

**Oregon Cultural Trust  
Federal CARES Act Coronavirus Relief Fund  
Cultural Support Application Guidelines**



**Application Deadline: Noon (12:00pm) on Monday, August 24, 2020**

**Online Application Link:**

<https://development.oregon4biz.com/acton/media/14786/2020-crf-cultural-support>

**Covered Period: March 1 to December 30, 2020**

Para asistencia en español, llame al 971-345-1641

The Coronavirus Aid, Relief and Economic Security (CARES) Act established the Coronavirus Relief Fund (CRF) and appropriated \$150 billion to the Fund. Under the CARES Act, CRF is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments. The State of Oregon has allocated \$25,984,872 in CRF for Cultural Support (CRFCS) "for business, innovation and trade, for providing financial assistance to arts organizations and cultural and community venues that have canceled or postponed public programming because of economic conditions and executive orders associated with the COVID-19 pandemic."

### **Cultural Trust Vision and Mission**

We envision an Oregon that champions and invests in creative expression and cultural exchange, driving innovation and opportunity for all. The mission of the Cultural Trust is to lead Oregon in cultivating, growing and valuing culture as an integral part of communities. We do this by inspiring Oregonians to invest in a permanent fund that provides annual grants to cultural organizations. - Cultural Trust Board of Directors

The Cultural Trust defines culture as encompassing the arts, heritage, humanities, history and preservation. Since 2001 the Cultural Trust has supported culture statewide through nonprofit cultural organizations, County and Tribal Coalitions and statewide partners. Nonprofit cultural organizations will be prioritized for CRFCS funding.

The Cultural Trust, along with its sister agency the Oregon Arts Commission, is housed in Business Oregon, the state economic development agency. The Oregon Arts Commission became part of Business Oregon in 1993. In 2003, the Oregon legislature moved the operations of the Cultural Trust to Business Oregon in recognition of the expanding role the arts and culture play in the broader social, economic and educational arenas of Oregon communities.

### **Purpose of CRFCS**

**These guidelines are in accordance with the [U.S. Department of the Treasury](#).** The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The intended use of these CRFCS funds is to provide financial assistance to cultural organizations and cultural community venues that have **canceled or postponed public programming because of economic conditions and executive orders associated with the COVID-19 pandemic**. Applications will be considered from cultural (arts, history, heritage and humanities) organizations and cultural community venues and organizations that did not receive grants directly from the Department of Administrative Services under the Oregon Business Development Department/Department of Administrative Services, Statewide Business and Cultural Support as passed by the Oregon State Legislative Emergency Board on July 14, 2020.

### **Funding Awards: Application and Distribution Process**

The Oregon Cultural Trust will promote and distribute this application directly to cultural organizations and community venues in coordination with County and Tribal Coalitions (Coalitions) and other partners. Applications to the CRFCS program will be submitted directly to the Cultural Trust, which will partner with respective County Coalitions to review applications for eligibility, funding request amounts and community cultural impact. Cultural Trust Partner representatives, Trust Board Members and other stakeholders will also be involved in the review process as needed.

Submitted applications will be reviewed for eligibility, completeness and accuracy. Applications that meet stated program eligibility and need requirements will be authorized for funding, pending availability of funds.

The Cultural Trust will develop an equitable statewide award allocation formula. Informed by the County and Tribal Coalition funding model, the award allocation formula will establish a base amount of funds by county or tribe. County population calculations are then applied, adjusted by total received eligible request amounts and the organization's fiscal size. COVID-19 expenses funded by previous Federal CARES ACT funding are not eligible in this program.

The Cultural Trust will award each Coalition the aggregate of all awards made in their county service area reflecting individual award amounts for each organization. Coalitions will provide final review and process organization contracts.

The funding period is restricted by federal law to necessary expenditures incurred due to the COVID-19 public health emergency beginning March 1, 2020, through December 30, 2020.

Any Coalition funds not allocated by September 15, 2020, will be returned to the Cultural Trust for reallocation to other Coalitions.

