



EVENT VENUE ASSISTANCE GRANT PROGRAM

QUESTIONS AND ANSWERS

October 11, 2021

Program summary

Governor Tony Evers has designated \$10,000,000 from the federal American Rescue Plan Act (ARPA) to owners of event venue businesses whose facilities have been negatively impacted by COVID-19. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act (ARPA). The program is administered by the Department of Administration (DOA). Additional details are available on the [program website](#).

Prior to contacting DOA please consult the Grant Announcement, Grant Application and this Question and Answer document available on the [Program Website](#).

U.S. Department of the Treasury ARPA guidance can be found [here](#).

EVENT VENUE AND LIVE EVENT SMALL BUSINESS GRANT PROGRAM CLARIFICATION

The Event Venue and Live Event Small Business Grant Programs are two separate grant programs with distinct eligibility requirements. Please read the Grant Announcements for each program and make sure you are applying for the program for which you intend to apply.

The [EVENT VENUE](#) Grant Program is open to eligible event venues that generate 33% or more of their 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.

The [LIVE EVENT SMALL BUSINESS](#) Grant Program is open to eligible businesses that generate 50% or more of their revenue through provision of goods and/or services to Live Events.

FOR ALL QUESTIONS RELATED TO APPLICANT ELIGIBILITY

DOA will not respond to inquiries regarding an applicant's specific eligibility. Each applicant is required to determine its eligibility based on program requirements provided in the Grant Announcement. However, DOA will accept and answer questions seeking clarification of eligibility requirements. DOA will determine applicant eligibility only as a routine matter during the application review process after the application deadline has passed. Applicants should carefully review Section 4. Eligibility Requirements of the Grant Announcement prior to applying.

1. Where can I find the application for the program?

Response: The application is available at <https://doa.wi.gov/pages/EventVenueAssistance.aspx>, under the Application heading.

2. When are applications due?

Response: October 15, 2021 at 2:00 p.m. CDT.

3. What is a DFI Entity ID?

Response: Please see <https://www.wdfi.org/corporations/>.

4. I am filling out the grant application form and my venue does both ticketed live entertainment and non-ticket social events but I am only able to choose one option. Please advise how I should proceed/what I should choose.

Response: Applicants whose eligible venue operations include both “Ticketed Live Entertainment” and “Non-ticketed individual social events” are instructed to select the type which accounts for the majority of the venue’s revenue. The response to this question will not impact the award amount or eligibility determinations.

5. After reviewing my application, some of the questions I answered incorrectly. Is there a way for me to modify?

Response: In accordance with Section 2.6 Withdrawal of Applications of the Grant Announcement 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.

6. We file a form 990 but we operate on a July1-June 30 fiscal year. Do we use our 2018-2019 and 2019-2020 returns or another method such as compiling our monthly income reports for each calendar year?

Response: Applicants are instructed to provide the tax information contained on their 2019 and 2020 federal income tax forms, regardless of when their fiscal year may occur.

7. Our organization has both ticked events and non-ticketed individual social events. How do we determine which one to select or is there a way to select both?

Response: Applicants whose eligible venues operations include both “Ticketed Live Entertainment” and “Non-ticketed individual social events” are instructed to select the type which accounts for the majority of the venue’s revenue. The response to this question will not impact the award amount or eligibility determinations.

- 8. The guide says the venue has to be ‘applicant owned’. One of our clients has a very popular venue and although they don’t own the performance venue, they do own the administrative office building and the box office building. Are they eligible to apply?**

Response: Please see page 1 of this Question and Answer document for a response regarding applicant eligibility determinations.

- 9. I own a distillery. We have a dedicated event room, which is primarily used for wedding receptions, rehearsal dinners, fund raising events, birthday parties, etc. We have on occasion also hosted our own ticketed events. I crunched a bunch of numbers to try to calculate the portion of our revenue that comes from hosting all these events. In 2021 thus far, it seems to be about 36% of our revenue. The other revenue comes from our tasting room and selling wholesale. In 2020, since the event room was basically shut down, event venue revenue would be very small. I have not yet attempted to calculate the percentage for 2019. I suspect it would be close to that 33% threshold. Do you think I qualify? Does it depend on the 2019 percentage?**

Response: In accordance with Section 4.1.3 of the Grant Announcement eligible applicants must, “[g]enerate 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”. The Program clarifies that this requirement applies to EITHER an organization’s 2019 OR 2020 calendar or fiscal years’ revenue.

- 10. Our 2020 990 reports “noncash” income. A portion was a loan forgiveness and a portion was a pledge, which we have not yet received, but had to record in 2020 for depreciation and accounting purposes, respectively. Neither of those items were actually income so our 990 “auto populated difference” on the grant application is skewed.**

Response: Applicants are instructed to provide federal tax information as instructed in Section 7.0 Tax Information of the Grant Application.

