

COVID-19 CULTURAL ORGANIZATION GRANT PROGRAM APPLICATION



The COVID-19 Cultural Organization Grant Program (“Program”) is administered by the Wisconsin Department of Administration (DOA) and supported by up to \$5 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act Federal funding. The Program provides grants to support eligible cultural organizations impacted by the COVID-19 pandemic. Additional details are available on the [program website](#). Eligible organizations may submit completed application materials via email to: DOACovidCulturalGrant@wisconsin.gov.

APPLICATION CHECKLIST

	Document	Note	Acceptable File Formats
<input type="checkbox"/>	Application Form	Required. Available here .	Portable Document Format (PDF)
<input type="checkbox"/>	Appendix A - Budget	Required. Available here .	Microsoft Excel
<input type="checkbox"/>	Appendix B - DOA-3027	Optional. Available here .	Microsoft Word, PDF, JPEG
<input type="checkbox"/>	Appendix C - IRS Form W-9	Required. Available here .	Microsoft Word, PDF, JPEG
<input type="checkbox"/>	Supporting Documentation	Optional. 10 page maximum	Microsoft Word, PDF, JPEG

SECTION 1. APPLICANT INFORMATION

Organization Name: _____

DFI Entity ID: _____ EIN: _____

DFI Principal Office Address: _____

Payment method preference (check one): Check ACH *(additional documentation may be required)*

Remit to Address: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Organization Website, if any (URL): _____

Applicant Operating Area: _____
(Wisconsin region(s), counties, municipalities, etc.):

Grant Amount Requested (from Appendix A, Budget): \$ _____

Applicant’s Fiscal Year Operating Revenue (Previous 3-Year Average): \$ _____

SECTION 1. APPLICANT INFORMATION *(continued)*

Description of cultural mission, cultural activities and/or cultural services *(200 word maximum):*

SECTION 2. NARRATIVE

2.1 Financial Need. Explain how the COVID-19 pandemic and public health emergency have impacted the cultural organization’s operations and services, and how these impacts are directly tied to financial need. *(300 word maximum)*

2.2 Cultural programming as a component of activities. Explain the degree to which the production, presentation, or exhibition of cultural disciplines are a component of the organization’s mission or goals. *(300 word maximum)*

2.3 Area and/or residents served. Describe the cultural organization’s administrative presence in Wisconsin, area of operations, community(ies) served, contacts with residents/organizations and general impact on the community served. *(300 word maximum)*

SECTION 3. BUDGET

In Appendix A-Budget identify eligible lost revenues and eligible expenses for which grant funding is requested. Similar expenses or lost revenues may be grouped. For example, multiple Personal Protective Equipment (PPE) orders from the same vendor over several weeks may be combined on a single line.

The Program will accept anticipated dates, anticipated vendors/sources and anticipated amounts for future expenses or lost revenues that have not yet been incurred but will be incurred prior to the end of the eligible period (December 30, 2020).

For lost revenue claims such as ticket sales, the applicant may request funds for the difference between organization revenues during the 2020 period for which payment is requested and revenues during the same period in 2019. For example, if ticket revenue was \$25,000 in June of 2020 and \$35,000 in June 2019, grant funds may be requested for the difference (\$10,000), assuming the difference is attributable to COVID-19 disruptions. The applicant should include supporting documentation.

CARES ACT ALLOWABLE EXPENSES

DOA will review Section 3. Budget and supporting documentation and will make awards for budget items that are reasonably consistent with CARES Act requirements and Program provisions. DOA's award of such funds, however, is not dispositive as to whether any particular cost meets the criteria set forth in the CARES Act. Per the COVID-19 Cultural Organization Grant Program ("Program") Grant Announcement and forthcoming language in resulting Grant Agreements, organizations retain responsibility for demonstrating eligibility of expenses, and are required to hold DOA harmless for any audit disallowance related to the eligibility of expenses, including repayment of ineligible amounts. Organizations should consult with their own legal counsel to discuss whether any particular cost meets the eligibility criteria set forth in the CARES Act.

SECTION 4. ATTESTATIONS AND REQUIRED SIGNATURE

Attestations

In accordance with applicable provisions of the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Grant Announcement provisions, the applicant must certify the following:

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	1. The applicant is an organization whose primary mission is the production, presentation, or exhibition of cultural disciplines such as music, dance, theater, literature and the visual arts, or items of environmental or scientific interest.
<input type="checkbox"/>	<input type="checkbox"/>	2. The applicant is registered with the Wisconsin Department of Financial Institutions and has one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/ registered”, “organized”, or “registered”.
<input type="checkbox"/>	<input type="checkbox"/>	3. The applicant conducts operations and has an administrative presence in Wisconsin.
<input type="checkbox"/>	<input type="checkbox"/>	4. The organization has been in operation since at least March 1, 2019.
<input type="checkbox"/>	<input type="checkbox"/>	5. Submitted costs are necessary expenditures incurred or revenues lost due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19),
<input type="checkbox"/>	<input type="checkbox"/>	6. All expenses and lost revenues have been or will be incurred by the applicant organization between March 1, 2020 and December 30, 2020.
<input type="checkbox"/>	<input type="checkbox"/>	7. All expenses and lost revenues have been or will be incurred in Wisconsin or were incurred in direct support of the cultural organization’s mission in Wisconsin.
<input type="checkbox"/>	<input type="checkbox"/>	8. All expenses and lost revenues that have been or will be incurred were not reimbursed and are not under consideration for reimbursement of another program.
<input type="checkbox"/>	<input type="checkbox"/>	9. The organization will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable CARES Act provisions.
<input type="checkbox"/>	<input type="checkbox"/>	10. The organization has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information.
<input type="checkbox"/>	<input type="checkbox"/>	11. Submitted costs for lost revenues stemming from reduced or rescinded financial commitments of donors, patrons, advertisers, or the like were rescinded due to COVID-19 pandemic related causes, such as financial hardship.

Applicant Authorized Representative

The signatory below certifies that, to the best of his/her knowledge and belief, the information contained in the COVID-19 Cultural Organization Grant Program Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the organization's behalf.

Signature: _____

Date: _____

Name: _____

Title: _____

Phone: _____

Email: _____

Note: If more than one authorized representative is required to sign the application, copy this page and submit a signed certification from each representative.