

Kane County Coronavirus Relief Fund

Cultural Institution Grant Program

Program Guidelines and Application Instructions

General Program Description

The U.S. Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) on March 27, 2020, to provide aid and economic relief in response to the COVID-19 pandemic. Among other things, the CARES Act established the U.S. Treasury’s Coronavirus Relief Fund (CRF) and Kane County received a direct allocation under the program. The Kane County Board allocated a portion of its CRF award to grant programs aimed at assisting local cultural institutions that have been adversely impacted by the pandemic; specifically, historical societies/museums, performing/visual arts centers, and amusement venues.

These guidelines discuss applicant eligibility criteria, maximum award amounts, expenses that are eligible for reimbursement under the program, application instructions and the award process. All applications must be completed using the ZoomGrants application portal established for this initiative (link provided on the county’s website). **Applications must be submitted via the portal by midnight, Monday, December 28, 2020.**

Applicant Eligibility

This grant program is targeted at three groups of applicants that serve as cultural institutions in Kane County: historical societies/museums, performing/visual arts centers, and amusement venues.

In order to qualify under the “**historical society/museum**” category, applicants must satisfy the following requirements:

1. Be a non-profit 501(c)(3) organization that has, as its primary mission, the collection, preservation, storage/archiving, and/or display of information and/or artifacts of a historical nature;
2. The grant application must be specific to a facility that is physically located within Kane County and accessible to the general public for the purpose of accessing and/or viewing said material (notwithstanding the COVID-19 pandemic facility closure/limitations);
3. Have experienced either a decline in revenue and/or an increase in expenses since March 1, 2020, as a result of the COVID-19 pandemic; and
4. Be in good standing with all applicable federal, state, and local standards and requirements.

In order to qualify under the “**performing/visual arts center**” category, applicants must satisfy the following requirements:

1. Be either a non-profit, for-profit entity (either public or private in nature), or public corporation and own and/or operate a facility that is utilized primarily for the performing and/or visual arts;
2. The grant application must be specific to a facility that is physically located within Kane County and accessible to the general public for the purpose of attending/viewing such programming (notwithstanding the COVID-19 pandemic facility closures/limitations);

3. Have experienced either a decline in revenue and/or an increase in expenses since March 1, 2020, as a result of the COVID-19 pandemic; and
4. Be in good standing with all applicable federal, state, and local standards and requirements.

In order to qualify under the “**amusement venue**” category, applicants must satisfy the following requirements:

1. Be either a non-profit or for-profit entity (either public or private in nature) that owns and/or operates an amusement venue with permanent structures for amusement activities;
2. The grant application must be specific to a facility that is physically located within Kane County, on a site that is at least two acres in size (87,120 square feet), and that offers both indoor and outdoor amusement activities that are accessible to the general public;
3. Have experienced either a decline in revenue and/or an increase in expenses since March 1, 2020, as a result of the COVID-19 pandemic; and
4. Be in good standing with all applicable federal, state, and local standards and requirements.

Applicants that own and/or operate multiple facilities/centers/venues may submit one application per facility/center/venue under this initiative.

Available Funding

The County Board has approved separate funding allocations for the two types of cultural institutions discussed above. The total amount allocated for each type, along with the maximum award amount per facility/venue are as follows:

1. \$250,000 has been allocated for historical societies/museums with a maximum award limit of **\$25,000** per museum.
2. \$1 million has been allocated for performing/visual arts centers and amusement venues with a maximum award limit of **\$100,000** per center/venue.

All awards under this program will be issued as grants and will be disbursed to grantees on a reimbursement basis. Grantees will be expected to enter into a funding agreement with the county and will be required to present appropriate documentation in order to substantiate their request(s) for reimbursement.

Eligible/Ineligible Expenses

Applicants may seek reimbursement of the following types of expenses under this program, provided they were incurred between March 1, 2020 and December 30, 2020, and were not reimbursed under another source of financial assistance:

1. Rent or mortgage payments for the physical place of business.
2. Utility costs associated with the physical place of business.
3. The purchase of personal protective equipment (PPE) for use by the employees and/or patrons of the business.
4. The cost of cleaning/disinfecting the place of business.
5. The cost of minor physical modifications to the place of business in order to comply with social distancing requirements. (Please note this excludes the cost of capital improvements unrelated to social distancing standards.)

