



## 2020-2021 COVID-19 Arts Relief Grants For Organizations: PHASE 3

# GUIDELINES and APPLICATION HELP TOOL

## Supporting Creativity in Sonoma County

**Online Application Opens:** March 2, 2021

**Application Workshop:** March 16, 2021

**APPLICATION DEADLINE:** April 6, 2021

**Awards Announced:** May 4, 2021

**Funding Period:** June 1, 2021 through December 31, 2021

### Questions?

Email [CreativeSonoma@sonoma-county.org](mailto:CreativeSonoma@sonoma-county.org) or call 707-565-6121

Grant Webpage: [www.CreativeSonoma.org/cargo/](http://www.CreativeSonoma.org/cargo/)

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## GUIDELINES

### OVERVIEW AND OBJECTIVES

The COVID-19 Arts Relief Grants for Organizations Program (CARGO), originally established in a partnership with the Community Foundation Sonoma County, provides relief to Sonoma County creative organizations that have experienced economic losses as a result of COVID-19 and the related business and community health restrictions. The purpose of these grants is to help sustain Sonoma County's creative organizations through this challenge in order to continue serving as a source of community cohesion and inspiration as we navigate our new, shared future.

**Phase 3** CARGO Grants will go to Sonoma County-based nonprofit arts organizations for **general operating support (eligible expenses include salaries, contractors, and facilities/operations expenses)** for those that will produce programming during June 1 – December 31, 2021. Programming can be delivered through any mode, whether in person, online, through the mail, or however an organization chooses to reach its audiences during pandemic restrictions. Grant funds are intended to support immediate needs and are to be expended by **December 31, 2021**.

**Phase 3**, funded by the Creative Sonoma Recovery Fund, opens on Tuesday, March 2, 2021 12:00am PT and closes Tuesday, March 30, 2021 11:59pm PT, and is limited to Sonoma County nonprofit arts organizations.

### PHASE 3 ELIGIBILITY

Sonoma County arts organizations that meet the following requirements are eligible to apply.

- Headquartered and/or physically located in Sonoma County and operating as a 501(c)(3) nonprofit arts organization (51% or more of organizational mission and programming is dedicated to the arts)
- Minimum three-year history of consistent arts programming and/or services prior to the application deadline (April 6, 2021)
- Maintains minimum operating budget of \$25,000
- Maintains minimum of one paid employee working at least 20 hours/per week

NOTE: Phase 1 and Phase 2 CARGO grantees are eligible to apply for Phase 3.

#### NOT eligible:

- Nonprofit organizations with a stated mission or purpose that is not primarily arts-focused
- Arts organizations headquartered or located outside of Sonoma County that do not maintain a facility (own/lease/rent) in Sonoma County for the purpose of arts programming or delivery of arts services
- All-volunteer organizations
- Groups applying with a fiscal sponsor

#### Grant funding may NOT be used for:

- Capital improvements, new construction, renovation, restoration or purchase of major equipment
- Debt and deficit reduction that was incurred before the COVID-19 impacts
- Re-granting of funds
- Fundraising events

### GRANT AMOUNTS

Award amount will be determined by assessing sustainability and need of the organization and will range from \$3,000 (minimum) to \$10,000 (maximum), pending additional funds received by Creative Sonoma.

## EVALUATION CRITERIA AND PRIORITIZATION

The grants will be reviewed for eligibility by Creative Sonoma staff, and eligible applications will be forwarded to a grant review panel. The panelists will assess applications based on the following:

- Organizational need and sustainability
- Provision of high-quality arts programming and/or services, as possible during health restrictions
- Small and mid-size organizations and those serving underserved populations are prioritized

A broad geographic distribution of grant funds throughout the county is a desired outcome. Applicants will be notified via email of the result of the funding recommendations.

## HOW TO APPLY

We have designed the application to be as streamlined as possible while still gathering the information necessary to assess your need and make awards, as well as to meet requirements of our funders(s).

