



**CULTURAL VENUES GRANT
NOTICE OF FUNDING AVAILABILITY (NOFA)**

NOFA Posted on: October 4, 2024

Application Period: October 4 - 28, 2024

Applications Due: October 28, 2024, by 11:59 p.m. PDT

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Part I: GRANT INFORMATION

Background on the Creative Venues Grant

Independent venues are vital to ensuring opportunity for Sacramento-based musicians, authors, and artists. These businesses are critical to our local economy, as employers, tourism destinations, and revenue generators for neighboring businesses such as restaurants, hotels, and retail. They also add vibrancy to our retail corridors and entertainment districts. The objective of this grant program is to preserve and nurture the cultural life of our community by supporting these independent cultural spaces, and it is consistent with the American Rescue Plan Act (ARPA) objectives of providing aid to impacted industries and supporting economic recovery.

As part of its ARPA framework of support for Creative Businesses, the City of Sacramento's Office of Arts & Culture (OAC) launched in June 2024 round one of its 2024-25 Creative Venues Grant.

Grants of \$10,000 and \$20,000 were made to for-profit, independent venues (e.g. music venues, art galleries, and bookstores) that regularly support, present, and/or cultivate Sacramento-based talent in selected Sacramento neighborhoods. Because fewer eligible applicants applied than had been projected, a second round of venue support is being released to support a wider range of for-profit venues without geographic restrictions within the City of Sacramento.

Categories of Venue Funding by Venue Type

\$10,000 **Venue Recovery Grants:** Available to independent bookstores and art galleries

\$20,000 **Venue Recovery Grants:** ONLY available to live music, performance, and comedy venues.

Venues may apply in only one category.

Grant Program Overview

A *Venue Recovery Grant* is a fixed funding award for a project that can be accomplished within an eighteen-month timeframe and provide a tangible outcome in one of the eligible activity categories.

- Funding requests will be for \$10,000 or \$20,000 per application, depending on the category of venue applicant falls within.
- If all eligibility is met, up to eight \$10,000 and five \$20,000 grants will be awarded in this category.
- Only live music, performance, and comedy venues may apply for a \$20,000 grant.
- Grant awards may not exceed 50% of the venue's annual operating budget.

- An applicant may receive only one award. Recipients of Round 1 venue funding are ineligible to apply.
- Grant applications will be reviewed for a funding recommendation through a competitive public peer review process.

Geographic Areas of Support

Venue Recovery Grants will be open to venues in all Sacramento City districts.

Applicant Eligibility

Eligible applicants include:

Live Music, Performance & Comedy Venues

Applicants must:

- Be for-profit businesses, which may be corporations, limited liability companies, partnerships, or sole proprietorships.
- Program original, live music, comedy, and/or similar performing arts as a primary driver of their business; factors to consider for eligibility are spaces that:
 - Show evidence of fair pay to artists and do not have artists play for free or solely for tips.
 - Utilize one or more of the following: sound engineers, bookers, promoters, stage managers, security personnel, box office personnel.
 - Show evidence of paid ticket or cover charge to attend most performances.
 - Promote public performances through advertising and listings in printed and/or electronic publications, websites, email blasts, and/or through social media.
 - Program local artists as part of their ongoing offerings.
- Have been fully operational for at least one year prior to application and are currently open.
- Be in the City of Sacramento.

Independent Bookstores (Programming Live Events)

Applicants must:

- Be for-profit businesses, which may be corporations, limited liability companies, partnerships, or sole proprietorships.
- Support local artists, writers, and independent presses through onsite author readings, convenings, book club meetings, performances, and other public, community events.
- Promote onsite public events through advertising and listings in printed and/or electronic publications, websites, email blasts, and/or through social media.
- Have been fully operational for at least eight months prior to application and are currently open.
- Be in the City of Sacramento.

Independent Art Galleries (Programming Live Events)

Applicants must:

- Be fine art or craft galleries and visual art spaces that are for-profit businesses, which may be corporations, limited liability companies, partnerships, or sole proprietorships.
- Have as their primary purpose the support of local artists and craftspeople through promotion, exhibition, and sale of work. Galleries devoted primarily to the work of one artist only are ineligible to apply.
- Program onsite public events such as gallery openings, workshops, art classes, artist talks, and other events that are directly related to the mission of the gallery.
- Promote public events through advertising and listings in printed and/or electronic publications, websites, email blasts, and/or through social media.
- Have been fully operational for at least eight months prior to application and are currently open.
- Be in the City of Sacramento.

Ineligible applicants include:

- Businesses that are not located within Sacramento city boundaries.
- Businesses that are:
 - Publicly traded.
 - National or multi-national corporations.
 - Venues owned or managed in more than one state.
 - Businesses that primarily operate for the purpose of sporting events, karaoke, exotic dancing, fitness, or private events (e.g., galas, weddings), private homes, schools, chain movie theaters.
 - Venues that operate primarily as public or private event spaces.
 - Pop-Up or temporary activation spaces.
 - Retail stores.
- Businesses whose annual revenue is less than \$20,000 for an art gallery or bookstore or \$40,000 for a live performance venue.

