California Small Business COVID-19 Relief Grant Program. This Program is funded by the State of California and administered by CalOSBA.
This Program is funded by the State of California and administered by CalOSBA.

ARTS & CULTURAL PROGRAM
NONPROFIT CULTURAL INSTITUTIONS

ROUND 8
PROGRAM OVERVIEW AND APPLICATION GUIDE
California Association of Nonprofits (CalNonprofits) is a statewide policy alliance of more than 10,000 organizations, and is the voice for California’s nonprofit community.
The California Association of Museums unifies and strengthens California museums to expand their collective impact.
California Arts Advocates develops strategies and policies and employs a lobbying firm to directly influence funding and legislation for the arts and creative industries.

Californians for the Arts is the only comprehensive, multidisciplinary organization focused on advancing and building public awareness of the value and impact of arts, culture and creativity across California.

We Are Your Statewide Arts Advocacy Organization
The Value of Collective Advocacy

“To be an effective arts advocate, we need to speak with one voice.”

— Victoria Hamilton, President, Californians for the Arts/California Arts Advocates
What is the Arts & Cultural Program?

Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. Part of the package will be allocated to a new program solely for certain eligible nonprofit cultural institutions (“Nonprofit Arts & Cultural Program”).

Visit www.CAReliefGrant.com/arts-and-culture/ to learn more.
“Will there be more opportunities to apply for the grant?”

YES. Round 8 will be open for nonprofit cultural institutions only on 8/27 and Round 9 for all new applicants on 9/9.

Visit www.CAReliefGrant.com to learn more.
KEY DATES

WAITLISTED APPLICANTS ONLY

ROUND 7 (CLOSED)
Open: August 3rd, 2021
Close: September 16th, 2021

Eligible Applicants: This is a closed round and only available to eligible applicants who were waitlisted in certain previous rounds – only existing waitlisted applicants will be selected to move forward in the validation and verification review process. Selection does not guarantee approval or an award. Waitlisted applicants do not need to reapply.

Details: This is a closed funding round; no new applications will be accepted.

NONPROFIT CULTURAL INSTITUTIONS ONLY

ROUND 8
Open: August 27th, 2021
Close: September 8th, 2021

Eligible Applicants: Only nonprofit cultural institutions with any revenue size that meet eligibility criteria.

Details:
• Eligible nonprofit cultural institutions must complete a new application even if they already applied in Rounds 1, 2, 5, or 6.
• Nonprofit cultural institutions that applied in Round 4 do not need to re-apply;
• Grants will only be available to nonprofit cultural institutions that did not receive funding in any previous rounds;
• Grants will be prioritized based on the documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019

EXISTING AND NEW APPLICANTS (FOR-PROFIT AND NONPROFIT)

ROUND 9
Open: September 9th, 2021
Close: September 30th, 2021

Eligible Applicants: Current waitlisted small businesses and/or nonprofits not selected in previous rounds and new applicants that meet eligibility criteria

Details:
• Applicants not selected to move forward in the review process in Rounds 1, 2, 3, 5, 6, or 7 do not need to re-apply and will be automatically moved into Round 9.
• New applicants will need to apply at CAReliefGrant.com
ROUND 8: OVERVIEW

- This round is only available to **eligible nonprofit cultural institutions** (see definition).

- The program is **not** on a “first come, first served” basis.

- The application portal for this round will open on August 27, 2021, and will close September 8, 2021, for applicants, which will also be available through multiple partner portals.

- The application will take in personal and business demographic data, and disclosures/certifications for eligibility and eligible use of funds specific to the California Small Business COVID-19 Relief Grant Program.

- Eligible nonprofit cultural institutions must **complete a new application** even if they already applied in Rounds 1, 2, 5, or 6 of the COVID-19 Relief Grant Program.

- Nonprofit cultural institutions that applied in **Round 4** do not need to reapply.

  Grants will only be available to nonprofit cultural institutions that **did not** receive funding in any previous rounds.

- Once applications are received, Lendistry will process for eligibility. Grant awards will be distributed based on the documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.

- Lendistry will distribute grants on behalf of the State of California to approved eligible businesses and nonprofits.

