

**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 sponsorship](#) 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 CFR 200.303 Internal Controls; 2 CFR 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**

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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.