Eligible Activities

Grants can be used to support the following expenses:

- Website development, maintenance, or upgrades.
- Ticketing systems.
- Event permitting and security fees associated with public events.
- Support for onsite live public events or series, including payment to artists.
- Marketing and communications.
- Rent and insurance costs.

All grant funds must support new costs and cannot be used to pay for expenses incurred before the execution of the grant agreement. All grant expenses must be documented with proof of payment receipts and/or payroll records.

Funded organizations are expected to continue to present Sacramento-based talent in their venues at the level previously presented, or greater.

Payment Disbursement Method

Grant funds will be disbursed as follows:

Venue Recovery Grants: \$10,000 and \$20,000 grants will be disbursed in the following manner:

1. 50% once the agreement is fully executed with an approved budget.
2. 40% either as reimbursement for or with evidence that eligible costs have been incurred (signed contracts with vendors or artists, rental agreements, proof of insurance premiums, etc.) and approved reporting on all grant expenses.
3. 10% reimbursement for final expenses.

Project funding must be spent by December 31, 2025. Grantees will be required to provide a final update and financial tracking report for the use of granted funds within 30 days of funds being fully expended. This report document will be provided by the City and include:

1. A written update on the use of funds and how they have supported business sustainability.
2. A budget form listing specific approved categories of funding and total amount spent on qualified expenditures.
3. Proof of purchases, rent, insurance payments, security costs and permitting fees, including copies of contracts, and proof of payment to consultants and/or artists providing services. Receipts may be required for expenses of \$5,000 and above.
4. Dates funds were spent.

Grant recipients are required to keep all documentation for up to five years confirming the use of received funds.

MATCH REQUIREMENTS: This grant program does not require a cash match.

Questions and Accommodations

ALL questions regarding this solicitation must be submitted in writing to artgrants@cityofsacramento.org. All questions must be submitted no later than October 17 at 4 pm.

Answers to all questions submitted by the deadline will be posted by 4 pm on October 22 on the [Frequently Asked Questions](#) tab on the OAC Creative Venues Grant page of our website.

If applicants require in-language assistance, please also submit requests in writing to artgrants@cityofsacramento.org. The City will make reasonable accommodations to provide in-language assistance as practicable.

TENTATIVE TIMELINE – Venue Recovery Grants

Activity	Estimated Date
NOFA Published	October 4, 2024
NOFA Information Sessions	Recorded session posted on website on October 7.
Application Period	October 4 - 28, 2024
NOFA General Question Deadline	October 17, 2024
General Question Answers Published	October 22, 2024
Application Submission Deadline	October 28, 2024 by 11:59pm
Application Review Period	1 month from Application Submittal Deadline
Award Notification and Grant Agreement Execution	1 month from Application Review Period
Anticipated grant term	12 months; if seeking longer term, the requested timeline must be addressed in the application

The City reserves the right to modify the dates listed above at its discretion. Schedule changes will be issued via addendum through the City’s Grant Management System.

PART II: APPLICATION PROCESS

Application Instructions

Completed grant applications must be submitted no later than October 28, 2024, at 11:59 p.m.

Grant applications must be submitted electronically via the Office of Arts & Culture's [Submittable link](#).

The City will not accept mailed or emailed versions of the application. Applications will only be accepted via the online submission process linked above.

The following information and materials must be submitted:

Venue Recovery Grants

Necessary documentation for your application includes:

1. Application Questionnaire – Complete a grant application questionnaire.
2. Narrative description of business activities.
3. Proposed use of funds and why they are currently critical to operations.
4. Description of artists served and mission (links to website, social media accounts, attached flyer, if applicable).
5. Budget for use of funds. Budget should NOT exceed total amount of award.
6. ATTACHED 2023 and projected 2024-25 schedule of performances and/or events.
7. ATTACHED documentation of business activities, which may include annual report, number of annual live performances or events, event capacity, average audience size, partnerships, staffing and monthly costs, and annual receipts.
8. ATTACHED balance sheet as of month-end prior to the application date – If unavailable, please provide the following (applicant may be asked to substantiate these numbers as part of the grant review process):
 - a. Operating cash on hand.
 - b. Lines of credit available.
 - c. Pending grants to be received and estimated receipt date.
 - d. Other known receivables.

9. ATTACHED W-9 Form (PDF) which identifies applicant’s current business address, EIN, and dated with a signature of an authorized representative.
10. ATTACHED Current certificate of Good Standing (PDF) with the California Secretary of State.

Review and Scoring Rubric

The City will review all grant applications for completeness and eligibility. It is the City’s intent to avoid having otherwise worthy applications disqualified due to minor and easily correctable errors or omissions. Therefore, the City will conduct an initial review to determine whether an application complies with all technical requirements. Should the City identify deficiencies, select applicants will have a limited opportunity to correct mistakes by making changes that bring the application into technical compliance. All applicants must be in compliance before panel review.