### **Application Deadline**

All applications for funding must be received no later than noon (12:00pm) on Monday, August 24, 2020. The majority of funds will be distributed by the Coalitions by September 15, 2020. Any unallocated funds will be returned to the Cultural Trust for redistribution to other Coalitions.

### **Eligibility**

The Cultural Trust seeks to support a wide range of cultural organizations and projects, making investments across the state. ORS 359.400 defines a "cultural organization" as one that is "organized primarily for the purpose of producing, promoting or presenting the arts, history, heritage and humanities to the public or organized primarily for identifying, documenting, interpreting and preserving cultural resources." **Organizations using a [fiscal sponsor](#) are not eligible to apply.**

At the time of the application deadline, all applicant organizations must:

- Have active organization registration with the State of Oregon' Secretary of State *and*
- Provide services that take place within the state of Oregon; *and*
- Be a cultural entity within a federally recognized Indian Tribe based in Oregon; *or*
- Be an institution of higher learning (universities and colleges) that has a significant cultural program or cultural organization; *or*
- Be an organization that operates county fairgrounds; *or*
- Be a local government or organization that operates festivals and/or community cultural events.

Organizations must be in operation for a minimum of one year.

During the covered period awarded organizations must have or acquire an active:

- DUNS Number ([DUNS Link](#))
- Registration with the System Award Management ([SAM Link](#))

If your organization does not have an active registration with SAM and DUNS number at the time of application you will need to acquire these no later than December 30, 2020.

The Cultural Trust may require additional information, and has final authority on eligibility determination.

A [searchable list](#) and PDF of many eligible cultural organizations is available on the Cultural Trust website.

Organizations that receive other CRF awards from the Department of Administrative Services as outlined in the "Item 2: Oregon Business Development Department/Department of Administrative Services, Statewide Business and Cultural Support" (passed by the Oregon State Legislative Emergency Board on July 14, 2020) are not eligible for CRFCS funding. For a list of organizations and more information see the [Item 2 document](#).

### **Requirements and Limitations**

Only one application per cultural organization or cultural entity within a tribe will be accepted. No matching funds are required.

Criteria to receive funding include:

- Applicant has cancelled or will cancel or postpone public programming because of economic conditions and executive orders associated with the COVID-19 pandemic;
- Applicant has a demonstrated revenue loss since March 1, 2020;
- Applicant has articulated and demonstrated an appropriate use of the funding in accordance with the stated purpose of the CRFCS guidance; and
- Applicant agrees to the accountability of accepting and using CRFCS with appropriate financial documentation and fiscal oversight

CRF Cultural Support funds can only be used to cover expenses during the period that begins on March 1, 2020, and ends on December 30, 2020, and that are necessary expenditures incurred due to the COVID-19 public health emergency.

Eligible expenditures must align with Federal CRF guidelines; see the [Coronavirus Relief Fund Guidance and Frequently Asked Questions](#) for more information.

Nonexclusive examples of [eligible expenditures](#) include, but are not limited to, payment expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Reimbursement of the costs of **business interruption** caused by required closures and/or reduced operations (excluding PPP or other federal funds); rent, lease or mortgage/loan payments for venue facilities; and operating costs (insurance, utilities, and personnel).
- Reimbursement of costs associated with **venue reopening**, including alterations to facilities to meet reopening guidelines, extra cleaning costs or supplies and the purchase of employee personal protective equipment (PPE);
- Reimbursement of costs associated with **transitioning services** to alternative means or methods (i.e. online services or outdoor or limited attendance performances); and
- **Durable goods or services** acquired during the covered period that were previously unbudgeted and a necessary expense incurred due to the COVID-19 public health emergency.

### **Local governments operating cultural organizations**

For venues and programs owned by state or local government that had budgeted for operating costs prior to the pandemic, CARES Act Funds cannot be used as revenue replacement and usual operating expenses are not eligible. Publicly-owned venues are eligible for costs attributable to the pandemic that were not budgeted, such as additional cleaning costs, certain personnel costs or PPE. Local governments are encouraged to review the [U.S. Treasury guidance](#) for eligible expenses.

