

**GRANT ANNOUNCEMENT  
COVID-19 Cultural Organization Grant Program**

Issued: Thursday, September 3, 2020

Applications Due:  
**2:00PM CST, Wednesday, September 30, 2020**



**Grant Announcement  
COVID-19 Cultural Organization Grant Program**

| <b>TABLE OF CONTENTS</b> |  | page |
|--------------------------|--|------|
| 1.0                      | General Information                          | 3    |
| 2.0                      | Preparing and Submitting an Application      | 4    |
| 3.0                      | Application Selection and Award Process      | 5    |
| 4.0                      | Eligibility Requirements                     | 6    |
| 5.0                      | Narrative                                    | 7    |
| 6.0                      | Budget                                       | 8    |
| 7.0                      | Attestations and Required Signatures         | 8    |
| 8.0                      | Special Grant Agreement Terms and Conditions | 8    |

| <b>ATTACHMENTS</b> |  |
|--------------------|--|
|                    | GRANT APPLICATION (pdf)  |
| APPENDIX A         | Budget   |
| APPENDIX B         | DOA-3027 Designation of Confidential and Proprietary Information |
| APPENDIX C         | IRS Form W-9   |

**1.0 GENERAL INFORMATION**

1.1 Introduction

The purpose of this document is to provide eligible cultural organizations with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA), Division of Enterprise Operations (DEO) intends to use the results of this Grant Announcement to establish one or more grant agreements. DOA intends to award up to \$5 million in grants through this Announcement. Funding for this assistance is provided to Wisconsin by the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

1.2 Granting Agency

This Grant Announcement is issued by DOA/DEO which is the sole point of contact for the State of Wisconsin during the selection process. The person responsible for managing the grant process is:

Ben Vondra, Grants Specialist Advanced  
 Department of Administration  
 Division of Enterprise Operations  
 101 East Wilson Street, 6th Floor  
 P.O. Box 7867  
 Madison, WI 53707-7867

Email: [DOACovidCulturalGrant@wisconsin.gov](mailto:DOACovidCulturalGrant@wisconsin.gov)  
 Fax: (608) 261-6262

The agreement(s) resulting from this Grant Announcement will be administered by the Wisconsin Department of Administration.

1.3 Electronic Communication

The ongoing COVID-19 public health emergency and related disruptions require this program to accept documentation electronically and may result in amendments to the grant process or documentation in accordance with changes to guidance issued by public health or other authorities.

1.4 Definitions

|                       |   |
|-----------------------|---|
| Applicant             | The legal entity that will enter into a Grant Agreement with the Department in the event of an award.   |
| Cultural Organization | 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. See section 4.1 for other requirements. |
| Department            | Department of Administration.   |
| State                 | State of Wisconsin  |

1.5 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 immediately the above-named individual of such error 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.

DOA may accept questions during a scheduled webinar, presentation or by email to: [DOACovidCulturalGrant@wisconsin.gov](mailto:DOACovidCulturalGrant@wisconsin.gov).

Questions posed to the Grant Administrator will be published in a question and answer document on the Program website only after DOA has had the opportunity to formulate response(s). 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.

1.6 Reasonable Accommodations

The Department 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 the Grant Administrator, Ben Vondra, at (608) 261-6262 or via email at [DOACovidCulturalGrant@wisconsin.gov](mailto:DOACovidCulturalGrant@wisconsin.gov).

1.7 Calendar of Events

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 target dates and times.

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

1.8 Grant Agreement Term

The Grant Agreement shall be effective on the execution date and shall be in force until all eligible activities are completed and all required documents are submitted to DOA. Expenses must be incurred between March 1, 2020 and December 30, 2020.

1.9 Final Report Required

Grantees shall submit a final report to the Department no later than February 1, 2021 summarizing the use of funds and describing the impact on the grantee. The Department shall supply a final report document for completion by grantees.

**2.0 PREPARING AND SUBMITTING AN APPLICATION**

2.1 General Instructions

The evaluation and selection of a grantee(s) and the grant agreement 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. Elaborate applications (e.g. expensive artwork), beyond that sufficient to present a complete and effective application are not necessary or desired.

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 **September 30, 2020 at 2:00 PM Central Time by email to:**

[DOACovidCulturalGrant@wisconsin.gov](mailto:DOACovidCulturalGrant@wisconsin.gov)

Applications must be received by the specified time stated above. All applications will be timestamped by the State email system. Receipt of an application by the State email system constitutes receipt of an application by DEO for the purposes of this Grant Announcement. The State may provide confirmation of application receipt by request.

