



## Vermont Economic Recovery Grant for Cultural Organizations Supplemental Grant | Guidelines

Emergency Economic Recovery Grants are intended to provide economic support to businesses and nonprofits in Vermont that have suffered economic losses as a result of the COVID-19 public health emergency. These guidelines are for arts and cultural organizations who already received a Vermont Economic Recovery Grant from the Vermont Agency for Commerce and Community Development (ACCD).

### Who May Apply

In order to be eligible for these supplemental grants, an arts and cultural organization must not have already exceeded the maximum grant size of \$150,000 from ACCD and must demonstrate at least a 50% loss in eligible revenue for a period from March 1, 2020 through August 31, 2020 when compared to the same period in 2019. You will be required to document this loss through income statements.

Loss calculations and grant awards will be based on total eligible revenue which includes: program revenue, sponsorships, sales, membership fees, individual donations, fundraising event revenue, and/or rental income.

### Grant Process and Award

You can access a [link to apply here](#). Applications will be accepted beginning September 21, 2020 and will be available until funds are depleted.

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.

If you qualify for a grant, the amount will be 10% of your **eligible revenue** reported for calendar year 2019, less the grant award amount you have already received from ACCD and any business interruption insurance. The maximum total grant is \$150,000.

Although you are applying for this grant via the Vermont Arts Council, this is an ACCD grant program and funds will be issued from the State of Vermont.

## Required Information

We recommend you gather the following information before starting an application. All documents must be in PDF format. You will need:

- Federal Tax ID number (or EIN)
- tax information from your W-9 form
- your application number from your initial ACCD Vermont Economic Recovery Grant
- the total grant amount that you have already received through ACCD
- income statements for 2019 and 2020 to date (these may be the same documents that you submitted to ACCD if they meet the requirements below)

## Income Statement Requirements

Complete and clear income statements are critical for this application. The reviewers will be using these statements to verify losses, eligible revenue, fixed expenses, and the grant amount that your organization can receive.

**Definition:** An income statement, also called a profit and loss, P&L, or statement of revenue and expense, shows (1) the revenues/sales before expenses/deductions, and (2) the business expenses/deductions for a specific period of time. The revenue minus the expenses equals the net profit or loss for that period. An income statement report should use either cash basis or accrual basis.

You may use accounting software, spreadsheets, or other document programs to prepare an income statement. [Click here for a sample income statement.](#)

Income statements should reflect ALL revenue, but account lines should be clearly labeled so that reviewers can discern what is and is not eligible.

## Eligible Revenue for Arts and Cultural Nonprofits

For the purposes of determining economic loss and calculating the grant award amount, only certain kinds of revenue are eligible. Please note that the definition for eligible revenue for this supplemental grant program is broader than the original ACCD application you completed.

- **Eligible revenue:** program revenue, sponsorships, sales, membership fees, individual donations, fundraising event revenue, rental income
- **Ineligible revenue:** grants (including any government contracts or appropriations), investment and interest income

Economic Recovery Grants require businesses to demonstrate at least a 50% loss in eligible revenue for a period from March 1, 2020 through August 31, 2020 when compared to the same period in 2019. You will be required to document this loss through the income statements.

## Allowable Use of Funds

The Vermont Economic Recovery Grants are being issued to help provide economic support to your organization which has been impacted due to the COVID-19 public health emergency. The funds can be used both to pay necessary expenditures that your company incurs and costs directly related to your business' response to COVID-19. These grant funds should not be used for expenses that were covered by funds received from other federal sources (please read more about "Duplication of Benefits" below).

## **Duplication of Benefits**

There are several other sources of support available for Vermont cultural organizations, including the Paycheck Protection Program, the Economic Injury Disaster Loan (EIDL), and the Cultural Relief Grant from the Vermont Arts Council or Vermont Humanities. Organizations who received funding from those or any other CARES Act funding source are still eligible for an Economic Recovery Grant, but they must take care to avoid a “duplication of benefits.”

For the Economic Recovery Grant program, your organization will be at risk of duplication benefits if at the end of 2020 your organization’s COVID-19 related total losses from March-December of 2020, when compared to March-December of 2019, are less than the total amount of aid your organization has received from the Economic Recovery Grants, forgiven PPP loans, EIDL Advance Grants, business interruption insurance, and any other federal grants or credit grants your organization has received related to COVID-19.

The State of Vermont, by federal rules, is required to monitor and rectify situations where organizations experience a duplication of benefits. If your organization experiences a duplication of benefits, you may be required to pay back a portion or all of the grant your organization receives. Organizations seeking additional grant funding are strongly encouraged to consider if additional grant funding may put them at risk of having duplication of benefits at the end of 2020.

[Please review this additional guidance regarding duplication of benefits](#) from the Vermont Department of Taxes, including a calculator to help understand if your organization is at risk of a duplication of benefits.

## **Questions?**

Our staff is here to help! Inquiries about the Vermont Economic Recovery Grant for Cultural Organizations can be made by sending an [email to Amy Cunningham](#) or sending an [email to Michele Bailey](#).

Inquiries about using the online application system can be made by sending an [email to Meredith Bell](#) or by calling 802.402.4478.