6. Costs incurred to enable employees to work remotely, such as computer equipment/ software, cell phones, internet access, etc.
7. Lease or loan payments for equipment integral to the business's operations

Please note that payroll and other types of expenses not listed above are ineligible for reimbursement under this program.

Application Instructions/Award Process

All applications must be completed using the "ZoomGrants" on-line application portal. A link to the portal is posted on the county's website. After activating an account, applicants should enter some basic information about their organization and its legal structure, and answer questions about the impact and costs they have experienced as a result of the COVID-19 pandemic. Note that many of the questions require you to have expense totals, so it may be beneficial for you to gather and tally the financial documentation discussed below prior to starting your application.

Information entered in the ZoomGrants portal will automatically be saved, so applicants do not need to complete their application in one sitting. Applicants may log back into the portal as many times as needed to complete their applications.

A key component of preparing an application involves uploading various supporting documents. All documents should be scanned or saved in pdf format before uploading. Below is a summary of the documentation requirements and standards. Where possible, applicants should put the documents in each category in chronological order and upload them as a single pdf, unless file size requires them to be divided and uploaded separately. Please note that the portal cannot accept files larger than 4MB.

1. **Certificate Good Standing from Illinois Secretary of State, Certificate of Ownership, and/or Assumed Name "DBA" Registration:** Non-profit organizations, limited liability companies, C Corporations, S Corporations, and partnerships should upload a copy of their most-recent **Certificate of Good Standing from the Office of the Illinois Secretary of State**. Sole proprietorships and partnerships operating under a name other than the real name of the owner(s) should upload a Certificate of Ownership to verify that the business has completed all Assumed Name filing ("DBA") registration requirements with the Office of the Kane County Clerk. (public corporation and quasi-governmental applicants may disregard these items.)
2. **Non-Profit Applicants Only:** Non-profit applicants should upload a copy of their IRS 501(c)(3) determination letter, and their most-recent annual financial statement. (For-profit applicants may disregard these items.)
3. **Completed W-9 Form:** This IRS form (and instructions for completing it) are found at <https://apps.irs.gov/app/picklist/list/formsInstructions.html?value=w9&criteria=formNumber>.
4. **Pre-COVID-Era Financial Activity:** The purpose of the pre-COVID-era financial activity documentation is to aid Kane County in determining that applicants experienced a decrease in revenue or increase in expenses due to the COVID-19 pandemic. This pre-COVID-era financial information will provide a baseline against which the county can compare the COVID-era financial information (discussed in #5 below), enabling the county to determine a decrease in revenue or increase in expenses. Applicants should upload sufficient documentation of their

organization's financial activity prior to March 1, 2020. Monthly profit and loss statements for calendar year 2019, as well as profit and loss statements for January and February 2020, are preferred. ST-1 Forms or Sales Tax Receipt Runs may also be acceptable for applicants that indicate (in Question #6 of the application) that they only experienced a decline in revenue following the onset of the COVID-19 pandemic. Please note that we are seeking MONTHLY profit and loss statements, rather than a cumulative report of profit and loss for a 12-14 month period.

5. **COVID-Era Financial Activity:** Applicants should upload documentation of the applicant's financial activity from March 1, 2020 to October 31, 2020. Monthly profit and loss statements for March 1, 2020 to October 31, 2020, are preferred. ST-1 Forms or Sales Tax Receipt Runs may also be acceptable for applicants that indicate (in Question #6 of the application) that they only experienced a decline in revenue following the onset of the COVID-19 pandemic. Please note that we are seeking MONTHLY profit and loss statements, rather than a cumulative report of profit and loss for the COVID-era period
6. **Documentation of Rent or Mortgage Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of your rent or mortgage expenses for your facility/venue, as well as proof that you paid those expenses. Acceptable documentation includes either monthly mortgage statements from your lender or a copy of the fully executed lease that was in effect at the time of the rent payments. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to your lender/landlord. A printout from your own financial record keeping system is not acceptable documentation of payment.
7. **Documentation of Utility Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of your utility expenses for your facility/venue, as well as proof that you paid those expenses. Acceptable documentation includes monthly utility statements listing the address of the facility subject to this application. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to your utility company(s). A printout from your own financial record keeping system is not acceptable documentation of payment.
8. **Documentation of Cleaning/Disinfecting Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of your cleaning/disinfecting expenses for your facility/venue, as well as proof that you paid those expenses. Acceptable documentation includes contracts or invoices describing the services provided at the address of the facility subject to this application. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to the vendor(s). A printout from your own financial record keeping system is not acceptable documentation of payment.
9. **Documentation of Personal Protective Equipment (PPE) Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of your purchases of PPE for your facility/venue, as well as proof that you paid those expenses. Acceptable documentation includes invoices or receipts listing or describing the goods purchased. If items were invoiced, provide proof of payment in the form of copies of cancelled checks or credit card statements. A printout from your own financial record keeping system is not acceptable documentation of payment.