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. The application is available on the program website and contains further instructions. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

|             |   |
|-------------|---|
| Section 1   | Applicant Information                                   |
| Section 2   | Narrative   |
| Section 3   | Budget and Appendix A - Budget                          |
| Section 4   | Attestations and Required Signature                     |
| Attachments | Supporting documentation, as submitted by the applicant |

2.5 Multiple Applications

Multiple applications from an applicant are not allowed.

2.6 Oral Presentations

Top scoring applicants based on an evaluation of the written application may be required to participate in interviews to support and clarify their applications, if requested by the State. The State will make every reasonable attempt to schedule each presentation at a time that is agreeable to the applicant. Failure of an applicant to interview on the date scheduled may result in rejection of the applicant's application.

2.7 Withdrawal of Applications

Applications shall be irrevocable until grant agreement award unless the application is withdrawn. Applicants may withdraw an application, in writing, at any time by submitting a written request that is signed by an authorized representative of the applicant to the Grant Administrator. 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.

**3.0 APPLICATION SELECTION AND AWARD PROCESS**

3.1 Preliminary Evaluation

Applications will be reviewed initially to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in 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 application(s) which most closely meets the requirements specified in this Grant Application as allowed by law.

3.2 Application Scoring

Accepted applications will be reviewed by an evaluation committee (“Committee”), consisting of members who have been selected because of their professional expertise and knowledge of the topic(s) that are the subject of this Grant Application.

Applicants may **not** contact members of the Committee except at the State's specific direction.

The Committee will score all accepted applications against the criteria stated in Section 3.3. The Committee's scoring will be tabulated and applications will be ranked based on the numerical scores received.

3.3 Evaluation Criteria

Applications will be scored against the following criteria:

| <u>Description</u>                                   | <u>Percent (%)</u> | <u>Possible Points</u> |
|--|--------------------|------------------------|
| 1. Financial need                                    | 60%                | 60                     |
| 2. Cultural programming as a component of activities | 20%                | 20                     |
| 3. Area and/or residents served                      | 20%                | 20                     |
| TOTAL  | 100%               | 100                    |

3.4 Right to Reject Applications and Negotiate Grant Agreement Terms

The State reserves the right to reject any and all applications. The State reserves the right to negotiate the terms of the grant agreement(s) that result from this Grant Application, including the award amount, with the selected applicant prior to entering into a grant agreement. If grant agreement negotiations cannot be concluded successfully with the awarded applicant(s), the State may negotiate a grant agreement with the next highest scoring applicant(s).

3.5 Award Amounts

Grant amount shall not exceed \$250,000 or 25% of the organization's average three previous fiscal years of operating revenue, whichever is less. Fewer fiscal years may be used for organizations in existence for less than three years. The State reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

3.6 Method of Award

The State will compile the final scores for each application (see section 3.3). The State intends to award multiple grant agreements. Awards will be based upon the highest scoring responsive and responsible application(s).

3.7 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the State's award of one or more grant agreements that result from this Grant Application.

After a Notice of Award is made, copies of the accepted applications, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), may be made available for public inspection in accordance with applicable Wisconsin law.

**4.0 ELIGIBILITY REQUIREMENTS**

This section is NOT scored. (0 points). DOA acknowledges the diversity of organization types that may have

cultural components and seeks to provide guidelines for eligibility below. DOA shall interpret eligibility criteria to align with program objectives and CARES Act requirements. Eligibility determinations by DOA are final.

#### 4.1 Eligible Applicant

Eligible cultural organization shall meet all of the following requirements:

1. be a nonprofit, nongovernmental organization with IRS 501(c)3 tax-exempt status,
2. be 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”,
3. conduct operations in Wisconsin and have an administrative presence in Wisconsin,
4. operate for the benefit of the public,
5. be an eligible 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.
6. in operation since at least March 1, 2019.

#### 4.2 Ineligible Applicants

1. For profit organizations
2. [Lobbying organizations](#) as defined by the IRS
3. All 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.
4. Cultural organizations within, operating under or for the benefit of:
  - a. public or 501(c)(3) accredited institutions of higher education
  - b. state and local governmental agencies
  - c. federally recognized Native American tribal governments
  - d. churches and religious organizations. See IRS [Publication 1828](#).
5. Performing art schools and similar organizations.
6. Other organizations which are not explicitly eligible in section 4.1 as determined by DOA.