- Read the Guidelines thoroughly and utilize the Application Help Tool (pages 4-7) which contains all of the application questions. The document is posted at [www.CreativeSonoma.org/cargo/](http://www.CreativeSonoma.org/cargo/).
- No handwritten or paper-based applications will be accepted. Applicants will need to have or create an account in Submittable, our online application portal.
- Either click the SUBMIT button on the grant webpage or go to Creative Sonoma's Submittable account (<https://creativesonoma.submittable.com/submit>) to begin and work on your application, which will appear in the list of open grants on **Tuesday, March 2, 2021** at 12:00am PT.
- An Application Workshop will be held via Zoom on **Tuesday, March 16, 2021** at 12:00-1:30pm PT. The first portion will be devoted to Q&A, followed by a line-by-line application review for those who would like further instruction. The session will be recorded and sent to all who register. Register via the link on [www.CreativeSonoma.org/cargo/](http://www.CreativeSonoma.org/cargo/) or directly [HERE](#).
- You may save a draft of your application, but must officially submit it no later than **Tuesday, April 6, 2021** at 11:59 pm PT.
- If you do not have access to the internet, please call 707-565-6121.

## GRANT AWARD NOTICE, PAYMENTS, FINAL REPORT

Grantees will receive an electronic grant award notification packet which will include a grant agreement (contract) which must be completed, signed and returned within 2 weeks in order to receive initial 90% payment of the grant award. The final 10% of the grant award will be released upon completion of a Final Report, which can be completed once the first 90% is expended but no later than **January 31, 2022**; failure to submit the report will jeopardize future funding from Creative Sonoma.

## STATEMENT OF NON-DISCRIMINATION

Creative Sonoma is committed to providing services and making resources available to every resident of Sonoma county without regard to ethnicity, color, creed, religion, age, gender, gender identity and expression, sexual orientation, military status, marital status, political opinion, national origin, familial status, mental and physical disability, or source of income.

**COVID-19 Arts Relief Grants for Organizations – Phase 3 are made possible by funding from the County of Sonoma and the National Endowment for the Arts CARES Act funding.**

## APPLICATION HELP TOOL

This document contains all of the questions found on the online application. Please review the grant Guidelines, pages 2-3 of this packet, prior to completing the application, as well as ensure that the instructions in this Application Help Tool are followed for each question. All applications must be submitted online via the Creative Sonoma Submittable account (<https://creativesonoma.submittable.com/submit>). Paper-based, handwritten, or incomplete applications will not be reviewed.

This goal of this application is to evaluate the **current** circumstances of your organization due to COVID-19, and the steps you've taken or resources you've accessed to mitigate those impacts while continuing to program and provide services. **In any field with a word count limit, use only as many words as you need to answer the question completely and concisely. You may answer with either a narrative or bullet points.**

### BEFORE YOU BEGIN: ELIGIBILITY

- A. The following four factors must be met for your organization to be eligible for this funding (check all that apply).\*
- Headquartered and/or main physical location in Sonoma County and operate as a 501(c)(3) nonprofit arts organization
  - Minimum three-year history of consistent arts programming or services as of March 2021
  - Minimum current operating budget of \$25,000
  - Minimum current one paid employee working at least 20 hours/week (or 1,040 hours/year)
- B. Did you receive funding in COVID-19 Arts Relief Grants for Organizations Phase 1 or 2? (check all that apply)\*
- Phase 1 in May 2020 (*answer required in B1*)
  - Phase 2 in September 2020 (*answer required in B1*)
  - No

B1. Enter the amount(s) of funding received in Phase 1 and/or 2.\*

### SECTION I: WHO ARE YOU AND HOW DO WE COMMUNICATE WITH YOU?

1. Organization Name\*
  - State legal organization name, followed by any “dba” name.
2. Organization Physical Address\* (street, city, state, zip code)
  - Must be Sonoma County Address
3. Organization Mailing Address, if different from Physical Address (street, city, state, zip code)
4. Organization Website\*
5. Organization CreativeSonoma.org Profile Page Link (if applicable)
6. Executive Director Full Name\*
7. Executive Director Email Address\*
8. Executive Director Daytime Phone Number\*

