



## LIVE EVENT SMALL BUSINESS ASSISTANCE GRANT PROGRAM

### QUESTIONS AND ANSWERS

October 11, 2021

#### **Program summary**

Governor Tony Evers has designated \$12,000,000 from the federal American Rescue Plan Act (ARPA) to small businesses who provide a significant portion of their goods or services to various Live Events. 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 505 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/LiveEventSmallBusinessAssistanceGrants.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. Are the Badger Bounce Back Live Event Small Business Grants really not available to non-profit organizations? That is probably one of the hardest hit groups in the arts world.**

Response: No. Nonprofits organizations are not eligible to apply for the Live Event Small Business Grant Program. Please see Section 4.0 Eligibility Requirements in the Grant Announcement. Please review eligibility for the Event Venue Grant Program at <https://doa.wi.gov/pages/EventVenueAssistance.aspx> to determine whether your organization may be eligible under that program.

**5. I completed the application to the best of my ability based on the information that was available the first day. Shortly thereafter, it was discovered that there was some missing and incorrect information in the instructions and examples. I would like to edit or resubmit my application with updated information. Please let me know how I can do this.**

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](mailto: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. You are asking for line 3 on the Schedule C 1040 form which is Gross Receipts minus Returns and Allowances. I believe it would be more appropriate to ask for Gross Profit as this number would more accurately reflect the difference in the years I feel. In my case, I had one large equipment sale (that wasn't a lot of profit) that artificially inflates my line 3 of my 2020 form, but my other rentals tanked. So it shows I gained in 2020, but if you look at my Gross profit it reflects a more accurate loss. Please let me know if this is something that can be amended.**

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

**In Section 2 of the application, for the question “State the number of employees in 2019 and 2020,” does an owner of the business count as an employee? For example, if the applicant is a single-member LLC with no employees, is the correct answer 1 or zero?**

Response: The owner of the business counts as an employee of the business for the purposes of the grant application.

- 7. I have resubmitted for the Event Venue Program but have not gotten any confirmation e-mail. The Docusign forms were confirmed complete, but can you check on the status of my application?**

Response: Please ensure you have submitted the application correctly and that you have applied to the correct program. Please be advised that the “Live Event Small Business Grant Program” is separate from the “Event Venue Grant Program”. Application submission instructions are available for each Program on their respective websites:

Live Event Small Business Grant Program:

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

Event Venue Grant Program: <https://doa.wi.gov/Pages/EventVenueAssistance.aspx>

- 8. Our organization's fiscal year is not a calendar year, so I do not yet have our 2020 tax return complete. I should have the information soon but, in the meantime, are there any alternate figures that can be used (revenue, P & L, etc.)?**

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

- 9. I am the Executive Director of a symphony orchestra. I am working on the Live Event Small Business Assistance Grant and have a question regards to number of employees. We are an orchestra comprised of volunteer musicians with a small amount of paid staff (Executive Director, Conductor, Principal String Players, and contracted guest artists throughout the year). While our paid positions are hired as independent contractors, would they count towards the total number of employees?**

Response: For purposes of this grant program an employee is an individual on the business’ payroll.

**10. I believe I submitted the correct documents for the Live Event Small Business Assistance grant, but my organization has a confirmed submission to the grant program?**

Response: In accordance with Section 2.3 Submitting the Application, “[a]pplicants 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 instructions on providing confirmation of application submission is available in the application instructions on the Program website:

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

**11. Our taxes are done by an independent accounting firm. They file extensions so that they can prepare clients' taxes throughout the year. Our 2020 taxes have not been completed. Can we submit the income statement they prepared as of 12/31/20? Also, we submit revenue on the application (1c of form 1120). Not taxable income after any deduction, correct?**

Response: Applicants which do not have access to 2019 or 2020 federal tax returns may provide total net receipts or another appropriate revenue figure in Section 3. Tax Information. Audited financial statements or other appropriate financial documentation showing the same must be emailed to the Program at [eventvenueassistance@wisconsin.gov](mailto:eventvenueassistance@wisconsin.gov).

