



DENVER CARES VENUE RELIEF FUND APPLICATION WORKSHEET

Please use this document to help prepare for your [online application](#).

Only one application by an Applicant per location will be considered.

If an applicant operates multiple performing arts or music venues, they will need to complete a separate application for each physical location.

Applicant Contact

First:

Last:

Title:

Email:

Phone:

Describe authority to complete on behalf of Applicant (owner, president, employee, etc.):

Applicant (Business) Information

Legal name of Applicant (business):

Form of legal entity/type of business (LLC, non-profit, etc.):

Years/months Applicant has operated the Venue in current manner:

Venue Information

Venue Name:

Street Address:

City:

State:

Postal / Zip Code:

Email:

Phone Number:

Website:

Venue's Maximum Occupancy/Capacity:

Types of artistic performances or activity (live music, theatre, film, dance, etc.):

Number of days artistic performances or activity was facilitated by Applicant in the Venue between April 1, 2019 - September 30, 2019:

Number of days artistic performances or activity was facilitated by Applicant in the Venue between April 1, 2020 - September 30, 2020:

1) Funding will be awarded to selected organizations and businesses operating physical venues in Denver that facilitate music, the performing arts, and film which satisfy the eligibility criteria outlined in the program's guidelines. Based on program guidelines and criteria, is the Venue a Dedicated Venue or a Secondary Venue?

Dedicated Venue

Secondary Venue

Neither

If neither, please explain basis for application (Limit 100 words)

2) The Denver CARES Venue Relief Fund is for independent performing arts, music venue and film operators that operate venues physically located in the City of Denver. Applicant may not possess more than one of the following three attributes: (1) be a publicly-traded entity or a parent, subsidiary or legal affiliate of a publicly-traded entity, (2) engages in business activities outside of the United States, or is a parent company, subsidiary or legal affiliate of an entity that does so, or (3) own, manage or book venues in more than one state, or be a parent company, subsidiary or legal affiliate of an entity that does so. Is Applicant an independently run business that operates a performance venue in Denver based on these parameters?

YES

NO

3) Please describe Applicant's mission and primary activities at the Venue (for example: type of programming, genres of music; audiences served; frequency and manner of artistic performances; communities and public benefits served and facilitated by the Venue). (Limit 150 words)

4) Please describe the artistic or cultural impact Applicant's operation of the Venue has on the local community. (Limit 150 words)

5) Is the Applicant's primary use of the Venue to facilitate artistic performances or activities?

YES

NO

6) Was the Venue operated by Applicant (and under common ownership) prior to March 1, 2020?

YES

NO

If not, please describe when Applicant began operating the Venue and all changes in ownership of Applicant since March 1, 2020. (Limit 100 words)

7) What is the Applicant's current full-time employee count, exclusively for the Venue?

8) Is the Venue registered with the City of Denver as a legal assembly space?

9) Is the Venue owned or rented by Applicant?

Owned

Rented

10) If renting, when does Applicant's lease of the Venue expire?

11) Is Applicant a non-profit or for-profit entity?

Non-profit

For-profit

12) Is the Venue indoor, outdoor or both?

Indoor

Outdoor

Both

13) Are performances facilitated by Applicant at the Venue seasonal? If so, please describe:

14) How many performances did Applicant facilitate in the Venue on average PER MONTH in 2019 and prior to March 1, 2020?

15) Has Applicant begun safely reopening and hosting events in the Venue since April 1, 2020?

YES

NO

16) What is the current capacity limit of the Venue due to state and/or local COVID-19 safety regulations? Please provide % and actual number of people.

17) How long has the Venue been in continuous operation by Applicant in its current manner?

- ☐ 0 - 2 years
- ☐ 3 - 5 years
- ☐ 6 - 10 years
- ☐ 11 - 15 years
- ☐ 16 - 20 years
- ☐ More than 20 years

18) Please choose which amount best represents Applicant's fixed MONTHLY real estate costs for operating the Venue (e.g. mortgage or lease payment):

- ☐ \$0 - \$500
- ☐ \$500 - \$1,500
- ☐ \$1,500 - \$2,500
- ☐ \$2,500 - \$5,000
- ☐ \$5,000 - \$7,500
- ☐ \$7,500 - \$10,000
- ☐ \$10,000 - \$15,000
- ☐ \$15,000 - \$30,000
- ☐ \$30,000 - \$50,000
- ☐ More than \$50,000

19) Please choose which amount best represents Applicant's non-real estate MONTHLY reoccurring expenses for operating the Venue (utilities, phone charges, payroll costs, insurance, employee benefits, state and local taxes, equipment):

