



Cuyahoga Arts & Culture and Cuyahoga County CARES Arts and Cultural Organizations Relief Program

Many nonprofit arts and cultural organizations had to cease operations or had their operations severely constricted due to Ohio's mandated closures because of COVID-19. Cuyahoga County has granted \$2.66 million of its CARES Act funding to [Cuyahoga Arts & Culture](#) (CAC) to help provide relief to nonprofit arts and cultural organizations impacted by the COVID-19 public health emergency. The fund distribution to nonprofit arts organizations will be administered by CAC. For-profit performing arts businesses and artists are also being supported through additional funding of \$1.34 million through [Arts Cleveland](#).

CARES Act funding can only be used to cover costs of necessary expenditures incurred due to the COVID-19 public health emergency. In addition, costs must be incurred between March 1, 2020 and December 30, 2020. All costs must comply with any Guidance, Frequently Asked Questions and Answers issued by the federal government or Cuyahoga County, which includes without limitation, U.S. Treasury, Office of Inspector General and the Ohio Auditor of State.

Awards will be processed and made available to awardees in early December. Pursuant to federal law, all funds must be expended by CAC by December 30, 2020.

Due to the nature of the funds, federal restrictions limit the types of expenses that are eligible to be covered by CARES Act funding. In addition, CARES Act funding is subject to federal audit, with documentation required to be retained for five years.

For Assistance, US Department of Treasury's guidance on the Coronavirus Relief Fund can be found as follows:

[Treasury Guidance to State and Local Governments](#)
[U.S. Treasury Guidance Frequently Asked Questions and Answers](#)

Questions? If you need assistance or have questions about CARES funding, please contact your program manager or email us at info@cacgrants.org.

Eligibility

In order to apply for funding from the Program, arts and cultural organizations must meet all the following eligibility criteria:

1. Was awarded a General Operating or Project Support grant from CAC for 2020.
2. Has a primary mission to provide arts and cultural programming that is open and accessible to the general public as previously determined by CAC.
3. Had paid staff and/or rents/owns office or program space in Cuyahoga County.
4. Is currently in compliance with all state laws and treasury regulations, including those applicable to its status as an organization recognized as a tax exempt entity under I.R.C. 501(c)(3) and a nonprofit organization under Ohio law.
5. Has the ability to demonstrate and document that from March 1, 2020 to December 30, 2020, it has incurred costs or will incur costs due to the public health emergency with respect to COVID-19.
6. Will not use Cuyahoga County CARES funding in place of or instead of local, state, federal, or other government funds already designated or used for that expense or activity.

Funding Amounts and Payment

Reimbursable grant amounts will be based on the amount of CARES eligible expenses for each organization. Grant amounts will vary by organization; organizational budget and CAC grant program (general operating support or project support) are two of the factors used to determine the amount you may receive.

Nonprofit arts organizations receiving 2020 **General Operating Support** program grants may be eligible for reimbursable CARES grants ranging from \$10,000 - \$150,000.

Nonprofit arts organizations receiving 2020 **Project Support** program grants may be eligible for reimbursable CARES grants ranging from \$3,000 - \$7,500.

Cuyahoga Arts & Culture, at all times, reserves the right to amend funding levels based on applications received and to extend any deadlines.

Required Documentation

1. **Proof of Business Address:** This will be evidenced by your Form 990 from FY2019.
2. **CARES Eligible Expense Form:** which breaks down expenses between those incurred before the time of the application and any prepaid for qualified expenses prior to December 30, 2020.
3. **Source Documentation:** This is a reimbursement-based grant, all source documentation for expenses that have been incurred at the time of the application must be submitted as a part of the application process. **Please include all expenses that have not been reimbursed through another CARES Act or COVID Relief program to date.** Prepaid expenses through December 30, 2020, may be included with proper documentation.
 - a. For all expenses, source documentation shall be in the form of paid invoices and canceled checks, bank statements, or similar documentation that evidences payment of

CARES Eligible Expenses, as described below. All source documentation must be maintained by organization for at least five (5) years.

4. **Profit and Loss Statement:** a year over year 2020 and 2019 report for the period from March 1 through the date of application.

