



Arts Economic Relief Grant Program Application Guide

The Ohio Department of Development's Arts Economic Relief Grant program application will be presented with five separate sections under the following headings:

- Applicant Information
- Eligibility
- Budget and Operations Information
- Uses of Funds
- Certification

The outline below provides an overview of the information that will be required for the Arts Economic Relief Grant application. Some of this information will need to be manually entered into the application, and some will need to be attached to the application as needed to supplement the information provided in the application. Please be sure to review the Program Guidelines for additional information.

1. Applicant Information

This section will request information regarding the applicant, contact person, and project locations where the grants funds will be used.

Necessary information in this section includes:

- Applicant Name:
 - The Applicant must be either the Performing Arts Organization or the Operator of a Cultural Arts Museum (*see* Program Guidelines for qualifying factors).
- Applicant's principal place of business (must be in Ohio):
 - "Principal Place of Business" is defined as the primary location from which the Applicant conducts and coordinates its business operations.
- Applicant Business Federal Employment Identification Number (FEIN).
- Contact person, including phone number and email address.
- Address/County of the project location(s) where the grant funds will be used. If the money will be distributed between or among multiple locations, each location must be listed individually; only Ohio locations are eligible, and the applicant must include the applicable county name.

2. Eligibility

This section will require the applicant to verify that it meets the eligibility requirements established in applicable law and the Program Guidelines. The Applicant will be required to identify its applicant type, funding sources, and operation and financial management structure. Additionally, the

Applicant will answer questions to determine if it meets the additional established eligibility parameters/thresholds.

Necessary information in this section includes:

- Identification of applicant type:
 - Applicant will be required to identify whether it is a Performing Arts Organization or the Operator of a Cultural Arts Museum. Additionally, depending on the identified type, the applicant will indicate its primary purpose (live performances or visual presentations/exhibitions).
- Name of Cultural Arts Museum associated with the applicant, if applicable.
- Total gross revenue for fiscal year (“FY”) 2022, including but not limited to the following sources:
 - Donations/Contributions.
 - Public funds.
 - Sales (i.e., ticket sales, merchandise sales).
- Disclosure of whether the applicant is operated or partially funded by a political subdivision of Ohio:
 - If the Applicant is operated or partially funded by a political subdivision, the amount of funding received from that subdivision in 2022; in the case of multiple political subdivisions, the aggregate total.
- Disclosure of whether the applicant is operated or partially funded by a state institution of higher education:
 - If the applicant is operated or partially funded by a state institution of higher education, the total amount of funding received from that institution in FY 2022.
 - If the applicant receives funding from a state institution(s):
 - Applicant will be required to identify whether (i) its managing board is independent of the institution’s board of directors, and (ii) it presents work other than that by or for the institution’s students.
- Charitable organization status (if applicable; see Program Guidelines for qualifying factors).
- Financial management details:
 - Applicant will be required to identify that it (i) manages its own budget and (ii) that it has an annual independent audit.
- Year applicant’s operations were established (must have been established on or prior to 1/1/2019 to be eligible).
- Applicant’s Entity # with the Ohio Secretary of State (found on the Ohio Secretary of State’s website: <https://businesssearch.ohiosos.gov/>).
- Applicant’s OhioPays # (formerly known as the “Supplier ID”), if applicable.
- Funding status from the Ohio Arts Council Reopening and Economic Relief program:
 - Applicant will need to disclose whether it has received funding from the Ohio Arts Council Reopening and Economic Relief program.

3. Budget and Operations Information

This section will require information regarding the applicant's historic financial information, details from its FY 2022 and 2023 Operating Budget, and historical visitor/event information for the project site(s) where the grant funds will be utilized, as identified in Section 1.

Necessary information in this section includes:

- FY 2019 Gross Revenue amount.
- FY 2020 Gross Revenue amount.
- FY 2021 Gross Revenue amount.
- Documentation to verify the reported FY 2019, 2020, and 2021 gross revenue for the applicant.
 - Applicants will be required to attach documentation verifying the FY 2019, 2020, and 2021 gross revenue reported in the application. The attachment must clearly identify the applicant's name. Only the following documentation will be accepted to evidence gross revenue:
 - Applicant's tax returns;
 - Audited/reviewed/compiled annual financial statements; or
 - Operating budget showing total annual gross revenues certified by an officer or director of the applicant authorized to do so.
- FY 2022 Operating Budget:
 - Applicants will be required to attach the budget to the application (this should include expenses and revenue).
- FY 2023 Operating Expenses amount (total estimated expenses; do not deduct projected revenue).
- FY 2022 Operating Expenses amount (total estimated expenses; do not deduct projected revenue).
- FY 2023 Operating Budget:
 - Applicants will be required to attach the budget to the application (this should include estimated expenses and projected revenue).
- Annual number of visitors at the project location(s)* in 2019.
- Annual number of visitors at the project location(s)* in 2020.
- Annual number of visitors at the project location(s)* in 2021.
- Annual number of visitors at the project location(s)* in 2022.
- Annual number of events held at the project location(s)* in 2019.
- Annual number of events held at the project location(s)* in 2020.
- Annual number of events held at the project location(s)* in 2021.
- Annual number of events held at the project location(s)* in 2022.

*"Project location(s)" are those identified in Section 1.

4. Use of Funds

This section identifies the "use" categories that are allowable for the grant funds under program governing law. Applicants must identify how much of the requested grant will be used in each category and then provide a brief narrative as to the specific uses of the grant funds within that category.

Required Information in this section includes:

- Amount identified in FY 2023 Operating Budget for employee compensation (excluding bonuses).
- Amount identified in FY 2023 Operating Budget for employee recruitment, rehiring, and training expenses.
- Amount identified in FY 2023 Operating Budget for rent or mortgage payments.
- Amount identified in FY 2023 Operating Budget for operating costs.
- Amount identified in FY 2023 Operating Budget for Capital Expenditures (as defined in the Program Guidelines). Narratives describing how the applicable amounts allocated in the FY 2023 Operating Budget will be used for each category:
 - Employee Compensation (excluding bonuses).
 - Employee recruitment, rehiring, and training expenses.
 - Rent or Mortgage payments.
 - Operating Costs.
 - Eligible Capital Expenditures (as defined above).

5. Certification

Certification that the applicant agrees to be subject to the Program Guidelines and Terms and Conditions of the Arts Economic Relief Grant.

Upon submission of a complete application, the applicant will receive an email from Development confirming the application has been received. Submission of a complete application does not ensure the applicant will be awarded an Arts Economic Relief Grant.

Priority funding will be given to applicants that did not receive funding from the Ohio Arts Council's Reopening and Economic Relief program through the CARES act. This funding will be distributed on a first-come, first-served basis for these priority applicants. If additional funding is available after the prioritized applications have been awarded, the remaining funds will be distributed on a first-come, first-served basis until all funds are utilized.