- Lendistry will arrange to deliver applicable tax forms to grantees.
So Many Rounds

Have relationship manager lead Slide on the rounds, when to apply and if you need to reapply.

ROUND 3 (WAITLISTED FROM ROUNDS 1 AND 2)

Waitlisted Applicants from Rounds 1 and 2 → Documentation Collection → Scorecard → ROUND 3

- APPROVED:
  - Validation
  - Grant Agreement and W-9
  - Distribute Award

- WAITLIST:
  - Applicants do not meet the program’s minimum requirements

ROUND 5

ROUND 6

lendistry
This Program is funded by the State of California and administered by CaIOSBA.
ROUND 4 (ARTS & CULTURAL PROGRAM)

EXISTING and NEW Arts and Cultural Nonprofit Applicants → Documentation Collection → Scorecard → ROUND 4

APPROVED
- Validation
- Grant Agreement and W-9
- Distribute Award

NOT SELECTED
- Applicants do not meet the program’s minimum requirements
Based on eligibility and business type, there are multiple opportunities to be selected for grant funding. If an eligible applicant is waitlisted in one distribution round, they will automatically be rolled over into the next application opportunity. For example, if you are an existing applicant with a small business and have been waitlisted in Rounds 1 or 2, you will automatically be rolled over to Round 3 and so forth.

Nonprofit cultural institutions have an additional opportunity to be selected in the Arts & Cultural Program.
QUALIFICATIONS
ROUND 8- ARTS & CULTURE

1. Nonprofit cultural institutions defined as registered 501(c)(3)
2. Must have began operating prior to June 1, 2019.
3. Must be currently active and operating or have a clear plan to reopen when the state permits reopening of the business.
4. Must have been impacted by COVID-19 and the related health and safety restrictions, such as business interruptions or business closures incurred as a result of the COVID-19 pandemic.
5. Is the entity, location, or franchise with the highest revenue in a group.
Eligible nonprofit cultural institutions must be registered 501(c)(3) nonprofit entities that satisfy criteria for a qualified small business (but with no limitation on annual gross revenue, and that is in one of the following North American Industry Classification System codes:

- 453920 - Art Dealers
- 711110 - Theater Companies and Dinner Theaters
- 711120 - Dance Companies
- 711130 - Musical Groups and Artists
- 711190 - Other Performing Arts Companies
- 711310 - Promoters of Performing Arts, Sports, and Similar Events with Facilities
- 711320 - Promoters of Performing Arts, Sports, and Similar Events without Facilities
- 711410 - Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
- 711510 - Independent Artists, Writers, and Performers
- 712110 – Museums
- 712120 - Historical Sites.
- 712130 - Zoos and Botanical Gardens
- 712190 - Nature Parks & Other Similar Institutions
USE OF FUNDS
ROUND 8- ARTS & CULTURE

- All employee expenses including payroll costs, health care benefits, paid sick, medical or family leave, and insurance premiums.
- Working capital and overhead, including rent, utilities, mortgage principal and interest payments and debt obligations incurred prior to March 1, 2020.
- Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions.
- Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass, PPE, testing and employee training.
- Any other COVID-19 expenses not already covered though other funding sources.
APPLICATION PRIORITIES
ROUND 8- ARTS & CULTURE

Grants to eligible nonprofit cultural institutions will be prioritized based on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.

<table>
<thead>
<tr>
<th>ELIGIBLE BUSINESS GROSS REVENUE (2019 taxable year)</th>
<th>GRANT AWARD AVAILABLE PER ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual gross revenue $1,000 to $100,000</td>
<td>$5,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $100,000 up to $1,000,000</td>
<td>$15,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $1,000,000</td>
<td>$25,000 grant</td>
</tr>
</tbody>
</table>
REQUIRED DOCUMENTATION

STAGE 1
Application Requirements
Organizations will need to:
1. Complete a grant application (made available through an online portal by Lendistry);
   • NOTE: You must submit a separate application for the Nonprofit Arts and Cultural Program even if you previously submitted an application for a previous round of grant funding
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

The following information is required from all applicants in Stage 1:
1. A copy of the signed Application Certification.
2. All pages of most recent tax return filed (2019) – provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
3. An acceptable form of government-issued photo ID, provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
4. Acceptable evidence of minimum gross annual revenue of no less than $1,000 per year.

