MM/DD/YYYY)? \***

**What was your Total Income in your last completed Fiscal Year? \***

**Break out the PERCENTAGE of your Total Income related to your role as an arts and music venue (tickets/rentals/sponsorships) versus other sources of income (such as food/liquor/retail/donations). \***

1000 characters

**Break out your CURRENT MONTHLY minimum fixed expenses related to your venue (rent/mortgage, utilities, facilities payroll, insurance, etc.) during COVID-19 assembly restrictions. \***

1000 characters

**Have you received other CARES Act funding? \***

This could be through the State of Oregon, Prosper Portland, a PPP Loan, Oregon Cultural Trust, NEA/NEH, or other.

☐ Yes/No

**If yes, please describe the source, amount, and use of these funds.**

1000 characters

**How would you utilize PDXCARES Venue Support Program funding for eligible financial needs incurred due to COVID-19 between the dates of March 1 and December 30, 2020 to support your viability moving forward? \***

1200 characters

## **PDXCARES Venue Support Application- Demographic Collection**

### **Businesses:**

DUNS #:

What is the size of your organization (number of staff)?

What is the race/ethnicity of the business owner?

What is the gender of the business owner?

### **Non-profit Organizations:**

DUNS #:

What is the size of your organization (number of staff)?

What is the size of your board?

What are the demographics of your staff and board?

What is the demographic of people served?

What are the languages spoken?