



DENVER CARES ARTS & CULTURE RESTART & RECOVERY FUND

APPLICATION

**Please note, you must fill out the online application on Submittable to apply for this fund. This document is for draft purposes only. 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:

Organization/Creative Business Information

Legal business name:

If different from above, what is the Doing Business As (DBA) name:

Street Address:

City:

State:

Postal / Zip Code:

Email:

Phone Number:

Website:

Form of legal entity/type of organization or creative business:

Sole Proprietorship

Non-profit

Partnership

Corporation

Limited Liability Company (LLC)

Other _____

Type of organization or creative business (select all that apply):

Visual Arts

Music

Film

Dance

Theatre

Design

Fashion

Literature

Other _____

Please describe the organization or creative business's mission and primary activities (for example: type of programming, cultural impact on community, genres of dance or music; audiences served; frequency and manner of artistic performances; community benefit). (Limit 200 words)

How long has the organization or creative business been in operation?

0 - 2 years

3 - 5 years

6 - 10 years

11 - 15 years

16 - 20 years

More than 20 years

Average number of days that arts and cultural related performances or activities were facilitated by the organization or creative business annually prior to COVID, from March 2019 —through March 2020?

0-25 days

25-50 days

50-100 days

100-200 days

Over 200 days

Year-round

Does your organization or creative business run programs out of a physical venue where its primary focus and programming is related to visual or performing arts?

Yes

No

If your organization or creative business is run out of a venue, is it owned or rented?

Owned

Rented

If renting, when does the organization or creative business's lease of the space expire?

0-1 years

1-3 years

3-5 years

5-7 years

7-10 years

over 10 years

Has the organization or creative business begun safely reopening and hosting cultural related business, events, or programs since April 1, 2021?

Yes

No

What was the organization or creative business's full-time employee count on March 1, 2020?

0
1-3
3-5
5-10
10-15
15-20
20-30
30-50
Over 50

Did the organization or creative business lose full-time employees after March 1, 2020-current due to COVID-19?

Yes
No

Have you been able to hire back or do you plan to hire back full-time employees by December 2021?

Yes
No

Have you had any challenges hiring back part-time or full-time employees? (100 words)

Please choose which amount best represents the organization or creative business's total MONTHLY recurring expenses for operations (including rent, mortgage, utilities, phone charges, payroll costs, insurance, employee benefits, state and local taxes, equipment, etc.):

- ☐ \$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) Denver Arts & Venues is committed to justice, equity, diversity, and inclusion (JEDI) in all our programs, initiatives, and decision-making processes. As an agency priority, we seek to be inclusive and accessible to all community members. For this reason, it is important that we ensure all communities are represented in our committees, programs, events, and grant opportunities. This helps us assess whether we are achieving our JEDI objectives and informs our future outreach and engagement throughout the city. The information you provide in this question is available only for internal staff and it is only reported in the aggregate.

Is the organization or business entity owned or directed by, in whole or in part by persons who identify as (select all that apply):

American Indian/Alaskan Native

Asian/Asian American

Black/African American

Latino/Latina/x/e

Native Hawaiian/ Other Pacific Islander

White/Caucasian

Person with a Disability

Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual +

Female

I prefer not to respond

21) Is the mission of your organization or creative business focused on communities that have been historically marginalized such as Black, Indigenous, Latino/x/e, or People of Color (BILPOC), people with disabilities, or LGBTQIA+?

Yes

No

22) Describe how your organization is equitable, diverse, and inclusive. Include a description of your participants, staff, and board, and how you intentionally serve and tell the stories of diverse and historically excluded audiences. (Limit 150 words)

24) Is the creative business or organization located in a Denver opportunity zone?

Yes

No

I don't know

Has the organization or creative business received or accessed any of the following additional sources of monies to directly support operational expenses since March 1, 2020? (select all that apply)

Rent relief from

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

Shuttered Venues Operations Funding (SVOG)

Personal Savings

Private Loan

Commercial Loan

Sponsorship

Savings

Fundraising

Additional grants from Federal, State, Local or private sources.

What is the total amount of COVID-19 related economic relief funding you have received since March 1, 2020?

0

0-\$3,000

\$3,000 -\$5,000

\$5,000 - \$10,000

\$10,000 - \$20,000

\$20,000 - \$50,000

\$50,000 - \$75,000

\$75,000 - \$100,000

\$100,000 - \$150,000

\$150,000 - \$200,000

\$200,000 - \$300,000

Over \$300,000

- **STATEMENT OF NEED:** Please provide a brief description (no more than 400 words) illustrating the COVID-19 impact on business operations including, current financial status, cancellations, refunds, etc. and how funding will support the applicant's business.

What is the minimum amount of current operating capital the organization or creative business needs to operate direct, necessary, and immediate expenses through December 31, 2021?

- \$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

To better understand Applicant's level of financial need, please choose the one category that best describes the organization or creative business's current financial strain regarding operating expenses:

- **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)

REQUIRED DOCUMENTATION

In addition to completing the application, applicants **MUST** provide the following documentation to qualify for this fund:

- Proof of registration (PDF) with the Colorado Secretary of State, whether in good standing or delinquent.
- W-9 Form (PDF) which identifies applicant's current business address, EIN number with a signature of an authorized representative
- ONE (PDF) proof of being physically located in the City & County of Denver - **MUST BE ONE OF THE FOLLOWING FROM 2021:** utility bill, phone bill, pay stub, renter's or mortgage bill, lease, current homeowner's or renter's insurance policy, USPS change of address form. **We cannot accept a driver's license for your documentation.**
- ONE (PDF) document of the proposed budget for award including:
 - Date funds will be utilized
 - What the funds were utilized for; and
 - Amount spent on each qualified expenditure
- ONE (PDF) document showing monthly business revenues in each month from March 2019 through December 2020. Documentation may include but is not limited to revenue statements, income statements, P&L statements, or other financial reports of a similar and reasonable nature.

Additional documentation *can* include:

- ONE (PDF) with any additional information you wish to provide regarding practices, decision-making processes, programming or initiatives that reflect the values of justice, equity, diversity and inclusion.

Funded applicants may need to supply additional information reasonably requested by the City and County of Denver for full consideration.

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 and County 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 and County 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 and County 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 the organization or creative business no later than December 31, 2021**
- **Funded applicants will be required to provide Denver Arts & Venues a final report, on or before January 31, 2022, 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 simple report from the Applicant will be submitted in a simple format provided by Denver Arts & Venues and includes:
 - Date funds were spent
 - What the funds were utilized for
 - 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