STAGE 2
Additional Requirements for Organizations Determined to be Eligible
Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.
The following information is required from all applicants in Stage 2:
1. Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided in electronic format for upload, such as PDF/JPEG or other approved upload format:
   • Articles of Incorporation
   • Certificate of Organization
   • Fictitious Name of Registration
   • Government-issued Business License (sole proprietors without fictitious name)
2. For eligible nonprofit entity applicants, a copy of the entity’s most recent IRS tax exemption letter.
3. Verification of bank account via electronic registration or other approved review process.
Getting Started

This information is all about the authorized representative filling out the application.

Let's get started with your application (California Small Business Relief Grant Program)

**Authorized Representative**

First Name *

Email Address *

Owner cell Phone *

Business Name *

Organization Name

**Last Name** *

Confirm Email Address *

Confirm owner cell Phone *

Zip Code of Business *

If previously applied, use a new email address

Questions? Contact Us 415-484-8372

Watch Video

CONTINUE

I accept the SMS/Text Policy
### Authorized Representative Details

This area includes personal information about the authorized representative in your organization - President/CFO.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner First Name *</td>
<td>CA</td>
</tr>
<tr>
<td>Owner Email *</td>
<td><a href="mailto:CARElief4@yopmail.com">CARElief4@yopmail.com</a></td>
</tr>
<tr>
<td>Owner Last Name *</td>
<td>Relief Grant</td>
</tr>
<tr>
<td>Owner Cellphone *</td>
<td>888-888-8888</td>
</tr>
<tr>
<td>Owner Address [Please do not enter PO Box] *</td>
<td></td>
</tr>
<tr>
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<tr>
<td>Owner State *</td>
<td></td>
</tr>
<tr>
<td>Owner County *</td>
<td></td>
</tr>
<tr>
<td>Owner Social Security (#SSN) *</td>
<td>Required for OFAC</td>
</tr>
<tr>
<td>Owner date of birth (mm/dd/yyyy) *</td>
<td></td>
</tr>
<tr>
<td>% of Ownership *</td>
<td>0%</td>
</tr>
</tbody>
</table>

For applying individual

Same as previous page

I accept the [Terms and Conditions](#)
This section is all about your organization. If your organization applied in earlier rounds, you must apply again for Round 8.

**Organization Name**

*As listed on your Form 990*
This area is all about how you plan to use funds. Choose one but if awarded, monies can be used for all the eligible expenses we discussed earlier.
Business Demographics

Who is your customer base?
- B2B
- B2C

What type of business is it?
- Personal Services
- Business Services
- Auto repair and Services
- Amusement and Recreation
- Health Services
- Professional

NAICS Code

Women-Led Business

Disabled

Ethnicity

Rural

Eligible nonprofit cultural institutions must be registered 501(c)(3) nonprofit entities that satisfy criteria for a qualified small business (but with no limitation on annual gross revenue, and that is in one of the following North American Industry Classification System codes:
- 453920 - Art Dealers
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- 712110 - Museums
- 712120 - Historical Sites.
- 712130 - Zoos and Botanical Gardens
- 712190 - Nature Parks & Other Similar Institutions

Click here to filter for
- Engineering
- Accounting
- Veteran
- Race
- Franchise
- Unknown

Transportation/Communication
The Application

Disclosures

1) At least 51% of the non-profits revenues are derived from services in the following categories: emergency food provisions, emergency housing stability, childcare, and workforce development.

2) The nonprofit serves >51% of clients that identify as low-to-moderate income, based HUD household income guidelines for California.

3) The non-profit was in operations on or before June 1st, 2019.

