

GRANT ANNOUNCEMENT
Event Venue
Grant Program

Issued: September 16, 2021

Applications Due:
October 15, 2021 2:00PM CDT



**Grant Announcement
Event Venue Grant Program**

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1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide owners of event venue businesses with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA), Division of Enterprise Operations intends to use the results of this Grant Announcement to award up to \$10 million in grants. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021.

1.2 Granting Agency

This Grant Announcement is issued by DOA which is the sole point of contact for the State of Wisconsin during the selection process. All communications to DOA should be sent to the following email address:

eventvenueassistance@wisconsin.gov

1.3 Definitions

| | |
|-------------|---|
| Applicant | The legal entity that is applying for funds from the grant program. |
| Event Venue | A business consisting of one or more permanent, applicant-owned, venues in Wisconsin used for the primary purpose of: 1) hosting ticketed live entertainment events, including but not limited to concerts, plays, or shows; or 2) non-ticketed individual social events including but not limited to weddings, bar/bat mitzvahs, corporate parties, and other similar live social events. See Section 4.0 for full Program eligibility requirements. |
| DOA | Department of Administration |
| Program | This Event Venue Grant Program |
| State | State of Wisconsin |

1.4 Clarifications and/or Revisions to the Grant Announcement

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this Grant Announcement, the applicant should notify DOA of such error at: eventvenueassistance@wisconsin.gov and request modification or clarification of the Grant Announcement. If it becomes necessary to provide additional clarifying data or information, or to revise any part of this Grant Announcement, revisions/amendments and/or supplements will be posted to the Program website. Questions posed to DOA will be published in a question and answer document on the Program website at <https://doa.gov/pages/EventVenueAssistance.aspx> only after DOA has had the opportunity to formulate responses. All applicants are encouraged to check the Program website on a regular basis for posted questions and answers.

Each application shall stipulate that it is predicated upon the requirements, terms and conditions of this Grant Announcement and any supplements or revisions thereof.

1.5 Reasonable Accommodations

DOA will provide reasonable accommodations, including the provision of informational material in an alternate format, for qualified individuals with disabilities upon request. Any applicant in need of reasonable accommodations should contact DOA via email at eventvenueassistance@wisconsin.gov

1.6 Calendar of Events

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Listed below are specific and estimated dates/times of actions related to this Grant Announcement. The actions with specific dates must be completed as indicated unless otherwise changed by the State. If the State finds it necessary to change any of these dates and/or times, it will do so by issuing an amendment(s) to this Grant Announcement. There may or may not be formal notification issued for changes to estimated dates and times.

| EVENT | DUE DATE |
|-------------------------------|--|
| Grant Announcement Issue Date | September 16, 2021 |
| Questions & Answers | Posted on website as received |
| Applications Due | October 15, 2021 at 2:00 PM CDT |
| Issuance of Awards | October 2021 (estimate) |

2.0 PREPARING AND SUBMITTING AN APPLICATION

2.1 General Instructions

The review and selection of each grantee will be based on the information submitted in the grantee's application. Failure to respond to each of the requirements in the Grant Announcement may be the basis for rejecting an application.

2.2 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants in replying to this Grant Announcement.

2.3 Submitting the Application

Applicants must submit one (1) electronic copy of all materials no later than **October 15, 2021 at 2:00 PM Central Time** through the on-line application located on DOA's website at:

www.doa.gov/pages/EventVenueAssistance.aspx.

Applicants may opt to receive confirmation that the application has been submitted via the application instructions. The Program will not provide confirmation of completeness of applications. Applicants are responsible to ensure the application is completed in its entirety before submitting the application.

DOA **will not** accept applications by mail, hand delivery or facsimile machine (fax).

2.4 Application Organization and Format

All applications shall adhere to the form, format and organization of the application. The application contains the following sections. All sections are required. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

| | |
|------------|-------------------------------------|
| Section 1 | Applicant Information |
| Section 2 | Venue Information |
| Section 3 | Tax Information |
| Section 4 | Attestations and Required Signature |
| Attachment | IRS W-9 (required) |

2.5 Multiple Applications

Multiple applications from an applicant are not allowed.