### **Ineligible Expenditures**

In addition to eligibility requirements, there are clear limitations to the use of CRF. Funds may not be used for:

- Previously budgeted costs incurred outside of the covered period (March 1, 2020 to December 30, 2020);
- Performance or delivery of a good or service received prior to or after the covered period.
- Damages covered by insurance;
- Reimbursement to donors for donated items or services;
- Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds;
- Workforce bonuses other than hazard pay or overtime;
- Property taxes;
- Capital improvement projects, if not a necessary expenditure incurred due to COVID-19\*;
- Severance pay; and
- Legal settlements.

\*Consult with the Cultural Trust prior to receiving CRF if capital improvements are required.

No authority has been given to charge an indirect rate or cost to CRF and therefore indirect costs will not be allowed. As a result, any cost, including an administrative cost (which is allowed provided it meets the three CRF criteria), must be a direct cost and traceable to the allowable activities.

### **Accountability**

Grantee is subject to 2 CRF 200.303 Internal Controls; 2 CRF 200.330 through 200.332 Subrecipient Monitoring and Management; and Subpart F regarding Audit Requirements. Awarded organizations must keep records sufficient to demonstrate that the amount of Fund payment has been used in accordance with section 601 (d) of the Social Security Act and in the case of an audit.

The Cultural Trust and Coalitions are accountable to the Governor's Office, the Oregon Legislature, the Cultural Trust Board, Business Oregon and Trust Donors. The Cultural Trust supports organizational leaders in making their best decisions about the future of their organizations during these challenging times; CRFCS is being made available with the understanding that applicants will provide full and accurate information to the best of their knowledge at the time of application.

### **Final Reporting Requirements**

Within 30 days of the conclusion of the covered period (January 30, 2021) awardees will be required to submit a final report to the Cultural Trust that documents eligible expenditures and full accounting of itemized expenses as listed on the original application. The Coalition will send the final report form to recipients shortly after awards are made. The final report will contain a self-certification that all funds were expended in accordance with U.S. Department of the Treasury guidance.

### **Application Form and Submission**

Organizations may submit an application [online](#). The Cultural Trust and/or Coalition may contact applicants for more information.

The application form is on the following pages. The online system DOES NOT ALLOW you to save and return later. You will need to complete the application in one session\*. Review the following questions prior to launching the online application and prepare your responses in advance. We recommend preparing your responses to the questions in a word processing program as well as your funding requests.

*\*If you do not complete the online application in one session you will need to start over. Please plan accordingly.*

### **Assistance**

Para asistencia en español, llame al 971-345-1641

Americans with Disabilities Act Statement of Non-discrimination: Any entity that provides services to the public must certify that it complies with the Americans with Disabilities Act of 1990, 42, USC Sec. 12101, et seq. and agrees not to discriminate on the basis of race, creed, religion, color, sex, marital status, political opinion, familial status, national origin, age, gender, sexual orientation, military status, gender identity, source of income or disability status. The Cultural Trust provides assistance to Oregon cultural groups on issues of access. Contact the Oregon Cultural Trust at (503) 986-0082 or [kat.bell@oregon.gov](mailto:kat.bell@oregon.gov) for information or assistance. TDD assistance is available at (800) 735-2900. Applicants will certify their compliance within the application.

### **Appeal Process**

Appeals may not be made on the basis of an applicant's disagreement with an assessment of how the application met the review criteria or the amount of the award. Applicants considering an appeal should contact Cultural Trust Manager Aili Schreiner by phone at (503) 986-0089 or email [Aili.Schreiner@oregon.gov](mailto:Aili.Schreiner@oregon.gov) for advice and guidance. Letters of appeal must be submitted to the Cultural Trust's Executive Director within 10 days of award notification. Appeals are reviewed and acted on by the Cultural Trust Board. Appeals may result in an approval of an award or an increase in the award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. If the appeal is supported by the Cultural Trust's Board, funds will be awarded only if they are available.

