

COVID-19 CULTURAL ORGANIZATION GRANT PROGRAM WEBINAR

SEPTEMBER 10, 2020



WELCOME

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WELCOME

- Brief introduction to the program, followed by Q&A
- Your audio is muted
- Please enter questions or comments in the Q&A dialog box
- Recording will be made available on the Program website



COVID-19 CULTURAL ORGANIZATION GRANT PROGRAM

Joel Brennan, Secretary
Department of Administration



COVID-19 CULTURAL ORGANIZATION GRANT PROGRAM

James Langdon, Administrator
Division of Enterprise Operations
Department of Administration



PROGRAM SUMMARY

- Program documents, including this presentation, may be obtained at the “We’re All In” section of www.DOA.WI.gov
- \$5 million in financial assistance available
- Source: Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act
- Administered by the Division of Enterprise Operations



PROGRAM SUMMARY (CONT.)

- Awards are made on a competitive basis (not first-come, first-served)
- Maximum award \$250,000 or 25% of the organization's average three previous fiscal years of operating revenue, whichever is less
- Payments are made directly to eligible cultural organizations
- Must be used for reimbursement of eligible expenditures or lost revenues due to the COVID-19 pandemic.
- Further details in Grant Announcement and Application



PROGRAM DATES

Eligible Expense Incurred Period	March 1 through December 30, 2020
Grant Announcement Issue Date	Thursday, September 3, 2020
Webinar	Thursday, September 10, 2020
Applications Due	Wednesday, September 30, 2020 at 2:00 PM CST
Notification of Award Issue Date	October 2020 (estimate)
Grant Agreement Execution	October 2020 (estimate)
Final Report Due	February 1, 2021



ELIGIBLE APPLICANT

1. nonprofit, nongovernmental organization with IRS 501(c)3 tax-exempt status
2. registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”

To check DFI registration status, visit:

<https://www.wdfi.org/apps/CorpSearch/Advanced.aspx>



ELIGIBLE APPLICANT

3. conduct operations in Wisconsin and have an administrative presence in Wisconsin
4. operate for the benefit of the public
5. 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
6. in operation since at least March 1, 2019



ELIGIBLE EXPENSES AND LOST REVENUES

- Expenses or lost revenues must be incurred by the cultural organization
- Are necessary expenditures incurred or revenues lost due to the public health emergency with respect to COVID–19
- Are expenses incurred or revenues lost in Wisconsin or in direct support of the cultural organization’s mission in Wisconsin
- Were not reimbursed and are not under consideration for reimbursement of another program



ELIGIBLE EXPENSES AND LOST REVENUES (CONT.)

- Must be incurred between March 1 and December 30, 2020
- Contracts, services or goods must be performed or delivered within covered period
 - i.e. Annual contracts outside the covered period must be prorated
- Lost revenues should be demonstrated with evidence.
 - e.g. Letter from donor rescinding financial contribution
 - e.g. Ticket revenue loss based on difference between 2020 and 2019



EXAMPLES OF ELIGIBLE EXPENDITURES AND ELIGIBLE LOST REVENUES *(NOT EXHAUSTIVE)*

- Emergency operation activities and services related to public health, emergency services, and public safety response
- Lost revenues that are attributable to the COVID-19 pandemic, as evidenced by rescinded financial commitments or revenue differences between 2019 and 2020.
- Employee costs such as salary and fringe that are not reimbursed from another source such as unemployment insurance.
- Paid leave for public health and safety employees to take COVID-19 precautions
- Medical and protective services and equipment, including PPE
- Temporary isolation housing for infected or at-risk individuals
- Cleaning, sanitizing, and other costs of COVID-19 mitigation in public areas and facilities
- Purchases of services or equipment to facilitate telework by employees



RESTRICTIONS

- No sub awards or funds transfer to another organization (except for payment of eligible goods or services)
- The same expenses/lost revenues cannot be reimbursed from any other source
- See details in Grant Announcement and Application
- The State will enter into grant agreements with successful applicants



APPLICATION CHECKLIST

- Application Form (required)
- Appendix A – Budget (required)
- Appendix B – Form DOA 3027 Designating Confidential Information (optional)
- Appendix C – Form IRS W-9 (required)
- Supporting Documentation (optional)

Submit completed application and supporting materials to:
doacovidculturalgrant@wisconsin.gov



APPLICATION SECTIONS

Section 1. Applicant Information

- Not scored
- Complete all required fields.
- Narrative - Description of cultural mission, activities, services



APPLICATION SECTIONS

Section 2. Narrative

- All sections scored. Answer questions fully. Do not exceed maximum word count.
- 2.1 Financial Need
- 2.2 Cultural Programming
- 2.3 Area/Residents Served



APPLICATION SECTIONS

Section 3. Budget - Appendix A

- Not scored
- Enter expenses or lost revenues by line item
- Similar expenses or lost revenues may be grouped
- Must be eligible expenses or lost revenues. Refer to Grant Announcement with questions



APPLICATION *(CONT.)*

Section 4. Attestations and Required Signature

- Not scored
- Signature is required. Typed signatures are acceptable



SUPPORTING DOCUMENTATION

- Not required, but recommended
- 10 page maximum
- Examples may include financial documents, letters from patrons rescinding donations, receipts for eligible expenses, revenue-generating event cancellation notices
- Do not use supporting documentation section to extend narratives



ADDITIONAL NOTES

- Cultural organization is solely responsible for documenting expenses are eligible under the CARES Act.
- Ineligible cost determinations made by State or Federal audits must be repaid to the State.
- Organizations must keep records of eligible costs for 5 years.
- Withdrawal and resubmittal of applications allowed until deadline.



NEXT STEPS

- Applications due 2:00PM CDT Wednesday, September 30
doacovidculturalgrant@wisconsin.gov
- Anticipated award announcements in October
- All successful applicants will complete a grant agreement prior to receiving funds
- Final reports due February 1, 2021
- Sign up for email distribution list at www.doa.wi.gov “We’re All In” page



Q & A Enter questions in the Q&A dialog box.

Q&A document will be published on the program website with additional questions and answers

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