Venue Recovery Grant Reviews (\$10,000 and \$20,000 grants)

Complete and eligible applications for Venue Recovery grants will be scored by a review panel comprised of non-conflicted City staff, partner agency staff and community members. Based on the panel scores, staff will recommend grant awards. Due to the limited funding available, applicants are not guaranteed to receive full or partial amounts of grant funding. The City will notify all applicants of their application status once the review and scoring process is complete. This includes a review and approval of the panel recommendation by the Arts & Creative Economy Commission.

Review Area	Does not meet (1) or minimally meets (2 or 3) expectations for this criterion	Satisfactorily meets expectations for this criterion	Meets and in many cases exceeds expectations for this criterion
Community Impact			
Provides a positive economic impact in the neighborhood/community where it operates.	1-3	4-7	8-10
Shows consistent community participation at events and programs.	1-3	4-7	8-10
Engages with local businesses, community groups, schools, and/or	1-3	4-7	8-10

other neighborhood entities. Supports and presents work by and for local artists or new artistic voices.			
Artistic Impact			
Highlights Sacramento’s reputation as a cultural destination.	1-3	4-7	8-10
Demonstrates a history of payments to artists.	1-3	4-7	8-10
Preserves or shares cultural heritage through presentation of work and/or supports artists who create original work.	1-3	4-7	8-10
Demonstrated Need			
Proposed use of funds demonstrates a clear need in eligible funding categories selected.	1-3	4-7	8-10
Budget provided is appropriate to the aligned with expressed need.	1-3	4-7	8-10

Grant Agreement

All grant recipients must execute a grant agreement with the City, (See link to grant agreement draft on website). The applicant is responsible for reading and understanding the grant agreement’s terms and conditions prior to applying. Any exceptions to the grant agreement must be noted in the applicant’s proposal narrative and may be a basis for non-award.

Grant Agreement Requirements

To sign an agreement with the City of Sacramento, the grant recipient must meet the following conditions:

1. Must be in active and good standing with the California Secretary of State’s business registry, unless a sole proprietor.
 - a. If a sole proprietor, must have an active registration with the County of Sacramento for a fictitious business name.
2. Must possess an active City of Sacramento Business Operations Tax (BOT) Certificate.

3. Must comply with the applicable City of Sacramento's Commercial General Liability, Automobile Liability, Workers' Compensation, and Professional Liability Insurance requirements.

Reporting Requirements

Additionally, all grant recipients must comply with the following reporting requirements:

1. Progress Payments. In advance of second payment, grant recipient shall provide the City with a detailed and properly documented invoice that must include an accounting of costs already incurred in sufficient detail for the City.
2. Final Payment. As a condition of receiving final payment, grant recipient shall provide the City with a written report on the authorized activities and a closeout report documenting all costs incurred for the project.

Part III: MISCELLANEOUS

Amendments

The City reserves the right to revise or amend any part of this Notice of Funding Availability (NOFA) by issuing an addendum up to the due date/time for submittal. If necessary, due to the revisions or amendments, the due date for applications may be postponed.

Public Records

All applications and application materials are public records. All information received from an application, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the California Public Records Act. Application scores may also be disclosed. The City reserves the right to use application materials as demonstration examples with confidential information removed.

Records Retention

Grant recipients, as applicable by award amount, shall maintain records of all matters related to the grant agreement including:

1. General ledger and subsidiary ledgers used to account for the receipt of grant funds and the disbursement of grant funds.
2. Contracts and subcontracts entered, and all documents related to such contracts.
3. Grant subaward agreements and all documents related to such awards.

4. All documentation of reports, audits, and other monitoring of contractors, subcontractors, the grantee, and subrecipients.
5. All documentation supporting the performance outcomes of contracts, subcontracts, grant subaward agreements, and this agreement.
6. Receipts of purchases made related to this grant.
7. All other pertinent records sufficient to reflect all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this grant agreement, and all other matters covered by this grant agreement.

Right to Audit

The City and the United States Department of the Treasury's Office of the Inspector General ("OIG") retain the right to review all records and request an independent audit of the grantee's financial records at all times during and up to five years after the final payment is made and the grant is complete. If an audit is conducted, the grantee must provide access to personnel, personnel documents, facilities, financial documents, and any other pertinent documents as part of the audit process.

If it is determined that a grant recipient expended funds in a manner inconsistent with this policy or the terms of the grant award, the grantee shall return the funds to the City within 60 days of a demand from the City.

Allowable Costs and Indirect Costs

All costs of any program must be reasonable. No applicant shall claim any indirect cost recovery in excess of 10% of the direct program costs (unless the grantee has negotiated a higher indirect cost rate with the federal government).

All grantees shall track grant money as a standalone project, activity code, or assigned project to prevent the commingling of other expenses not related to the grant.

Rejection of Applications

The City of Sacramento may, at its discretion, determine not to award any grant in response to this request or to negotiate with any grantee in any manner necessary to serve the best interests of the City. No applicant shall receive any compensation for preparing any grant application.