4) What was the gross revenue for the non-profit for April 1st, 2019 - September 30th, 2019?
   Total Income for Quarter 2 and Quarter 3 (2019)

5) What was the gross revenue for the non-profit for April 1st, 2020 - September 30th, 2020?
   Total Income for Quarter 2 and Quarter 3 (2020)

6) During 2020 or 2021, has your business received any COVID-19 related emergency funding?
## Document Uploads and Application Certifications

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Certification</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Government issued ID</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government Issued Business License</td>
<td>Pending</td>
<td>N/A</td>
</tr>
<tr>
<td>Most Recent 2019 990 Tax Return</td>
<td>Pending</td>
<td>N/A</td>
</tr>
<tr>
<td>501(c)(3) Tax Exemption Letter</td>
<td>Pending</td>
<td>N/A</td>
</tr>
<tr>
<td>Bank Info</td>
<td>Pending</td>
<td></td>
</tr>
</tbody>
</table>

Hi, Jessica!

Grant Application #DIR20015373
Applied for: CRG AC NPO
Awaiting Selection Process

$5,000.00 Grant Amount

Upload Documents & Bank Info
**TIP #1 - USE GOOGLE CHROME.**

Throughout the entire application process, please use **Google Chrome only**.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

**TIP #2 - USE A VALID EMAIL ADDRESS.**

Please make sure you are using a valid email address when applying. You will receive updates and additional instructions at the email address you provide.

**IMPORTANT NOTE** - The following email addresses will **not** be accepted and recognized in our system:

1. Emails beginning with `info@`
   - Example: info@mycompany.com

2. Emails ending with `@contact.com` or `@noreply.com`
   - Example: example@contact.com
   - Example: example@noreply.com
TIP #3 - SUBMIT DOCUMENTS IN PROPER FORM.

All documentation must be provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

CORRECT

INCORRECT

If you do not have a scanner, we recommend using the following free mobile apps:

Genius Scan
Apple | Click Here to Download
Android | Click Here to Download

Adobe Scan
Apple | Click Here to Download
Android | Click Here to Download
TIP #4 - MAKE SURE YOUR APPLICATION IS COMPLETE.

You must submit a **completed** application in order to move to the next stage and upload documents.

**HOW TO CHECK IF YOUR APPLICATION HAS BEEN COMPLETED**

**INCOMPLETE**
If your application is unfinished, your status will say “**INCOMPLETE**”. you will need to click “**Edit Application**” to complete it before you can upload documents.

**PENDING DOCUMENT UPLOAD**
If your application has been completed, your status will say “**PENDING DOCUMENT UPLOAD**”. Click “**Upload Documents & Bank Info**” to upload required documents.

**IMPORTANT NOTE:** The status will remain “Pending Document Upload” after you have completed this step.
TIP #5 - CLEAR YOUR CACHE.

Your browser contains cookies, which may remember data that was previously used to complete the application and old passwords. This may cause errors such as “User not found” or “Incorrect Password” when logging into the Portal.

Clear your cache to delete old data from your web browser.

HOW TO CLEAR YOUR CACHE

1. Go to your web browser settings by click the three dots in the upper right corner, and then go to settings.
2. Go to “Privacy and Security”, and then select “Clear Browsing Data”.
3. Select “Clear Data”.
TIP #6 - USE INCognito MODE.

To prevent your web browser from remembering old data, use Incognito or Private Mode

HOW TO SET YOUR BROWSER TO INCognito Mode

Click the three dots in the upper right corner of your web browser, and then select “New incognito mode”. Your browser will open a new window.
NEED ADDITIONAL HELP?

Contact Our Call Center:
866-759-5320

Call center hours:
Monday – Friday
7:00 AM – 7:00 PM PST
Frequently Asked Questions

- Why do I have to provide my personal information when I apply?
- Can I receive more than one grant?
- If I applied in Round 4 and was declined due to unavailable documents (tax returns or other), do I also apply in Round 8?
- If my organization files the 990N, 990EZ, or the postcard, what should I do?
- Do independent contractors count as employees?
- I have not heard from Lendistry, what do I do?
Partner Contact Information/Additional Resources

www.calmuseums.org/reliefgrants
reliefgrants@calmuseums.org
(831) 227-2134

https://www.californiansforthearts.org/ca-relief-grant-program
reliefgrant@californiansforthearts.org
(916)905-5397