9. What year was your organization established?\*
10. Organization Mission Statement\*
11. Does your organization intentionally serve any of the following populations? (check all that apply)\*
- Low income (answer required in 13a)
  - Geographically isolated (answer required in 13a)
  - Racial or ethnic minorities (answer required in 13a)
  - Persons with disabilities (answer required in 13a)
  - Other specific population (answer required in 13a)
  - None of the above
- 11a. Briefly describe the programs and/or services that serve populations as checked in #11.\*  
(Word Limit: 150)
12. Sonoma County Supervisorial District in which the Organization is physically located.\*
- District listing, by physical address, can be found at [www.sonomacounty.ca.gov/Board-of-Supervisors/Services/Supervisorial-District-Lookup/](http://www.sonomacounty.ca.gov/Board-of-Supervisors/Services/Supervisorial-District-Lookup/)
13. Sonoma County Supervisorial Districts that you serve. (check all that apply)\*
- Check all districts where you present work or programs, and/or if you draw significant audiences or participation from that district.
14. Requested Grant Amount: you may request up to \$10,000, with a minimum request of \$3,000.  
NOTE: Most grants awards expected to be made in the \$5,000-\$7,500 range.

## SECTION II: COVID-19 IMPACTS AND MITIGATION

15. Briefly describe your CURRENT circumstances as a result of COVID-19. While many of the impacts are similar for nonprofits, your organization may have/likely has unique circumstances. Include any of these unique impacts, if any. (Word Limit: 150)
16. List the total number of your employees as of February 29, 2020 as compared to February 28, 2021 (enter only numerals in the table).\*

AS OF DATE:	FEBRUARY 29, 2020		FEBRUARY 28, 2021	
	Full Time	Part Time	Full Time	Part Time
Executive/Managerial				
Program and Support				
Teaching Artists				

17. If you took any of the following staffing actions as a result of COVID-19 in the past year, which of them remained in place as of February 28, 2021? (check all that apply)\*
- Laid off Staff (answer required in 17a)
  - Left vacant positions unfilled (answer required in 17a)
  - Cut back staff hours (answer required in 17a)
  - Cut back organization hours of operations (answer required in 17a)
  - Not renewed and/or limited contracts (answer required in 17a)
  - Other (answer required in 17a)
  - None of the above

17a. Briefly describe your staff or contractor reduction measures, including when or if you imagine rehiring, re-contracting, or that FTE restorations can occur.\* (Word Limit: 150)

18. Have you applied for or received SBA Paycheck Protection Program (PPP) funding? (check all that apply)\*

- 2020: Received funds (answer required in 18a)
- 2020: Applied but did not receive funds
- 2020: Did not apply
- 2021: Received funds (answer required in 18a)
- 2021: Applied but do not know application status
- 2021: Applied but did not receive funds
- 2021: Did not apply

18a. Enter the amount(s) of funding received from 2020 and/or 2021 PPP.\*

19. Did you receive an SBA Advance Grant? \*

- Yes (answer required in 19a)
- No

19a. If yes, how much?

20. If you have accessed additional financial relief resources other than in #18 or #19, please state the name of the resource(s) and let us know where you are in the process of applying for it/them. (Word Limit: 50)

21. If you have a rent or mortgage payment, have you received any relief and/or extensions? If so, briefly describe them. (Word Limit: 50)

22. If you maintain a reserve fund, have you spent any of it as a result of COVID-19 impacts in your current fiscal year? If so, what percentage of it have you spent? (Word Limit: 50)

### SECTION III: PROGRAMMING AND SERVICES

23. Briefly describe the programming and/or services that you produced, presented, or delivered during the past year's pandemic restrictions (March 2020-February 2021). If you completely paused programming or services at any point during this period, briefly describe why.\* (Word Limit: 150)