**Oregon Cultural Trust  
Coronavirus Relief Funding (CRF)  
CRF Cultural Support  
Application**



1 Organization Name (as registered with IRS)	_____
2 DBA Organization Name (if applicable)	_____
3 Employer Identification Number <a href="#">(EIN Link)</a>	_____
4 DUNS Number <a href="#">(DUNS Link)</a>	_____
5 Is Organization registered with System Award Management <a href="#">(SAM Link)</a>	Yes/No _____
6 Is your organization registered as a cultural nonprofit with the Cultural Trust?	Yes/No _____
7 Street Address 1	_____
8 Street Address 2	_____
9 City	_____
10 State	_____
11 Zip	_____
12 Oregon County	Drop down list _____
13 Website	_____
14 Primary Contact	_____
15 Role/Title	_____
16 Phone	_____
17 Email	_____
18 Secondary Contact	_____
19 Role/Title	_____
20 Phone	_____
21 Email	_____
22 Primary Purpose of Organization	Options: Cultural Institution; Cultural Entity within federally recognized Indian Tribe in Oregon; Organization that operates county fairground; Cultural Institution housed in Higher Education; or Organization that operates festivals and/or community cultural event; county fair; festival or community cultural event _____
23 Last completed fiscal year end date	_____
24 Total Income for last completed fiscal year*	_____
25 Total Expenses for last completed fiscal year*	_____
*Refer to most recently submitted IRS Form 990. Exempt organizations with annual budgets under \$50,000 may use most recently audited financial reports. For cultural organizations, programs or county fairs housed in recognized Tribes, institutions of higher learning, or local governments, income and expenses must refer only to cultural programs(s).	
26 Provide a brief overview of your organization. <i>For cultural organizations or programs housed in recognized Tribes or in higher learning, overview must focus on cultural activities of the program.</i>	
	Limited to 1,000 characters with spaces _____
27 Provide a brief overview of the impacts of COVID-19 on your organization.	
	Limited to 1,500 characters with spaces _____

**Oregon Cultural Trust  
Coronavirus Relief Funding (CRF)  
CRF Cultural Support Application**

Organization Name:

Covered Period March 1, 2020 to December 30, 2020. All expenses must fall within the period.

**Questions**

1a Has, or will, your organization experience business interruption caused by required COVID-19 closures and/or reduced operations? Calculate the costs of business interruption to your organization, including costs incurred such as payroll expenses, rent or mortgage payments for venue facilities, and operating costs.

Yes/No

1b If yes, what is the reimbursement cost of business interruption

1c Brief Description:

Limited to 1,500 characters with spaces

2a Is your organization incurring costs associated with venue reopening, alterations to facilities to meet reopening guidelines, extra cleaning costs or supplies, and the purchase of employee personal protective equipment (PPE)?

Yes/No

2b If yes, what is the reimbursement cost of reopening

2c Brief Description:

Limited to 1,500 characters with spaces

3a Has or will your organization transition services to alternative means or methods (i.e. online services or outdoor or limited attendance performances)?

Yes/No

3b If yes, what is the reimbursement cost of transiting services

3c Brief Description:

Limited to 1,500 characters with spaces

4a Has or will your organization purchase durable goods or services during the covered period that were previously unbudgeted and a necessary expense incurred due to the COVID-19 public health emergency?

Yes/No

4b If yes, enter the amount

4c Brief Description:

Limited to 1,500 characters with spaces

5 Total Amount of necessary expenditures incurred during covered period

(Add lines 1b + 2b + 3b + 4b)

6 Funds your organization received or accounted for as approved in the March 27, 2020 CARES Budget (if applicable)\*

7 Total Eligible Amount   
(Subtract Line 6 from Line 5)

8 Request Amount (CRFCS)

Line 7 and Line 8 may be the same amount.

