

GRANT ANNOUNCEMENT

Live Event Small Business Grant Program

Issued: September 16, 2021

Applications Due:
October 15, 2021 2:00PM CDT



**Grant Announcement
Live Event Small Business Grant Program**

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ATTACHMENTS	
	GRANT APPLICATION (on-line)
APPENDIX A	IRS Form W-9 (required)

1.0 GENERAL INFORMATION

1.1 Introduction

The Live Event Small Business Grant Program (“Program”) awards grants to small businesses who provide a significant portion of their goods or services to various Live Events.

The purpose of this document is to provide live event small businesses with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA), Division of Enterprise Operations intends to use the results of this Grant Announcement to award up to \$12 million in grants. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021.

1.2 Granting Agency

This Grant Announcement is issued by DOA which is the sole point of contact for the State of Wisconsin during the selection process. All communications with DOA regarding the Program should be directed to the following email address:

LiveEventSmallBusinessAssistance@wisconsin.gov

1.3 Definitions

Applicant	The legal entity that is applying for funds from this grant program.
DOA	Department of Administration
Live Event	An in-person gathering for a specific entertainment or social event, including concerts, plays, weddings, bar/bat mitzvahs, business conferences, and other similar events.
State	State of Wisconsin

1.4 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 DOA of such error at: LiveEventSmallBusinessAssistance@wisconsin.gov 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 <https://doa.wi.gov/Pages/LiveEventSmallBusinessAssistanceGrants.aspx>

Questions posed to DOA will be published in a question-and-answer document on the Program website at:

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

1.5 Reasonable Accommodations

DOA 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 program via email at LiveEventSmallBusinessAssistance@wisconsin.gov

1.6 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 estimated dates and times.

EVENT	DUE DATE
Grant Announcement Issue Date	September 16, 2021
Questions & Answers	Posted on website as received
Applications Due	October 15, 2021 at 2:00 PM CDT
Issuance of Awards	October 2021 (estimate)

2.0 PREPARING AND SUBMITTING AN APPLICATION

2.1 General Instructions

The review and selection of each grantee 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.

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 **October 15, 2021 at 2:00 PM Central Time** through the on-line application located on the Department's website at: <https://doa.wi.gov/Pages/LiveEventSmallBusinessAssistanceGrants.aspx>.

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.

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. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

Section 1	Applicant Information
Section 2	Business Information
Section 3	Tax Information
Section 4	Attestations and Required Signature
Attachments	IRS W-9 (required)

2.5 Multiple Applications

Multiple applications from an applicant are not allowed.

2.6 Withdrawal of Applications

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 LiveEventSmallBusinessAssistance@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 date and time may not be resubmitted.

3.0 APPLICATION SELECTION AND AWARD PROCESS

3.1 Application Review

Applications will be reviewed by Program staff to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in the rejection of the application. Applicants may **not** contact any DOA or other state agency official or employee regarding their application.

3.2 Right to Reject Applications and Negotiate Award Terms

The State reserves the right to reject any and all applications. The State reserves the right to negotiate award terms, including the award amount, with the selected applicant prior to making payment.

3.3 Award Amounts

Grant awards shall not exceed \$200,000 or the decrease in the applicant's federal taxable income between calendar years 2019 and 2020, whichever is less. The State reserves the right to negotiate, limit or amend awards in accordance with objectives of the Program and available funding.

3.4 Method of Award

The State will compile the final review of each application (see section 3.1). The State expects to make awards to multiple applicants.

3.5 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the State's award of funds that results from this Grant Application.

After a Notice of Award is made, copies of the accepted applications may be made available for public inspection in accordance with applicable Wisconsin law.

4.0 ELIGIBILITY REQUIREMENTS

An applicant must meet the requirements set forth below to receive a grant. DOA shall interpret eligibility criteria to align with Program objectives and American Rescue Plan Act of 2021 requirements. Eligibility determinations by DOA are final.