10. **Documentation of Minor Physical Modification Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of the modifications you made to your facility/venue, as well as proof that you paid for the modifications. Acceptable documentation may include contracts or invoices describing the modifications made at the address of the facility subject to this application. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to the vendor(s) that performed the work. A printout from your own financial record keeping system is not acceptable documentation of payment.
11. **Documentation of Remote Working Expenses (March 1, 2020 to November 30, 2020):** Scan and upload documentation of expenses you incurred to enable employees to work remotely, as well as proof that you paid those expenses. This category may include items such as computers, software, internet services, and cell phones. Acceptable documentation includes contracts, invoices, and receipts describing the goods/services purchased. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to the vendor(s). A printout from your own financial record keeping system is not acceptable documentation of payment.
12. **Documentation of Lease or Loan Payments for Equipment (March 1, 2020 to November 30, 2020):** Scan and upload documentation of your lease or loan payments for equipment integral to the operation of your facility/venue, as well as proof that you paid those expenses. Acceptable documentation includes either a copy of the lease that was in effect or monthly loan statements from your lender. Proof of payment may be copies of cancelled checks, credit card statements, or bank statements showing electronic transfers to the lessor/lender. A printout from your own financial record keeping system is not acceptable documentation of payment.
13. **Budget for Future Expenses (December 1, 2020 to December 30, 2020):** Download, complete, and upload the budget form. Provide detailed descriptions and amounts for each expense you anticipate incurring prior to or on December 30, 2020. You may include items you have already ordered but not yet received nor paid for. However, do not include any expenses for goods or services that will not be delivered or performed on/before December 30, 2020. Please note that this budget document is for expenses you expect to incur between December 1, 2020 – December 30, 2020 and should not include all of the expenses for which you are seeking reimbursement under this application.
14. **Documentation of Other COVID-19 Financial Assistance:** If your organization has received COVID-19-related financial assistance from other sources, upload copies of award notices. Also download, complete, and upload the “OTHER COVID-19 ASSISTANCE” form identifying detailed descriptions of the expenses that were covered by these other sources. Also include information regarding sources and amounts for which you currently have an application pending. Provide the name and contact information for all sources. **Important Note:** In order to prevent a duplication of benefit, do not submit to Kane County any expenses that have been reimbursed by another source of assistance.
15. **Applicant Certification:** Download and review the applicant certification form. An authorized representative of the applicant organization should sign and date the form before it is uploaded to the application portal. Your application will not be considered without this properly executed form.

Once you have entered all of your information/answers and uploaded the necessary documents, you may click on the “Print/Preview” button to review and save a draft of your application. Once you have verified your application is complete, click on the “Submit Now” button. Your application will automatically be date/time-stamped and transmitted to the county. **The submission deadline is midnight, Monday, December 28, 2020.** Please note: The county will not accept any application materials in hard copy format. All application information and materials must be submitted via the application portal.

Applications will be reviewed for completeness in the order in which they are received. The county will verify both applicant eligibility and the eligibility of the expenses submitted. Award notices and funding agreements will be sent electronically. Applicants awarded CRF funds will be expected to enter into an agreement with Kane County outlining the terms and conditions associated with the award. Once the funding agreement is properly executed, the county will provide instructions regarding the reimbursement process.

Questions/Need Assistance?

Kane County staff are available to answer questions and provide support to applicants for this program. Please contact Karen Zilly at the Office of Community Reinvestment at **630-444-3027** or **zillykaren@co.kane.il.us** if you need assistance. We’re available to help you complete an application for funding. Please let us know if you need help accessing the web-based application portal or scanning and uploading your supporting documentation. These services are available free of charge by appointment only at our office in downtown Batavia.