*\*Includes all sources including but not limited to PPP, NEA, NEH, WESTAF*

*For cultural organizations or programs housed in recognized Tribes or in higher learning , expenses must be for cultural program.*

*For venues and programs owned by **state or local government** and that had budgeted for operating costs prior to the pandemic, CARES Act Funds cannot be used as revenue replacement and usual operating expenses are not eligible.*



# Coronavirus Relief Funds for Cultural Support (CRFCS)

## Frequently Asked Questions



### Who is eligible to apply for CRFCS funds?

Cultural organizations in Oregon who have suffered financial losses due to COVID-19, including:

- Cultural nonprofits listed on the Cultural Trust website
- Cultural entities within a federally recognized Indian Tribe based in Oregon
- Institutions of higher learning that have a significant cultural program or organization
- Organizations that operate county fairgrounds
- Local governments or organizations that operate cultural festivals and/or community cultural events

### Where do these funds come from?

These are Federal CARES funds given to the state of Oregon to offset the economic impact of COVID-19.

### What can the funds be used for?

Per the US Treasury guidelines, funds can only be used to cover expenses incurred by the public health emergency (COVID-19) that were not accounted for in the organization's budget prior to March 27, 2020 but were incurred between March 1, 2020 and December 30, 2020. These include:

- Lost income due to canceled or postponed public programming due to executive orders associated with the COVID-19 pandemic; including reimbursement to cost of business interruptions such as:
  - Staffing expense
  - Rent or mortgage payments
  - Operating costs
- Expenses incurred due to executive orders associated with the COVID-19 pandemic; including:
  - Facility alterations/cleaning expenses/PPE to meet reopening guidelines
  - Purchase of durable goods or services previously unbudgeted, such as staff telecommuting expenses, hard costs associated with move to virtual programming, etc.

### Application questions and eligible expenses

**Question 1. Has, or will, your organization experience business interruption caused by required COVID-19 closures and/or reduced operations? Calculate the costs of business interruption to your organization, including costs incurred such as payroll expenses, rent or mortgage payments for venue facilities, and operating costs.**

Eligible expenditures include, but are not limited to, payment for COVID-19 related costs associated with:

- Business interruption to cultural organization caused by required closures (reimbursement for payroll, rent/mortgage payments, operating expenses)
- Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
- Other COVID-19-related expenses reasonably necessary to the function of cultural organization that satisfy the Fund's eligibility criteria.

**Question 2. Is your organization incurring costs associated with venue reopening, alterations to facilities to meet reopening guidelines, extra cleaning costs or supplies, and the purchase of employee personal protective equipment (PPE)?**

Eligible expenditures include, but are not limited to, payment for:

- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for use by cultural organization staff in response to the COVID-19 public health emergency.
- Expenses for cultural organization public safety measures undertaken in response to COVID-19.

**Question 3. Has or will your organization purchase durable goods or services during the covered period that were previously unbudgeted and a necessary expense incurred due to the COVID-19 public health emergency?**

Eligible expenditures include, but are not limited to, payment for:

- Expenses to facilitate distance learning or cultural programming, including technological improvements, in connection cultural facility/venue closures to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for cultural employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to cultural employees to enable compliance with COVID-19 public health precautions.

**When can I apply?**

Due to the limited time frame set by the Oregon Legislature, the application will be open from Wednesday, August 12 to noon (12 pm) on Monday, August 24, 2020. All funds must be awarded by Coalitions no later than September 15, 2020.

**How are these funds being distributed?**

The Trust has created an online application form to collect applications from organizations around the state. These will be organized into county groups and will be reviewed for eligibility and completeness. A funding formula will capture key data points such as organization budget size, request for funds, and a county per capita calculation to set recommended award sizes for each county and applying organizations. The Trust will support its County Coalitions with their review of the applications, and then send a lump sum to each Coalition to distribute to successful applicants. An award agreement template will be provided.

