

## **ART & ENTERTAINMENT VENUE RELIEF FUND** **FREQUENTLY ASKED QUESTIONS**

### **Eligibility**

#### **What is the definition of an eligible supporting business for the Art & Entertainment Venue Relief Fund Program?**

An eligible business is a business that holds an eligible license (entertainment or multipurpose), if applicable, and primarily generates income through ticket sales or nonprofit fundraising to bring audiences to its physical location for events, performances, exhibitions, shows, or concerts. If the venue holds a restaurant, tavern, or nightclub license, the business must offer live performances at least three nights per week and pay performers.

#### **What types of businesses are eligible for the Art & Entertainment Relief Fund Program?**

- Event Venues
- Live Music Venues/Concert Halls
- Movie Theaters (theater owned by companies that are publicly traded are not eligible)
- Museums (private institutions)
- Performance Venues
- Theaters

#### **What are the requirements of my business to be eligible for grant funds?**

- Must be one of the eligible business types
- Must be physically located in the District
- Must be currently in operation unless mandated otherwise by public health guidance
- Must demonstrate business has site control of the venue
- Must have an active DC Basic Business License and any active applicable ABRA License dated as of January 1, 2021
- Must be able to demonstrate at least 30% loss of revenue during any consecutive three-month period between March 2020 and July 2021, compared to the same the time period in the year prior.
- For businesses that opened and began generating revenue after January 1, 2020, must be able to demonstrate a 30% decrease in revenue when comparing the worst consecutive three-month period to the best consecutive three-month period
- Venues operated by companies that are publicly traded are not eligible
- Only one entity is eligible for each venue, if the venue is operated or supported by multiple entities (e.g. a nonprofit and a separate for-profit LLC)
- Businesses that are permanently closed and have taken steps to cease business operations under DCRA Corporate Divisions and OTR Guidelines are not eligible
- Businesses that receive dedicated District or federal tax revenue are not eligible
- Businesses that received an award from the Entertainment Bridge Fund and have not submitted closeout reports are not eligible

#### **What must the operating status of my business be to be eligible for grant funds?**

You must affirm in the application and in the signed grant agreement that your business is currently in operation or is temporarily closed due to public health mandates.

**I'm a sole proprietor. Can I apply for this grant?**

Yes, sole proprietors are eligible for the Arts & Entertainment Venue Relief Fund as long as the sole proprietor meets all the eligibility requirements listed above.

**I operate a venue but I am not a DC resident. Am I still eligible to apply?**

If your venue meets all the eligibility requirements but you are not a District resident, your venue is eligible to apply. However, if you are a sole proprietor, you must be a DC resident.

**I operate more than one venue. Can I apply for more than one venue to the Arts & Entertainment Venue Relief Fund?**

Yes, you may apply for each venue that has a separate EIN if each business meets all eligibility requirements.

**My venue generates revenue through ticket sales and has a separate nonprofit that fundraises to support the venue. Are both entities eligible to apply?**

No, only one entity is eligible for each venue.

**I received a grant from another DC Government agency. Am I still eligible for the Art & Entertainment Relief Fund?**

Yes, if your business meets all the eligibility requirements, you are eligible to apply. Awards from the Arts & Entertainment Venue Relief Fund may also be applied to back rent owed through the Small Business Rent Relief Fund.

**I received a grant from the Entertainment Bridge Fund - Supporting Business Program. Am I eligible to apply for the Arts & Entertainment Venue Relief Fund?**

If your business is not a venue that meets the eligibility requirements, you are not eligible to receive funds through this program.

**I have a restaurant or tavern license and I offer live entertainment. Am I eligible to apply?**

You are eligible to apply if your venue offers live performance at least three nights per week and you pay performers.

**Application Process**

**How do I apply?**

Applications for the Arts & Entertainment Venue Relief Fund must be submitted online via the application portal available through [obviouslydc.com](https://obviouslydc.com).

**When will I receive my funds?**

A disbursement of funds will occur upon completion of the award recommendation, receipt of required documents, and a signed grant agreement.

**I have submitted my application. Will I receive a grant?**

A submitted application does not automatically mean a grant will be awarded. The application needs to be reviewed and then selected for an award. We anticipate distribution of awards beginning in mid-January.