- 11. In the revenue section my taxable income in 2020 was significantly higher than 2019 because we pivoted to hand sanitizer sales for several months to keep the business afloat. Our actual event space was closed from March 16, 2020 until June of 2021---effectively reducing our event revenue to \$0 for 9 months of 2020 and 6 months of 2021. So although our income was significantly higher in 2020, all of that revenue came into the company by June of 2020 and we did not see any other significant revenue until June of 2021.**

Response: Applicants are instructed to provide federal tax information as instructed in Section 7.0 Tax Information of the Grant Application.

- 12. I believe I submitted the correct documents for the Event Venue Assistance grant, but I have not received a confirmation e-mail. Would you be able to check and see if my organization has a confirmed submission to the grant program?**

Response: In accordance with Section 2.3 Submitting the Application of the Grant Announcement, "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". Further direction on submitting a completed application and receiving confirmation via DocuSign is available in the Application Instructions document available on the Program website: <https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

Further, applicants may consider checking email junk folders or spam filters for DocuSign confirmation emails.

- 13. We are a 501(c)(3) organization which receives revenue from contributions and earned revenue from events. We are interested in applying for assistance under the Event Grant Assistance Program. Our earned revenue decreased from 2019 to 2020 as a direct result of the Covid-19 pandemic which equates to a decrease in earned revenue. The grant application requests the total revenue, line 12, from the federal 990 form. This includes contributions from several grants which do not support our operations and were special purpose grants. Total revenue from line 12 reflects an increase from 2019 to 2020 which doesn't show the impact on our operating funds. Are we able to utilize line 11 (earned revenue) as the basis for our grant application under this program?**

Response: Applicants are instructed to provide federal tax information as instructed in Section 7.0 Tax Information of the Grant Application.

- 14. We are a Native American Tribally owned business, so we do not pay Federal Income Tax. Are we still eligible for the Event Venue Assistance Grant?**

Response: Please provide a proforma tax return to show income.

- 15. My registered IRS tax accountant has not completed my 2020 tax return because of complications of covid filing changes. So what do I enter in for tax amount for 2020?**

Response: Please provide the information that would be included on the following lines of the organization's 2020 federal income tax forms when filed:

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

- 16. Attestations and required signature page: questions 5 thru 8 are not clear to me. do I answer yes or no? I have never had any of those issues listed so I assume the answer would be "no".**

However, the way it is worded or asking all yes answers it appears I would answer "yes". The word neither is misleading.

Response: Applicants are instructed to carefully review attestations for applicability to their unique situation and select the corresponding response that applies.

17. Will there be a webinar for either of the live venue grant programs?

Response: No

18. We have a unique business and are only 1 of 7/8 statewide and have not qualified in any of the grants to date.

Response: Potential applicants are instructed to carefully review eligibility and award information available in the Event Venue Grant Program Grant Announcement and the Live Event Small Business Grant Program Grant Announcement when determining which program to apply for. The Grant Announcements, application instructions and a link to applications are available at the following links:

Event Venue Grant Program

<https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

Live Event Small Business Grant Program

<https://doa.wi.gov/Pages/LiveEventSmallBusinessAssistanceGrants.aspx>

19. Our organization's fiscal year is not the calendar year. Instead, we have a July 1 -June 30 fiscal year. Should we complete the 2019 & 2020 taxable income sections according to calendar years or our fiscal years?

Response: Applicants are instructed to provide the tax information contained on their 2019 and 2020 federal income tax forms, regardless of when their fiscal year may occur.

20. We are a company that provides things like performance stages and things like transportation for companies across the United States. I am unsure if we should apply for this grant as we are not the company that puts on actual events but we are hired by many different marketing agencies to provide services at events. Our revenue has drastically decreased from COVID as the impact of canceled events has greatly affected us financially. I am unclear by reading the directions if this grant would apply to us. Please let me know what your thoughts are and if we should apply any tips for the application process.

Response: Please read the eligibility requirements in section 4 of the grant announcement here: [Event Venue Grant Announcement updated September 17.pdf \(wi.gov\)](#) to determine if you meet all of the requirements for submitting an application.

You may want to consider the Live Event Small Business grant program, the website for that program is located here: [DOA Live Event Small Business Assistance Grants \(wi.gov\)](#).

- 21. We are only a small business that files under our Social Security numbers because we don't make a huge amount to bother with. We do balloon creations and face painting in our local area, for schools, libraries, company picnics, festivals, etc.**

Response: Applicants who are otherwise eligible for either the Live Event Small Business Program or Event Venue Grant Program but do not have a business federal employer identification number (FEIN) and report federal income utilizing the proprietor's social security number are instructed to write "Personal SS#" in the application's EIN field. Do not provide the actual social security number.