## 5.0 NARRATIVE

This section is scored. (100 total points)

### Complete Section 2: Narrative

The purpose of this section is to provide the State with a basis for determining an applicant’s need, cultural programming, and impact. Be specific when answering the following questions. Applicants shall concisely answer each question thoroughly.

#### 5.1 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.

#### 5.2 Cultural programming

Explain the degree to which the production, presentation, or exhibition of cultural disciplines are a component of the organization’s mission or goals.

#### 5.3 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.

## 6.0 BUDGET

This section is NOT scored. (0 total points)

Complete Section 3: Budget.

### 6.1 Eligible Use of Funds

All use of funds shall be compliant with applicable provisions of the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and Program provisions, including, but not limited to, the following:

- are necessary expenditures incurred or revenues lost due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19),
- are expenses incurred or revenues lost by the applicant organization between March 1, 2020 and December 30, 2020,
- 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.

Examples of eligible uses of funds (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:
  - Financial commitments (pledges, advertising, season ticket sales, etc.) made to the organization that were rescinded or reduced by a donor/advertiser/patron/other due to COVID-19, or
  - The difference between organization revenues during the 2020 period for which payment is requested and revenues during the same period in 2019.
- Employee costs such as salary and fringe that are not reimbursed from another source such as unemployment insurance. If claimed as an expense, the same employee costs may not also be reimbursed using funds received from a lost revenue claim to this Program.
- Paid leave for public health and safety employees to take COVID-19 precautions
- Increased workers compensation costs due to COVID-19
- Medical and protective services and equipment, including PPE
- Testing and contact tracing costs above those covered by existing State programs
- 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

### 6.2 Ineligible Uses

Funds may be not requested for expenses reimbursed from any other program. Additional ineligible uses include, but are not limited to, fees incurred submitting an application, taxes (except sales taxes on eligible expenses), and other uses ineligible under the CARES Act.

## 7.0 ATTESTATIONS AND REQUIRED SIGNATURES: APPLICANT AUTHORIZED REPRESENTATIVE

This section is NOT scored. (0 total points)

Complete Section 4. Attestations and Required Signature.

All components are required.

## 8.0 SPECIAL GRANT AGREEMENT TERMS AND CONDITIONS



### 8.1 Funds reimbursement and recordkeeping

No expenses may be reimbursed from another funding source. If the organization later receives funding from another source that is used to reimburse any expenditure that was previously reimbursed through this program, the organization will notify the Department of Administration, withdraw the claimed expenditure to the extent covered by another source, and (a) utilize the funds for other eligible expenses sufficient to cover the payment received for the withdrawn expenditure during the program period, or (b) repay the amount to the Department of Administration.

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

### 8.2 Order of Precedence

In the event of grant agreement award(s), the contents of the Grant Announcement (including all attachments), Grant Announcement addenda and revisions, and the application of the successful applicant(s), and additional terms agreed to in writing by DOA and the applicant(s) shall become part of the grant agreement. Failure of the successful applicant(s) to accept these as a contractual agreement may result in a cancellation of award. The following priority for grant agreement documents will be used if there are conflicts or disputes:

1. CARES Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the resulting grant agreement.
4. The terms of the applicant's response as accepted by the State.
5. The terms of the Grant Application as amended.

### 8.3 Grant Agreement

A grant agreement between the grantee and DOA will cover the period of performance, payment requirements, document requirements, reporting requirements, and budget. Grant agreements cover a pre-determined period after the date DOA signs the contract. Applicants must agree to abide by applicable state and federal rules and regulations.

### 8.4 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.

### 8.5 Compliance with the Federal CARES 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.

### 8.6 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.

#### 8.7 CARES Act Funding

The Program utilizes federal funds provided under the CARES Act. 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 #: 21.019, Coronavirus Relief Fund  
Federal Awarding Agency: Department of the Treasury  
Total Amount of the Federal Award: \$1,997,294,785.80  
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

#### 8.8 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.

#### 8.9 Nondiscrimination

As required by Wis. Stat. § 16.765, the institution will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), Wis. Stats., sexual orientation as defined in s. 111.32 (13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the institution will take affirmative action to ensure equal employment opportunities. The institution will post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the State of Wisconsin's nondiscrimination law.

Pursuant to 2019 Wisconsin Executive Order 1, the institution will hire only on the basis of merit and will not (and did not) discriminate against any persons performing any work for which funding is sought on account of their military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

#### 8.10 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.