2.6 Withdrawal of Applications

Applicants may withdraw an application at any time by submitting a request via email from an authorized representative of the applicant to the Program email eventvenueassistance@wisconsin.gov. If a previously submitted application is withdrawn prior to the application submission due date and time, the applicant may submit another application on or before the Grant Application submission due date and time. Applications withdrawn after the submission due date and time may not be resubmitted.

3.0 APPLICATION SELECTION AND AWARD PROCESS

3.1 Application Review

Applications will be reviewed by Program staff to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in the rejection of the application. If all applicants do not meet one or more of the Eligibility Requirements, the State reserves the right to continue the evaluation of the applications and to select the applications that most closely meets the requirements specified in this Grant Application as allowed by law. Applicants may **not** contact any DOA or other state agency official or employee regarding their application.

3.2 Right to Reject Applications and Negotiate Award Terms

The State reserves the right to reject any and all applications that do not meet Eligibility Requirements or the intent of the Program. The State reserves the right to negotiate, limit or amend award terms, including the award amount, in accordance with the objectives of the Program and available funding. Applicants who have not previously been awarded a grant from one of the State's coronavirus relief grant programs may be given priority for funding.

3.3 Award Amounts

Grant awards shall not exceed \$200,000 or the decrease in the applicant's taxable income (for-profit entities) or net receipts (non-profit entities) as shown in the applicant's 2019 and 2020 federal income tax filings.

3.4 Method of Award

The State will compile the final review of each application (see section 3.1). The State expects to make awards to multiple applicants.

3.5 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the State's award of funds that results from this Grant Application.

After a Notice of Award is made, copies of the accepted applications may be made available for public inspection in accordance with applicable Wisconsin law.

4.0 ELIGIBILITY REQUIREMENTS

An applicant must meet the requirements set forth below to be eligible to receive a grant. DOA shall interpret eligibility criteria to align with Program objectives and ARPA requirements. Eligibility determinations by DOA are final.

4.1 Eligible Applicant

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An applicant must meet all of the following requirements to be eligible to receive a Program grant:

1. Be a Wisconsin-based for-profit entity, non-governmental non-profit entity, or individual:
 - a. If applicant is a for-profit or non-governmental non-profit entity, its principal place of business must be in Wisconsin;
 - b. If the applicant(s) is an individual, the individual(s) must be a Wisconsin resident(s).
2. Own and operate an Event Venue (as defined in Section 1.3).
3. Generate 33% or more of its revenue through ticket sales, venue rental fees, or catering charges, associated with hosting live entertainment events such as concerts, plays, or shows, or individual social events such as weddings, bar/bat mitzvahs, or corporate parties.
4. If the applicant is an entity registered with the Wisconsin Department of Financial Institutions, it must have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”.
5. Must not be on one of the following lists:
 - [Wisconsin Department of Revenue Delinquent Taxpayer List](#)
 - [Wisconsin Department of Transportation Debarred Contractors List](#)
 - [Wisconsin Department of Administration Compliance Vendor Directory](#)
 - [Wisconsin Department of Corrections Sex Offender Registry](#)
6. Started operating its Event Venue business prior to January 1, 2019, operated in 2020, and suffered an economic loss in 2020.

4.2 Ineligible Applicants

1. Businesses that received a grant under the U.S. Small Business Administration Shuttered Venue Operators Grant Program.
2. Temporary or “pop-up” venues.
3. Adult entertainment businesses.
4. Political organizations subject to tax under IRC section 527 such as political parties, campaign committees for candidates for federal, state or local office, and political action committees.
5. Lobbying organizations as defined by the IRS.
6. Federal, state and local government agencies or entities.
7. Public or 501(c)(3) accredited institutions of higher education.
8. Federally recognized Native American tribal governments.
9. Entities whose businesses do not meet the intent of the Program as determined by the Department.