24. Describe the programming or services that you will produce, present, or deliver during June 1, 2021 through December 31, 2021.\* (Word Limit: 300)

- NOTE: Although Phase 3 funding is for general operating support, it can only be awarded to organizations that continue to provide programming and/or services during pandemic restrictions. If you have multiple scenarios planned based on the varying public health restriction tiers (example: being able to only produce outdoor programming versus being able to be indoors at a reduced capacity) briefly note those as well.
- All delivery modes are acceptable as long as safety protocols are implemented, and can include in-person or curbside, virtual/online, live-stream, U.S. Postal Service, etc.

### SECTION IV: BUDGET AND UPLOADS

25. Enter the fiscal year end dates, total revenues and total expenses for the most recent three fiscal years, including the current year. The deficits or surpluses are calculated automatically.\*

FISCAL YEAR SCHEDULE	FY2019	FY2020	FY2021 CURRENT
Fiscal Year End Date (MM/DD/YY)			
FISCAL YEAR ACTUALS OR BUDGET	TOTALS (ACTUALS)	TOTALS (ACTUALS)	TOTALS (BUDGET)
Total Revenues			
Total Expenses			
<b>Amount of Deficit or Surplus</b>	0	0	0

26. If any deficits show in #25 under the current or most recent fiscal year that are **UNRELATED to Covid-19**, briefly state why and the plans for remedying it, or if you hold debt briefly describe it. Additionally, if there have been recent changes in leadership or financial stability **UNRELATED to Covid-19**, briefly describe them and, if an issue, any major steps taken to resolve them. *(Word Limit: 150)*
- NOTE: Please do NOT detail budget impacts from COVID-19 in your answer, which are addressed in #28 the application.
27. FILE UPLOAD: Organization Budget for CURRENT Year (i.e., ending June 30, 2021 or December 31, 2021).\* *(pdf, xls,xlsx)*
28. Budget Notes: If the budget uploaded in #27 includes projected revenues that are down 20% or more as compared to your prior fiscal year, briefly describe budget lines in which you planned for a reduction (Example: "Due to cancellation of our annual short play festival, we projected for \$5,000 less in sponsorships and \$2,000 less in ticket sales in FY21 as compared to FY20.")\* *(Word Limit: 150)*
- Type in "no notes" if you have none to share.
29. FILE UPLOAD: Creative Portfolio that illustrates the creative and artistic excellence of your organization.\* *(pdf, jpg, tiff, gif, png, mp3, wav, aiff, mp4, avi, mov, wmv)*
- A total of six (6) items are REQUIRED (submitting less than 6 will disqualify the application)
  - DO NOT upload more than one item per file, i.e. – no collages of images.
  - MAKE SURE each file has a descriptive title, such as "2019 Festival Performance Video" or "Garcia Artwork oil painting" or "2020 Virtual Fall Concert" (i.e., do not upload items that are numbered and have no description, such as 12345789.jpg).
  - Per-video upload maximum size is 400mb, and the maximum total upload size is 800mb
30. Have you received grant funding from Creative Sonoma in the past five years (2016-2020) from any of the following programs: Cultural Arts Grants, Pop Up Creativity Grants, Summer Arts Youth Program Grants, Arts Education Integration Grants, or CARGO Phase 2 Grants?\*
- Yes (you are not required to upload your organization's IRS Tax Exempt Letter or By-Laws)
  - No (you must upload your organization's IRS Tax Exempt Letter and By-Laws in 30a)
- 30a. FILE UPLOAD: IRS Tax Exempt Letter and By-Laws\* *(pdf)*

## TERMS OF USE

The submitter of this application declares they have carefully examined the CARGO Guidelines and agrees that if funds are awarded, to contract with Creative Sonoma (as County of Sonoma) to accept the funds and to report on their impact.\*