- ☐ \$0 - \$500
- ☐ \$500 - \$1,500
- ☐ \$1,500 - \$2,500
- ☐ \$2,500 - \$5,000
- ☐ \$5,000 - \$7,500
- ☐ \$7,500 - \$10,000
- ☐ \$10,000 - \$15,000
- ☐ \$15,000 - \$30,000
- ☐ \$30,000 - \$50,000
- ☐ \$50,000 - \$100,000
- ☐ \$100,000-\$250,000
- ☐ \$250,000-\$500,000
- ☐ More than \$500,000

20) Is the Applicant (legal business entity) owned, in whole or in part by persons who identify as one of the following? (Check all that apply):

White/Caucasian

Black/African American

Asian/Asian American

Native Hawaiian/ Other Pacific Islander

American Indian/Alaskan Native

Latino/Latina

Person with a Disability

Female-owned

Lesbian, Gay, Bisexual, Transgender, Queer or Questioning +

I prefer not to respond

21) Does Applicant's operation of the Venue specifically and intentionally serve Black, Indigenous, or People of Color (BIPOC) through its programs or by providing opportunities for BIPOC artists?

YES

NO

22) If 'yes' is selected for the above question, please describe Applicant's BIPOC programming and/or artist and audience demographics. (Limit 100 words)

23) Is the Venue located in a Denver opportunity zone?

Yes

No

I don't know

24) Please describe how Applicant's income or expenses have been directly and adversely affected by COVID-19. Examples might include cancellation of events, classes, performances, or enhanced cleaning costs, etc. (Limit 100 words)

25) Please describe expenditures by Applicant for personal protective equipment (PPE), and Venue updates or other new protocols due to COVID-19 safety regulations (including types of expenses and amounts).

26) Describe the Venue space, including: square footage; whether the Venue has a permanent stage, permanent sound and equipment systems; and other infrastructure that supports or facilitates artistic performances. (Limit 100 words)

27) Has Applicant received or accessed any of the following additional source(s) of monies to directly support Venue operational expenses since March 1, 2020? (check all that apply)

Rent relief from Venue owner

Paycheck Protection Program funding/Economic Injury Disaster Loan (EIDL)

Personal Savings

Private Loan

Commercial Loan
Sponsorship
Savings
Fundraising
Grants from Federal, State, Local or private sources.
Other, please describe:

28) What is the total amount of economic relief or subsidized funding Applicant received from all third-party sources identified above for the Venue since March 1, 2020?

29) Please describe any additional sources of funds that must be committed to the Venue prior to December 30, 2020 to support Applicant's continued operation of the Venue. (Limit 100 words)

30) What is the minimum amount of current operating capital Applicant needs to operate the Venue and pay the Venue's direct, necessary, and immediate expenses through December 30, 2020?

- ☐ \$1,000 - \$2,500
- ☐ \$2,500 - \$5,000
- ☐ \$5,000 - \$10,000
- ☐ \$10,000 - \$15,000
- ☐ \$15,000 - \$20,000
- ☐ \$20,000 - \$30,000
- ☐ \$30,000 - \$50,000
- ☐ \$50,000 - \$75,000
- ☐ \$75,000 - \$100,000
- ☐ \$100,000 - \$250,000
- ☐ More than \$250,000

31) To better understand Applicant's level of financial need, please choose the one category that best describes Applicant's current level of need in connection with continued Venue operation:

- ☐ **Level 1 - Financial Strain (access to 9-12 months of operating funds)**
- ☐ **Level 2 - Financial Distress (access to 6-9 months of operating funds)**

- **Level 3 - Crucial Financial Distress (access to 3-6 months of operating funds)**
- **Level 4 - Severe Financial Distress (access to 0-3 months of operating funds)**

32) Please describe how the Denver CARES Venue Relief Fund can assist Applicant to satisfy eligible financial needs incurred due to COVID-19 between the dates of March 1 and December 30, 2020, and support the Venue's financial viability moving forward? (Limit 100 words)

33) We are collecting information on how our business community is responding to the COVID-19 pandemic through innovation. Please share information regarding challenges, new programs and/or partnerships responsive to the COVID-19 pandemic. (Limit 300 words. Note, this is not required)

All applicants must provide supporting documentation that clearly demonstrates a financial need due to COVID-19.

Please upload the following documentation:

1) A Venue-specific revenue statement documenting revenues for the Venue between April 1 and September 30, 2020 and the same period from 2019.

- If the Venue was not in operation during the April 1 through September 30, 2019 period a revenue statement for the six months immediately preceding April 1, 2020 will be considered.

2) A brief calendar illustrating performance dates and cancellations directly due to COVID-19 between April 1 and September 30, 2020. A brief calendar illustrating performance dates for the Venue for the same period from 2019.