Note: If the organization cannot properly substantiate its Eligible Expenses or has received funding for an ineligible expense, the organization will be required to repay the undocumented or ineligible expense, as the case may be.

Eligible Expenses

Organizations shall only submit for reimbursement those costs and expenses that comply with any Guidance, Frequently Asked Questions and Answers issued by the federal government, which includes without limitation, U.S. Treasury, Office of Inspector General, the Ohio Auditor of State, and Cuyahoga County. Organizations are cautioned that guidance changes frequently and later versions may become available.

Please include all expenses that have not been reimbursed through another CARES Act or COVID Relief program to date.

Under all circumstances, organizations are ultimately responsible for the determination of the eligibility of expenses that it submits for reimbursement.

By way of example only, the following may constitute Eligible Expenses:

1. **Business Interruption Costs:** Support to cover general operating expenses related directly to required closures due to COVID-19 such as utilities, security, rent or mortgage payments, and personnel costs.
2. **Mitigation Expenses for Re-opening:** Expenses incurred directly in response to COVID-19 related to re-opening of facilities and offering of public activities. Costs related to preparations for re-opening may include:
 - i. COVID-19 training and health testing of staff (including W-2 employees and 1099 independent contractors); Additional personnel required to manage re-opening health and safety requirements (such as professional cleaning companies, pandemic rules enforcement, etc.);
 - ii. Communications and marketing efforts specifically to address compliance with COVID-19 requirements;
 - iii. Purchase of materials including personal protection equipment (PPE), disinfecting supplies, hand sanitizer, and signage production; and
 - iv. Purchase and implementation of physical accommodations that are mitigation measures specifically in response to COVID-19. The costs for these accommodations (physical barriers and plexiglass protective screens, touchless fixtures and equipment such as faucets, toilets and water fountains, markers for social distancing) are considered eligible

expenses but the related construction or installation costs are not eligible for reimbursement under this program.

3. **Program Transition Support:** Expenses incurred to transition to virtual programming. Costs may include: transitioning to an online platform; equipment, systems, and devices purchased specifically to facilitate the COVID-19 related move to virtual programming, including computers, tablets, and video cameras; increased broadband capability/speed (communications services), software apps like (Zoom, GoToMeetings), monthly charges streaming services, etc.). Note that monthly subscription charges can only be reimbursed from March 1 – December 30, 2020.

Ineligible Expenses

- Expenses already reimbursed via other CARES Act funding (e.g., from a local, county, state, or federal source, including the National Endowment for the Arts), including for staff members who collected unemployment during the affected timeframe
- Expenses covered by business interruption insurance or reimbursed via other federal aid received in response to COVID-19 or any other federal program
- Expenses already paid for via other CAC funding
- Expenses incurred outside the March 1, 2020 - December 30, 2020 timeframe (including prepayments for goods or services)
- Revenue replacement;
- Construction costs;
- Any tax, license or fee obligations payable to any governmental entity businesses;
- Costs for political activity, including lobbying;
- For Mitigation Expenses for Re-opening and Program Transition Support – costs that were accounted in the organization’s most recently approved budget as of March 27, 2020;
- Fundraising;
- Damages covered by insurance;
- Reimbursement to donors for donated items or services;
- Workforce bonuses;
- Severance pay;
- Legal settlements;
- **All costs which are ineligible per the most recent U.S. Treasury guidance and Frequently Asked Questions:**
 - <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>.
 - <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>
- Any cost or expense not permitted by any state or federal guidance or information.

Application Process

Applications and all Required Documentation must be submitted online through CAC's online application and reporting system. [Login here](#).

Applications and required documentation are due by November 23, 2020 by 11:59 pm ET.

Completing an application does not guarantee funding.

A team consisting of CAC employees will review and verify the applications and documentation to ensure the eligibility criteria are met. Recommendations will be made to CAC's Board for its approval. All grant applications and documentation are considered public records.

Approval Process

Once approved for funding, the organization must sign and return the Grant Agreement within ten (10) calendar days of receipt. Upon receipt of the agreement Cuyahoga Arts & Culture will issue payment for qualified expenses up to the eligible grant amount assigned to your organization.