## **Who are the Cultural Coalitions and what is their role in distributing these funds?**

Oregon's 45 county and tribal [Cultural Coalitions](#) are funded directly by the Trust and are unique to the state. Led by dedicated volunteers, each coalition prioritizes community cultural goals and annually distributes seed grants that address the needs of each county. Among these are Oregon's nine federally recognized tribes, whose cultural contributions are integral to the region's cultural vitality. Per the Oregon Legislature, Coalitions are required to review CRFCS applications and funding allocations from applicants in their county, over a limited period of time. Coalitions will be asked to contract with each organization for a determined award size.

## **What is the timeline for awarding these funds?**

All awards must be made to applying organizations no later than September 15, 2020.

## **Can the Coalitions receive some funding to support the extra administrative work?**

Yes, each Coalition may receive up to 5% of their County award to offset additional administrative costs incurred to process grant awards

## **What are the final reporting requirements?**

Organizations awarded funding are subject to 2 CRF 200.303 Internal Controls; 2 CRF 200.330 through 200.332 Subrecipient Monitoring and Management; and Subpart F regarding Audit Requirements. Awarded organizations must keep records sufficient to demonstrate that the amount of Fund payment has been used in accordance with section 601 (d) of the Social Security Act and in the case of an audit.

Final reporting instruction will be provided to grantees shortly after awards are made.

**Questions? Please contact your regional County CRFCS program application representative. All emails must include in the subject line "*CRFCS*" followed by *your organization's name*.**

# Federal CARES Act

## Oregon Cultural Trust

### Coronavirus Relief Funds for Cultural Support (CRFCS)



## Application Support

Please review the guidelines for the CRFCS program in advance of submitting your application. Application submission period: August 12 to 12 pm, August 24, 2020

Link to Application: <https://development.oregon4biz.com/acton/media/14786/2020-crf-cultural-support>

Questions? Please contact your regional County CRFCS program application representative. All emails must include in the subject line "CRFCS" followed by your organization's name.

#### **North & South Coast** (*Clatsop, Columbia, Tillamook, Coos, Curry, Douglas*)

Name: Tawni Bean

Email: [Tawni.Bean@oregon.gov](mailto:Tawni.Bean@oregon.gov) Phone: (503) 551-0957

#### **Metro** (*Multnomah, Clackamas, Washington*)

Name: Raissa Fleming

Email: [Raissa.Fleming@oregon.gov](mailto:Raissa.Fleming@oregon.gov)

Phone: (503) 986-0090

Aili Schreiner

Email: [Aili.Schreiner@oregon.gov](mailto:Aili.Schreiner@oregon.gov)

(503) 428-0963

#### **Mid-Valley and Southern** (*Yamhill, Marion, Polk, Josephine, Jackson*)

Name: Audrey Hatch

Email: [Audrey.Hatch@oregon.gov](mailto:Audrey.Hatch@oregon.gov)

Phone: (503) 934-0605

#### **South Valley/Mid-Coast** (*Lincoln, Benton, Linn, Lane*)

Name: Liora Sponko

Email: [Liora.Sponko@oregon.gov](mailto:Liora.Sponko@oregon.gov)

Phone: (971) 345-1641

#### **North & South Central** (*Hood River, Wasco, Sherman, Klamath, Lake*)

Name: Jillian McCarthy

Email: [Jillian.McCarthy@oregon.gov](mailto:Jillian.McCarthy@oregon.gov)

Phone: (503) 986-0033

#### **Central & Northeast** (*Jefferson, Crook, Deschutes, Wallowa, Union, Baker*)

Name: Coby Menton

Email: [Coby.Menton@oregon.gov](mailto:Coby.Menton@oregon.gov)

Phone: (541) 786-0061

#### **Greater Eastern South & Northern** (*Gilliam, Morrow, Umatilla, Wheeler, Grant, Harney, Malheur*)

Name: Gretchen Kirchner

Email: [Gretchen.Kirchner@oregon.gov](mailto:Gretchen.Kirchner@oregon.gov) Phone: (503) 986-0105