**12. Our business and the rezoning of our building in order to have an event center was in the works before January 1st 2020, however, due to covid and processes taking longer than they should have our approval and official launch date was pushed back several times. Because of this, we could not file for an LLC until October of 2020 and approval of the rezoning process was not completed until May of 2020. In the application it states "The applicant has been in operation since at least January 1, 2020." Is it acceptable to click "yes" because we were in the process, but got delayed. Or are we disqualified because the actual LLC and approval was completed a few months later??**

Response: Per Section 4.1.4 of the Grant Announcement an eligible applicant must have started operating prior to January 1, 2020, operated in 2020, and suffered an economic loss in 2020.

**13. We are not a live event venue but rather a music booking agency for DJs and bands. We are hired privately for events at various venues in Dane County and Wisconsin. Our revenue is not based on ticket sales. Would we qualify? Or is there a different current grant that we may qualify for? Our business was devastated during the pandemic, declining 75% in 2020.**

Response: Please be advised that the “Live Event Small Business Grant Program” is separate from the “Event Venue Grant Program”. Please review Section 4. Eligible Application of the Grant Announcement for each program prior to submitting an instruction. Grant Announcements are available for each Program on their respective websites:

Live Event Small Business Grant Program

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

Event Venue Grant Program

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

- 14. What is considered a small business under this program? We understand the stipulations under 4.1, but is there a cap on annual revenue or number of employees? Would a brewery that provides soda and beer to events be eligible? Would graphic design/marketing/printing companies be eligible?**

Response: There is not a cap on the revenue or limit on the number of employees to be eligible for the program. A company must meet all requirements in Section 4.0 Eligibility Requirements in the Grant Announcement to be considered eligible for a grant.

- 15. Will there be a webinar for either of the live venue grant programs?**

Response: No

- 16. We were unaware that we already had a DUNS number when completing our grant application and had entered "Applied For" but have since discovered that we have a DUNS number.**

Response: Provide the number to the Program email at [LiveEventSmallBusinessAssistance@wisconsin.gov](mailto:LiveEventSmallBusinessAssistance@wisconsin.gov) as soon as you receive it. If you do not need to apply for a DUNS number, please enter "**Individual**" in the field.

- 17. Hello, we have a question about the Income line from the 990 that determines need...in 2020. We had several non-cash accounting items written off in 2020, and a pledge that was made in 2020 but has never been collected. Also, in our desperation to survive in 2020 we had to borrow from the principal of a small endowment in our name. All of these items are either noncash or non-recurring revenues that are falsely elevating the income line on our 2020 990. Is there a way to enter actual income, not depreciation or non-cash income on the grant application form, in order to give an appropriate representation of our actual 2020 income, and thus our true need and eligibility for the ARPA live Event grants??**

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

- 18. The 50-word entry for Business Description fails to continue after 50 characters. Will this be fixed?.**

Response: The text box allows up to 130 characters. This description is not intended to be a detailed description.

- 19. I am a freelance videographer and photographer that generates 50%+ of my revenue through live events. However, my end clients are not specifically "live venues". Many of my clients are corporations, non-profits, and businesses who hold live events in various spaces (i.e. internal auditoriums, golf courses, concert halls, hotel ballrooms, shared community spaces, etc). After thoroughly reading through the grant instructions, I believe that I qualify, but wanted to confirm.**

Response: Please review the eligibility requirements in Section 4.0 Eligibility Requirement in the Grant Announcement. You are encouraged to apply if you believe you meet the requirements.

- 20. I am an artist that, for the last ten years, has made the majority of my income selling at live events and art festivals around the US. Because Covid shut down the festivals in 2020 my income was severely impacted. I have looked through all the documentations and I can't tell if I'm eligible for this grant or if this grant is just for promoters of such events. I am a small business and a sole proprietor that files a Schedule C - I don't have a W9 associated with my business.**

Response: Please review the eligibility requirements in Section 4.0 Eligibility Requirement in the Grant Announcement. You are encouraged to apply if you believe you meet the requirements.