

**GRANTS FOR NONPROFIT ARTS & CULTURE ORGANIZATIONS  
FREQUENTLY ASKED QUESTIONS**

Topic Area: Eligibility

1. We did not close, are we eligible?  
*If your operations were impacted by COVID-19, and there was an interruption to your operations (canceled programs, etc.), resulting in you are eligible.*
  
2. If we have cut our expenditures, how can we spend the funds by December 1?  
*If you have any continuing expenses (salaries, rent, mortgage, utilities, etc.) that you must cover to be able to open post-COVID, the grant funds can help cover those costs if paid before December 1, 2020.*

Topic Area: Calculating Loss

1. For revenues, do we need to list our entire budget or only the line items affected during the March-July period?  
*Just the line items impacted.*
  
2. How should we calculate loss?  
*Example: Your organization budgeted to earn through ticket sales \$5000 per performance, and because of COVID, you canceled 10 performances between March – July. Your total pre-pandemic budget for ticket sales was \$50,000. Now, enter the total in ticket sales during the COVID period*

<i>Category (ticket sales, art sales, subscriptions, rental income, fees, membership, annual fund/other contributions, fundraiser*, grant, sponsorship)</i>	<i>Pre-pandemic budget March – July</i>	<i>Actual result March - July</i>
<i>Ticket sales (\$5000 x 10)</i>	<i>\$50,000</i>	<i>\$3,000</i>

3. Until recently we have received a support grant from XXX. In recent years, it has been for \$31,000 annually. It is paid quarterly and our last payment was part of our last fiscal year, which ended in June. The impact for us began in July 2020, with no city funding through June 2021. The grant application asks for impact through July, but the impact of city funding *begins in July*, with impact through our fiscal year ending in June 2021. How should we communicate this through the application?  
*You would include one month of lost funding from XXX for July, and then state that you lost the grant from XXX in your reentry plan because it does impact you.*
  
4. Our major fundraiser was postponed from May until September. Some of our fundraising was done prior to the shutdown, but the balance of the funds won't be realized until our virtual event takes place in September. We can project as best we can what that will look like, but again that does not fit within the March-July timeframe. How should we handle this for the grant application?

*The finance questions are retrospective, not projections. Also, it is easier to think of this as a cash budget. For example, you have a fundraiser in June, but you start budgeting dollars to come in January, what is your month to month projection of cash coming in before the date of the event? So your example, enter the budgeted revenue for the fundraiser for months in question, what did you take in (tickets, sponsorships, etc.), and there will most likely be a deficit.*

Topic Area: FTEs

1. We have not furloughed employees, but have reduced hours. How should this be reported within the framework of the application.

*Enter the decrease in FTEs. For example, you had a full-time education director who made \$40,000. You cut them back to 75% time, the decrease in FTE is .25, and the annualized decrease in salary is \$10,000. This question is getting at the heart of what is happening at art groups; staff reductions will make it hard to come back live if we cannot support creative staff.*

Topic Area: Relief Funds

1. We received a PPP loan. Should this be reported in #6 under COVID-19 Related Relief Funds?  
Yes