- If the Venue was not in operation during the April 1 through September 30, 2019 period a calendar of events for the five months immediately preceding April 1, 2020 will be considered.

3) A brief record of ticket sales or cover charges and refunds issued due to cancellation of events in the Venue directly related to COVID-19 between April 1 and September 30, 2020. Please also provide a record of ticket sales or cover charges for the same period from 2019.

- If the Venue was not in operation during the April 1 through September 30, 2019 period a record of ticket sales or cover charges for the six months immediately preceding April 1, 2020 will be considered.

4) Supplemental documentation that demonstrates the direct financial impacts of COVID-19 on Applicant's operation of the Venue may be submitted and considered but is not required.

Please describe the supplemental documentation if provided. (Limit 150 words)

5) Certificate of Good Standing from the Colorado Secretary of State

6) W-9 Form which identifies Applicant's current business address, EIN number and a signature of an authorized representative.

APPLICANT CERTIFICATION

By submitting this application, I acknowledge the following on behalf of Applicant:

- All information is accurate and truthful. Applicant understands that this application and information is self-reported and self-certified but is subject to verification and that inaccurate information, misrepresentation and/or fraud will result in Applicant's repayment of all amounts distributed to it upon written demand from the City of Denver. Applicant agrees to promptly reimburse the City of Denver should it request repayment of distributed funds in connection with the foregoing or non-compliance with any aspect of the CARES Act.
- Incomplete or inaccurate applications may be disqualified.
- If selected, Applicant understands and acknowledges that Arts & Venues intends to issue grant funds within 30 days of approval letter distribution.
- If selected, Applicant understands that it is legally responsible and accepts full responsibility for federal, state, and local tax implications associated with receiving grant funds.
- Applicant understands that all information submitted is subject to open records requests and will be included in reporting for the City of Denver. Applicant will retain all documents concerning its application and expenditure of grant funds for five years from the date of any award.
- Applicant expressly agrees to cooperate with the City of Denver should additional documentation be necessary after an award of funds. Applicant will provide any additional documents and or information reasonably requested by the City (which may include sensitive or confidential information). Should Applicant not strictly comply with the CARES Act, including but not limited to, Applicant's use of CARES Act funds, upon written notification from the City, Applicant shall repay any amounts awarded by the City of Denver within ten (10) days of notification of same.
- Applicant understands that grant funds shall not be used for items or purposes prohibited by the CARES Act (including but not limited to payment of Denver County property taxes, other county fees/charges, PPP payroll expenses, lobbying expenses, political donations, or duplication of other qualified expenses).
- Applicant understands and agrees that the City and fund administrators, at their sole discretion, reserve the right to qualify or disqualify any and all grant applications, to adjust the grant deadline based on the volume of qualified applicants, and to evaluate applications based on level of need and equity, diversity and inclusion principles.
- Applicant agrees and acknowledges that the funds provided by this program have been provided in accordance with Sections 601(b) and (d) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act of 2020, Public Law No. 116-136, Division A, Title V (March 27, 2020) (the "CARES Act"). If awarded funds, Applicant acknowledges and agrees that it may not use the funds awarded pursuant to this program to

cover expenditures for which Applicant has or will be reimbursed under any other federal program, including but not limited to other forms of COVID-19 related financial assistance. Applicant further acknowledges and agrees that it will only use any funds awarded pursuant to this program for expenditures necessary for Applicant to address the current COVID-19 public health emergency.

- Applicant will timely provide to the City and its agent all required information and evidence, in a form acceptable to the City, related to how it has expended all grant monies in a manner compliant with CARES Act requirements and as specified in its award letter. Failure to timely demonstrate to City's satisfaction that Applicant has utilized grant funds for purposes permitted by the CARES Act will result in an obligation to repay all grant funds to the City upon written demand.
- **Funding MUST BE SPENT by Applicant for the Venue no later than December 30, 2020.**
- **Funded applicants will be required to provide Denver Arts & Venues a final report, on or before Jan 15th, demonstrating that it has expended all grant monies in a manner compliant with CARES Act requirements.** Should a grant awardee be unable or unwilling to do so, CARES Act funds must be repaid to the City by Applicant upon written demand. This report from the Applicant will be submitted in a format provided by Denver Arts & Venues and include:
 - Date funds were expended;
 - What the funds were utilized for; and
 - Amount expended on each qualified expenditure.
- All receipts and documentation of CARES Act expenditures must be maintained by Applicant for 5 years after funding is provided

I have legal authority to submit this application and certify the foregoing on behalf of Applicant, and Applicant hereby expressly consents to, and agrees with the foregoing certification as a condition to applying for grant funding.

Yes

No