Applicants are instructed to carefully review eligibility and award information available in the Event Venue Grant Program Grant Announcement and the Live Event Small Business Grant Program Grant Announcement when determining which program to apply for. The Grant Announcements, application instructions and a link to applications are available at the following links:

Event Venue Grant Program

<https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

Live Event Small Business Grant Program

<https://doa.wi.gov/Pages/LiveEventSmallBusinessAssistanceGrants.aspx>

- 22. Our facility produces plays (Live Events small business), concerts (live-event small business), and since most of our guests are from out -of-state, and we market in Illinois, Minnesota, and other surrounding states (local tourism grant, destination marketing), and we also do weddings, parties, annual meetings, lectures, etc. I am wondering how to apply and for how much money because we cross so many boundaries. Do I apply for each grant separately?**

Response: Potential applicants are instructed to carefully review eligibility and award information available in the Event Venue Grant Program Grant Announcement and the Live Event Small Business Grant Program Grant Announcement when determining which program to apply for. The Grant Announcements, application instructions and a link to applications are available at the following links:

Event Venue Grant Program

<https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

Live Event Small Business Grant Program

<https://doa.wi.gov/Pages/LiveEventSmallBusinessAssistanceGrants.aspx>

- 23. Under 4.1.3 Generate 33% or more of its revenue... Would drink/alcohol catering to private parties & events that we host be eligible to be included in event sales totals? Also would drink sales at concerts that we host be eligible to be included?**

Response: Alcoholic Beverage charges under Section 4.1.3 of the Grant are not an allowable..

- 24. Hello, I have started my venues grant application online and have saved it. However it will not allow me to "finish" it as I have not filled in the EIN # and the DUNNs #. I do not know that I have those numbers. How do I finish / send this application in ?**

Response: An employer identification number (EIN) and a DUNS number are required in order to process your grant application. You may apply for a DUNS # if you don't have one at the time of the application and enter applied for in that space. You will also need the EIN in order to complete your W-9 form, which can be found at [Event Venue Assistance Application Instructions.pdf](#)

A DUNS number is a unique nine-digit identification number provided by Dun & Bradstreet and is required for federal grant tracking. IRS instructions are located at https://www.irs.gov/pub/irs-utl/duns_num_guide.pdf. You may register for a free DUNS number at [Dun & Bradstreet](#) or call 1-866-705-5711.

- 25. I marked a wrong box on my Event Venue Grant application, which I filed yesterday. I marked the boxes for "LLC, taxed as an S-Corp". However, my tax accountant just informed me that Over the Vines LLC is just an "LLC". How do I get this changed on my application, which has already been filed?**

Response: 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.

- 26. I have tried to read through the Badger Bounce back grants for event venues. I would like to know if I qualify before I have to gather any/all my records.**

Response: The Application Instructions contain a link to a convenience copy of the application so you may gather all information prior to submittal. Eligibility requirements are available in Section 4.0 of the Grant Announcement on the program website: <https://doa.gov/pages/EventVenueAssistance.aspx>

- 27. As a nonprofit Theatre company who produces live events in a rented venue, are we eligible for the Event Venues grant program?**

Response: Per section 4.1.2 of the Event Venue Grant Announcement, an applicant must own and operate an event venue to be eligible for a grant.

- 28. When figuring out the percentage to total income, is it ok for me to remove income from a capital campaign that we held specifically in 2019? Also, in early 2019 we let go of an arm of our organization, the Cedarburg History Museum, but we still generated income from the museum in that year that we were not planning on having for 2020. Is it ok to remove the museum income as well when trying to figure the percentage of income?**

Response: In accordance with Section 7.0 Tax Information of the Grant Announcement applicants are instructed to provide income as it appears on their 2019 and 2020 federal tax forms, specifically from one of the following lines:

- Line 1c of 2019/2020 Form 1065
- Line 1c of 2019/2020 Form 1120
- Line 1c of 2019/2020 Form 1120-S
- Line 3 of 2019/2020 Schedule C (Form 1040 or 1040-SR)
- Line 12, Form 990
- Line 9, Form 990-EZ
- Line 12, Form 990-PF

29. I have completed the application and got confirmation of the document being signed. Is there another step to submitting the application? Where can I get confirmation that the application was received?

Response: In accordance with Section 2.3 Submitting the Application of the Grant Announcement, “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”. Further direction on submitting a completed application and receiving confirmation via DocuSign is available in the Application Instructions document available on the Program website: <https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

30. When you use the term “taxable income,” does this exclude nonprofits? Because we are a nontaxable entity, we primarily have income that is not taxable. Although we have a few income streams that are taxable, they are negligible in total amount. Can you advise if this grant is applicable to nonprofits?

Response: In accordance with Section 4.1 Eligible Applicant of the Grant Announcement “non-governmental non-profit” entities are eligible to apply for the Event Venue Grant Program. Non-profit entities must meet all other eligibility criteria from Section 4.0. In accordance with Section 7.0 Tax Information of the Grant Announcement non-profits are instructed to provide the tax information from one of the following:

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