4.1 Eligible Applicant

An applicant must meet all of the following requirements to be eligible to receive a Program grant:

1. Be a sole proprietorship, partnership, corporation, limited liability company or joint venture whose principal place of business is in Wisconsin. If the applicant is a business owned by an individual(s), each owner must be a resident of the State of Wisconsin.
2. If the applicant is an entity is registered with the Wisconsin Department of Financial Institutions, it must have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”.
3. The owner or business must not be on one of the following lists:
[Wisconsin Department of Revenue Delinquent Taxpayer List](#)
[Wisconsin Department of Transportation Debarred Contractors List](#)
[Wisconsin Department of Administration Compliance Vendor Directory](#)
[Wisconsin Department of Corrections Sex Offender Registry](#)
4. The business started operating prior to January 1, 2020, operated in 2020, and suffered an economic loss in 2020.
5. The business generates 50% or more of its revenue through provision of goods and/or services to Live Events.

4.2 Ineligible Applicants

1. Venues (i.e., concert halls, theaters, catering halls, taverns, and other similar facilities where events take place)
2. Nonprofit organizations
3. 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. Lobbying organizations as defined by the IRS
5. Federal, state and local government agencies
6. Public or 501(c)(3) accredited institutions of higher education
7. Federally recognized Native American tribal governments
8. Adult entertainment businesses
9. Organizations that are eligible to apply for DOA's Event Venue Grant Program

Organizations that do not meet the intent of the Program as determined by the Department.

5.0 APPLICANT INFORMATION

Complete Section 1: Applicant Information

The purpose of this section is to provide the State with organization and contact information for the applicant.

6.0 BUSINESS INFORMATION

Complete Section 2: Business Information

The purpose of this to confirm that the applicant qualifies as a live event small business.

1. Describe the goods and/or services provided for Live Events.
2. State the number of employees in 2019 and 2020

7.0 TAX INFORMATION

Complete Section 3: Tax Information

Applicants are required to provide both their 2019 federal taxable income and their 2020 federal taxable income which will be used to determine Program eligibility and the amount of the grant award (see Section 3.0). Specifically, applicant must provide the information contained on the following lines of its 2019 and 2020 federal income tax forms:

- Line 1c, Form 1065
- Line 1c, Form 1120
- Line 1c, Form 1120-S
- Line 3, Schedule C (Form 1040 or 1040-SR)

8.0 ATTESTATIONS AND REQUIRED SIGNATURES

Complete Section 4. Attestations and Required Signature.

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Live Event Small Business Grant Announcement provisions, eligible applicants must certify compliance with all statements in the attestation.

9.0 SPECIAL TERMS AND CONDITIONS

9.1 Recordkeeping

The organization has and will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable American Recovery Plan Act of 2021 provisions.

9.2 Order of Precedence

By accepting a grant award under this Program, the applicant is agreeing to be bound by all requirements of the Program as set forth in this Grant Announcement , the Attestation, and all applicable federal and state laws. In the event of a conflict or dispute, the following priority of documents will be used:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the Grant Announcement.
4. The terms of the organization's Grant Application as accepted by the State.
5. The applicant's Attestation.

9.3 Choice of Venue

All legal proceedings regarding this Program, including but not limited to any disputes regarding applicant's eligibility, shall be filed in the state or federal courts located in Dane County, Wisconsin, and applicant waives all objections to those venues based on lack of personal jurisdiction or improper venue.

9.4 Public Disclosure

Copies of the application materials will be made available for public inspection in accordance with applicable Wisconsin law.

9.5 Compliance with the Federal American Rescue Plan 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.

9.6 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.

9.7 American Rescue Plan Act Funding

The Program utilizes federal funds provided under the American Recovery Plan Act of 2021. 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 #: 21.027 Coronavirus State and Local Fiscal Recovery Funds

Federal Awarding Agency: Department of the Treasury

Total Amount of the Federal Award: \$2,533,160,626.50

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

9.8 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.

9.9 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.