



**CREATIVE VENUES GRANT
(For-Profit Venues only)
NOTICE OF FUNDING AVAILABILITY (NOFA)**

NOFA Posted on: June 7, 2024

Application Period:

Venue Recovery Grants

June 7 – July 19, 2024

Applications Due: July 19, 2024, by 11:59 p.m. PDT

Rapid Response Grants

Round 1: June 7 – July 8, 2024

Applications due: July 8, 2024, by 11:59 p.m. PDT

Round 2: September – October 4, 2024

Applications due: October 4, 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) is launching its 2024-25 Creative Venues Grant.

Grants of \$5,000, \$10,000, and \$25,000 will be 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.

Categories of Funding by Venue Type

\$5,000	Rapid Response Grants: For all eligible venues
\$10,000	Venue Recovery Grants: Available to independent bookstores and art galleries
\$25,000	Venue Recovery Grants: ONLY available to live music, performance, and comedy venues.

Venues may apply in only one category.

Grant Program Overview

There are two types of Program Grants available – *Rapid Response* and *Venue Recovery Grants*.

A **Rapid Response Grant** is a fixed funding award to respond to an emergency need or specific time-sensitive project that can be accomplished within a six-month timeframe and provide a tangible outcome in one of the approved venue types listed above.

- The required funding request is \$5,000 per application.
- Up to eleven grants will be awarded in this category, with no more than six to be awarded in Round 1.
- An applicant may receive *only one* Rapid Response award.

- Grant applications will be reviewed for a funding recommendation by an internal City staff panel and awarded in two cycles, until all funds have been expended.
- Grants will be awarded within 30 days of application approval (if all necessary contracting requirements have been met).

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

- Funding requests will be for \$10,000 or \$25,000 per application, depending on the category of venue the applicant falls within.
- Up to nineteen \$10,000 and ten \$25,000 grants will be awarded in this category.
- Only live music, performance, and comedy venues may apply for a \$25,000 grant.
- Grant awards should not exceed 50% of the venue's annual operating budget.
- If eligibility is met, at least one award will be made in the Del Paso/Marysville and Stockton Blvd corridors.
- An applicant may receive only one award.
- Grant applications will be reviewed for a funding recommendation through a public peer review process.

Geographic Areas of Support

While venues exist in all Sacramento neighborhoods, with limited financial resources, this program is focused on areas of the city that have been identified as most adversely affected by the Covid-19 pandemic. These include venues in the central city core (**downtown and midtown Sacramento**) and two priority corridors that are currently part of the city's two neighborhood development action plans – **Marysville - Del Paso Blvd. and Stockton Blvd. corridors**. The only exception is Rapid Response Grants which 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.
- Regularly 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:
 - Provide fair pay to artists and do not have artists pay for free or solely for tips.
 - Utilize one or more of the following: sound engineers, bookers, promoters, stage managers, security personnel, box office personnel.

- Have a paid ticket or cover charge to attend most of all 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 one year 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.
- Program onsite public events such as gallery openings, workshops, 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 one year prior to application and are currently open.
- Be in the City of Sacramento.

Ineligible applicants include:

- Businesses that are not located in the geographic areas of support identified above, all of which must be within Sacramento city boundaries, except for Rapid Response Grants, that may be in any Sacramento City location.
- 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 or cafes.

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:

Rapid Response Grants: \$5,000 grants will be disbursed in the following manner:

1. \$5,000 once the agreement is fully executed, with evidence of costs incurred (signed contracts with vendors or artists, rental agreements, proof of insurance premiums, etc.) and approved report including narrative description of how funds are used.

Venue Recovery Grants: \$10,000 and \$25,000 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 with final narrative report.

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 June 20, at 4 pm.

Answers to all questions submitted by the deadline will be posted by 4 pm on June 28 on the [OAC 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	June 7, 2024
NOFA Information Sessions	June 7 – June 30, 2024
Application Period	June 7 – July 19, 2024

NOFA General Question Deadline	June 20, 2024
General Question Answers Published	June 28, 2024
Application Submission Deadline	July 19, 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.

TENTATIVE TIMELINE – Rapid Response Grants

Activity	Estimated Date
NOFA Published	June 7, 2024
NOFA Information Sessions	June 7 – June 30, 2024
Application Periods	June 7 – July 8, 2024 September 3 - October 4, 2024
Application Submission Deadlines	Round 1: July 8, 2024, by 11:59pm Round 2: October 4, 2024, by 11:59pm
Application Review Periods	Round 1: July 9 – July 23, 2024 Round 2: October 7 – October 18, 2024
Award Notifications and Grant Agreement Execution	Round 1: July 25 – August 15, 2024 Round 2: October 8 – November 8, 2024
Anticipated grant terms	6 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 July 19, 2024, at 11:59 p.m. for Venue Recovery Grants and July 8, 2024, at 11:50 p.m. for Rapid Response Grants.

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

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:

Rapid Response 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.
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 W-9 Form (PDF) which identifies applicants' current business address, EIN, and dated with a signature of authorized representative.
9. ATTACHED proof of current certificate of Good Standing (PDF) with the California Secretary of State.

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.
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.

Rapid Response Grant Reviews (\$5,000)

Complete and eligible applications for Rapid Response grants will be reviewed by staff for eligibility and completeness. If an applicant meets all requirements and demonstrates need for funds in an eligible area, grants will be recommended for funding. If more than six eligible applicants are received in Round 1, a panel of non-conflicted City staff will use the rubric below to score applications and recommend up to six applications in Round 1 and five applications in Round 2 for award.

Venue Recovery Grant Reviews (\$10,000 and \$25,000 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 (for Venue Recovery Grants only).

Review Area	Does not meet (1) or minimally meets (2) 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.	1-2	5-6	8-10
Shows consistent community participation at events and programs.	1-2	5-6	8-10
Engages with local businesses, community groups, schools, and/or other neighborhood entities. Supports and presents work by and for local artists or new artistic voices.	1-2	5-6	8-10
Artistic Impact			

Highlights Sacramento's reputation as a cultural destination.	1-2	5-6	8-10
Demonstrates a history of payments to artists.	1-2	5-6	8-10
Preserves or shares cultural heritage through presentation of work and/or supports artists who create original work.	1-2	5-6	8-10
Demonstrated Need			
Proposed use of funds demonstrates a clear need in eligible funding categories selected.	1-2	5-6	8-10
Provides evidence of negative impact of Covid-19 pandemic on business, (demonstrated by audience attendance, visitors, loss of sales).	1-2	5-6	8-10
Budget provided is appropriate to the aligned with expressed need.	1-2	5-6	8-10

Grant Agreement

All grant recipients must execute a grant agreement with the City. (Draft agreement can be found on the [OAC 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 a second payment, the 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, the 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.