## **What documents do I need to apply for the Art & Entertainment Relief Fund?**

You will need to provide the following documents with your application:

- 2019 tax returns (if open prior to January 1, 2020)
- 2019 Monthly Income Statement showing revenue less expenses
- 2020 tax returns
- 2020 Monthly Income Statement showing revenue less expenses
- 2021 Monthly income Statement showing revenue less expenses
- Active DC Basic Business License
- Active ABRA License, if applicable
- Certificate of Occupancy
- Certificate of Clean hands dated within 90 days of application date, or no later than January 3, 2022
- Lease or Deed
- Calendar of events (if a restaurant, tavern, or nightclub license holder)

## **I have a restaurant license and offer live performances. What documentation do I need to provide to demonstrate my schedule of events and that I pay performers?**

If your business has a restaurant, tavern, or nightclub license, you need to provide a calendar of events from July 2021 through the month of application showing the events your businesses hosted. You must also show payments to performers on your monthly income statements.

## **Can I submit the same Certificate of Clean Hands that I used for a previous grant application?**

No. A current Certificate of Clean Hands (dated within 90 days prior to application date) must be submitted at the time of the application. If an applicant is unable to acquire a Certificate of Clean Hands before the application deadline, they will be allowed to submit after their application has been submitted but must be provided by January 3, 2022. Grants will not be disbursed to businesses that do not provide a Certificate of Clean Hands. You can view instructions on how to request your updated certificate online:

<https://otr.cfo.dc.gov/page/certificate-clean-hands>.

## **How do I request an updated Certificate of Clean Hands?**

Businesses can request a Certificate of Clean Hands through the MyTax.DC.gov portal. Learn how to navigate this new process by visiting OTR's website:

[www.otr.cfo.dc.gov/page/certificate-clean-hands](http://www.otr.cfo.dc.gov/page/certificate-clean-hands).

## **What if I can't provide my documents in time?**

To be eligible for funding, businesses must provide all required documentation at the time of their application. However, if an applicant is unable to acquire a Certificate of Clean Hands before the application deadline, the applicant will be allowed to submit the Certificate of Clean Hands after the grant application has been submitted, but must submit it no later than January 3, 2022.

## **Can I submit the application via email?**

No. All applications must be submitted on the designated online portal no later than Tuesday December 21, 2021 at 5:00 PM/ET. DMPED and its program partners are not responsible for unreadable, incomplete, and/or out-of-order submissions.

**Can I ask a question about my materials before submitting my application?**

Yes. Please email [aevrgrant@ledcmetro.org](mailto:aevrgrant@ledcmetro.org) with your question in as much detail as possible.

**Can I ask a question about my application after it has been submitted?**

Yes. Please email [aevrgrant@ledcmetro.org](mailto:aevrgrant@ledcmetro.org) for specific questions regarding your application.

**Grant Funds****How much are the grant awards?**

Grant awards vary from \$10,000 - \$225,000 for the Arts & Entertainment Venue Relief Fund.

**How will you determine how much I'm awarded?**

This is a noncompetitive grant opportunity. The final award will be equal to up to 100% of the applicant's fixed expenses (rent, payroll, utilities) for the period July-September 2021, with a maximum of \$225,000. Final award amounts may be less than the applicant's total fixed costs for this period, depending on the number of applicants, in order to ensure as many businesses can receive funding as possible.

**When will I receive my award notification letter?**

We anticipate award notifications will begin in mid-January.

**What can I spend grant funds on?**

Eligible uses for grant funds are as follows:

- Rent and mortgage payments (including back rent paid through Small Business Rent Relief Program)
- Payroll
- District taxes and fees
- Operational expenses (including marketing and advertising expenses)
- Insurance
- Utilities
- COVID-19 related supplies and preparation
- Equipment leasing or purchasing

**Are there expenses that are not eligible to spend grant funds on?**

The following expenses are ineligible:

- Inventory, other than eligible operating expenses
- Food costs, unless part of a venue's production
- Loan payments
- Professional development
- Refunds
- Decorative painting/landscaping/signage
- Travel/hotel accommodations (unless part of a performer's contract/fees)

**How long do I have to spend the grant funds?**

Grant funds must be spent no later than July 31, 2022.

**What happens after I receive the grant funds?**

After spending the funds on eligible expenses, you will send reports sharing information on how your business used the funds. Your grant agreement will provide additional guidance on reporting requirements.