5.0 APPLICANT INFORMATION

Complete Section 1: Applicant Information

The purpose of this section is to provide the State with organization and contact information for the applicant.

6.0 VENUE INFORMATION

Complete Section 2: Venue Information

The purpose of this section is to provide the State with the physical Wisconsin location(s) of the impacted venue(s).

1. Describe the physical location of each of applicant's event venue, including name, street address, and city.

7.0 TAX INFORMATION

Complete Section 3. Tax Information.

Applicants are required to provide both their 2019 federal taxable income and their 2020 federal taxable income, which will be used to determine Program eligibility and the amount of the grant award (see Section 3.3). Specifically, applicant must provide the information contained on the following lines of its 2019 and 2020 federal income tax forms:

For Profit

- Line 1c, Form 1065
- Line 1c, Form 1120
- Line 1c, Form 1120-S
- Line 3, Schedule C (Form 1040 or 1040-SR)

Non-Profit:

- Line 1c, Schedule A, Part I, Form 990-T
- Line 12, Form 990

8.0 ATTESTATIONS AND REQUIRED SIGNATURES

Complete Section 4. Attestations and Required Signature.

In accordance with the American Rescue Plan Act of 2021 and the eligibility requirements of this Program, eligible applicants must certify compliance with all statements in the attestation.

9.0 SPECIAL TERMS AND CONDITIONS

9.1 Recordkeeping

The organization has and will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act of 2021 provisions.

9.2 Order of Precedence

By accepting a grant award under this Program, the applicant is agreeing to be bound by all requirements of the Program as set forth in this Grant Announcement, the Attestation, and all applicable federal and state laws. In the event of a conflict or dispute, the following priority of documents for grant agreement documents will be used:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the Grant Announcement.
4. The terms of the organization's Grant Application, as accepted by the State.
5. The applicant's Attestation.

9.3 Choice of Venue

All legal proceedings regarding this Program, including but not limited to any disputes regarding applicant's eligibility, shall be filed in the state or federal courts located in Dane County, Wisconsin, and applicant waives all objections to those venues based on lack of personal jurisdiction or improper venue.

9.4 Public Disclosure

Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.

9.5 Compliance with the Federal American Rescue Plan Act

The organization is solely responsible for demonstrating that payments it receives under the Program meet the eligibility requirements set forth under this document, state law, federal law, and federal guidance. The organization will hold the Department of Administration and the State harmless for any audit disallowance related to the eligibility of costs or revenues, irrespective of whether the audit is ordered by federal or state agencies or by the courts and will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.

9.6 Miscellaneous

The State of Wisconsin reserves the right to audit any grantee. The organization will cooperate and provide any relevant information or records requested by the Department of Administration, any of its authorized representatives, the State of Wisconsin Legislative Audit Bureau or the Department of the Treasury Office of Inspector General at any time relating to the expenses.

9.7 American Rescue Plan Act Funding

The Program utilizes federal funds provided under the American Recovery Plan Act of 2021. The Department of Administration provides the following information regarding the source of funds:

Federal Award Identification Number: N/A
Federal Award Date: N/A
CFDA #: 21.027 Coronavirus State and Local Fiscal Recovery Funds
Federal Awarding Agency: Department of the Treasury
Total Amount of the Federal Award: \$2,533,160,626.50

Amount of Federal Funds Obligated by this Award: Refer to Allocation Amount
Total Amount of Federal Funds Obligated: Refer to Allocation Amount
Research & Development: No
Indirect Cost Rate: N/A

9.8 Indemnity

By providing funds to the organization, the State assumes no liability for any acts or omissions of the organization or any of its officers, employees, contractors, or agents which are in any way related to the costs for which the organization seeks funding. The organization will indemnify and hold harmless the Department of Administration and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the organization, or of any of its contractors, in performing the activities for which the organization seeks funding.

9.9 Subawards

Subawards, transfer of funds to another organization (except as payment of eligible services or goods) or use of funds for grantmaking is not permissible.