

Oakland CARES Fund for Artists and Arts Nonprofits

ORGANIZATION APPLICATION FREQUENTLY ASKED QUESTIONS

Applicant Eligibility

Who is eligible to apply for the Oakland CARES Fund for Arts Nonprofits?

Arts Nonprofits in the city of Oakland are eligible to apply if they meet the following criteria:

- Must demonstrate proof of 501(c)3 nonprofit status by providing one of the following:
 - 501(c)3 Tax Determination letter;
 - Form 1023 Application for 501(c)3 status; or
 - 990 Federal Tax Return from either FY'18, FY'19, or most recent fiscal year that ends before March 1, 2020--whichever is most recently completed.
- If fiscally sponsored (fiscal sponsor can be non-local), organization must be based in and primarily serving Oakland. A sponsorship agreement letter on a letterhead, including verification from the fiscal sponsor that 75% or more of the sponsored organization's activities benefit Oakland, with an Oakland address of the primary location in which organizational activities are performed, are required.
- Must be located in and primarily benefit the residents in Oakland. There are no residency requirements for employees.
- Must have a business address within the City (P.O. Box does not qualify).

- Must identify an address, if not the business address, where the nonprofit, or fiscally sponsored entity, locates the majority of its public-facing services. (Examples include using the address of the rental venue most commonly used, an address on the street where the organization produces its annual street fair, the address of a cultural center most used for providing programming that reaches diverse audiences, or your primary business address if that is where the organization provides services.)
- Must have an annual operating budget not exceeding \$2.5 million. (Funding amounts will be based on the actual budget size of the most recently completed fiscal year using the following tiers: For budgets up to \$999,999, grants will be up to \$10,000; for budgets of \$1 million-\$1,499,999, grants will be up to \$15,000; and for budgets of \$1.5-\$2.5 million, grants will be up to \$20,000.)
 - Demonstrate proof of budget size by providing an income and expense statement for the most recently completed fiscal year that ended prior to March 1, 2020. (Entities that are fiscally sponsored must provide their own budget and not that of the fiscal sponsor.)
- Organizations that received support through the Paycheck Protection Program, a National Endowment for the Arts (CARES) award, or an award from any other City of Oakland CARES funded grant program are eligible to apply. However, applicants that received \$20,000 or less from the Paycheck Protection Program and have not received these other sources of support will be given priority consideration.
- Can only apply once.

Who is not eligible to apply?

- Applicants, and employees or board members of applicant organizations, who have a conflict of interest (family or financial relationships) with the boards, staff, or directors of CCI or of City of Oakland's elected officials and their employees.
- Commercial businesses.

Language

Is the application available in other languages besides English?

Applications will be accepted in Spanish, Chinese (Mandarin) and Vietnamese. You can find links to translated application materials [here](#). Non-English speakers are encouraged to apply.

Request Amount

How much funding can I request?

Organizational requests are scaled based on budget size of the most recently completed fiscal year using the following tiers: For budgets up to \$999,999, grants will be up to \$10,000; for budgets of \$1 million- \$1,499,999, grants will be up to \$15,000; and for budgets of \$1.5-\$2.5 million, grants will be up to \$20,000.

Applicants will be asked to describe their financial needs in detail, and are requested to apply only if facing an immediate financial emergency. This is meant to reserve as much of the CARES

Arts Fund as possible for those facing significant financial threats to affording their arts business and/or remaining operational.

Eligible Expenses for Reimbursement

Application question:

List the reimbursable expenses incurred since March 1, 2020 that were incurred as a result of COVID-19's medical and economic crises.

Which expenses are eligible for reimbursement?

The Oakland CARES Fund for Arts Nonprofits will provide reimbursement funds for expenses that have already occurred. Funds will cover necessary expenses incurred between March 1, 2020 and October 23, 2020. Future expenses *are not* eligible.

Reimbursable expenses are divided into two eligibility categories:

1. **Expenses that the applicant is unable to afford due to lost income due to the COVID-19 economic shutdown.** Examples of such expenses include overdue rent or mortgage payments that create a risk of eviction or foreclosure; overdue utility payments that threaten service disruption; increased health care costs due to the loss of full-time employment benefits; accounts payable; employee salaries; repayment of loans, and overall costs to keep the artist or organization in business in the City of Oakland.
2. **Expenses incurred to deal with COVID-19.** Examples of such expenses include COVID-19 medical expenses; caring for family members who have been displaced or infected by COVID-19; teleworking costs; educational or daycare costs to enable working from home; purchase of PPE or other measures for COVID-19 prevention; and/or purchase of technology or other goods or services to shift business practices due to the COVID-19 shutdown.

Which expenses are ineligible for reimbursement?

Ineligible expenses include lobbying; legal settlements; severance pay; purchasing property; providing bonuses; taxes (unless nonpayment would cause eviction or foreclosure); or improving one's property. We will not reimburse CARES ineligible expenses.

May I list more reimbursable expenses than the amount of funding I am requesting?

Yes. The reimbursable expenses you list can exceed your request amount to ensure that you list enough eligible expenses; however, we suggest listing no more than ten major expense items.

What information do I need to provide when I list my reimbursable expenses?

You must provide the following information:

1. The date(s) of the expense. Note: the expense must have occurred between March 1 and October 23, 2020.
2. A detailed description of the type of expense. For example: past due PG&E utility bills; past due rent on the organization's office; professional Zoom subscription to enable work from home; upgraded internet service from Comcast to enable work from home.
3. The amount of the expense, rounded to the nearest hundred dollars. For example: if your expense is \$438.54, list the amount as \$440.

Do I need to provide proof of my expenses when I apply?

We will not require receipts for these expenses at this time; however you may be asked to provide receipts or proof of your COVID-19-related expenses at a later time. In accordance with the CARES Act, recipients of this Fund should maintain records of the expenses they claimed for a period of three years.

Notification and Payment Process

If I am awarded a grant, when will I receive my payment?

All applicants will be notified about their status on October 30. If you are awarded funding, please note that due to payment processing and mail delivery, grant payments may take until November 30 to arrive.