



DENVER CARES ARTIST RELIEF FUND APPLICATION WORKSHEET

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

Name

Address

City

State

Zip Code

Email

Phone Number

Artist web presence (website, Etsy, Instagram, etc.)

1) Select all that apply:

I am a current resident of the City of Denver and am 18 years or older

I have been a resident of the City of Denver since 01/01/2020

I am an artist experiencing a loss of income as a direct result of the COVID-19 pandemic

I am an artist experiencing new expenses as a direct result of the COVID-19 pandemic

2) What artistic discipline do you practice?

Visual Arts

Music

Film

Dance

Theatre

Design

Fashion

Literature

Other _____

3) What best reflects your total personal annual income in 2019?

Less than \$10,000

\$75,000 - \$100,000

\$50,000 to \$75,000

\$25,000 - \$50,000

\$10,000 to \$25,000

More than \$100,000

4) Is your primary source of income in the last 12 months from your artistic work?

Yes

No

5) Please describe how you will use these potential grant funds (select all that apply):*

Rent

Utilities

Food, groceries

Art-related supplies

Art-related equipment

Transportation

Child-care

Medical

Other _____

6) Do you identify as any of the following (select as many as needed)

White/Caucasian

Black/African American

Asian/Asian American

Native Hawaiian/ Other Pacific Islander

American Indian/Alaskan Native

Latino/Latina

Person with a Disability

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

I prefer not to respond

7) Please describe how your income or expenses have been adversely affected during the period from March 1, 2020 - December 31, 2020, directly related to COVID-19.

Examples can include cancellation of: events, touring, classes, performances, and/or other creative work; or additional expenses incurred during this time such as Personal Protective Equipment (PPE) or other safety and health-related costs.

(Limit 100 words)

8) What is the minimum amount of relief funding you need to assist with your immediate, personal eligible expenses prior to December 30, 2020?

\$250

\$500

\$1,000

\$2,500

\$5,000

More than \$5,000

9) Do you have an additional source of income besides your artistic endeavors?

Yes

No

If yes, please provide a brief description of your additional income (sources of family income, spousal income, additional jobs, etc.). (Limit 100 words)

10) Do you have financial responsibility for other people in your household?

Yes

No

If Yes, please identify how many persons, their ages, and provide a brief description.

11) Have you previously received (or been awarded) funding such as Artist Assistance Funding, CARES Act Funding, or other federal funding from the City and County of Denver, the State of Colorado, the federal government or any entity acting on behalf of one of the foregoing during 2020?

Yes

No

12) In order for us to better document your level of financial need – please choose the category that is closest to your current level of need for the artist relief grant. Before applying, we ask that applicants take a moment to self-reflect and self-evaluate whether they are experiencing dire financial emergencies during this time and to make space for those most urgently in need. Due to the unprecedented nature of the COVID-19 pandemic, “severe financial distress” is best described as lacking or imminently lacking funds to pay for life essentials such as, but not limited to: housing, groceries, utilities, transportation, medical care, childcare, etc.

Level 1 - Financial Strain – The loss of income due to COVID-19 impacts my ability to continue my current lifestyle. I am unable to purchase items necessary for my business/creative pursuits.

Level 2 - Financial Distress – I will have to use limited savings due to COVID-19. I may not be able to pay all my bills.

Level 3 - Severe Financial Distress – examples include: I have limited to no savings. I’m

unable to cover basic needs such as food and rent due to COVID-19. I'm financially responsible for family members.

DOCUMENTATION UPLOADS

- W-9 Form with your current address, social security number and signature

- ONE proof of residency in the City of Denver (e.g. recent utility or phone bill, pay stub, renter's or mortgage bill, lease, current homeowner's or renter's insurance policy, USPS change of address form)

- ONE or more clear proof of income loss after March 1, 2020 – December 30, 2020 (e.g. contracts, emails, receipts, cancellation notices, unemployment benefits statement or before and after pay stubs)

APPLICANT CERTIFICATION

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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 15, 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