



# SPOKANE ARTS

Coronavirus Recovery Funding

## How to Prepare to Apply

The purpose of this Federal grant is to help offset the negative economic impact caused by the pandemic. Spokane Arts has been entrusted by the City of Spokane to deliver \$920,000.00 to our local arts and culture sector for this purpose. All the information we gather from applicants is used to prove an impact of the pandemic on your household, organization, or business. This information is not shared or sold and is only reported in aggregate and anonymously to the City of Spokane and the US Treasury.

- **DEADLINES:** Applications from individuals/households and businesses and nonprofits will be due by **11:59 p.m. on DECEMBER 15, 2023.**
- **APPLICATION PORTAL:** Portals are open now at <http://www.spokanearts.org/ARPA>
- **TAXES:** **This Federal benefit is NOT TAXABLE** and you will not receive a 1099 from Spokane Arts.
- **PAYMENTS:** Round 2 Applicants (this round) will receive funds in early 2024.
- **FUNDING:** This is a qualifying grant, not a competitive one. Everyone who is eligible for support will receive some level of funding. *The amounts will vary with demand and across households, organizations and different sized businesses. The greatest support will be allotted to our most impacted communities.*
- **ELIGIBLE IMPACTS:** Requests for support will be considered for *unreimbursed* losses or expenses totaling more than \$1,000 incurred between March 11, 2020 and May 10, 2023.

*If you have any questions or need help as you prepare, please contact our Community Navigator, Juan Mas at [juan.spokanearts@gmail.com](mailto:juan.spokanearts@gmail.com) (for businesses and nonprofits) or Karen Mobley [karen@karenmobley.com](mailto:karen@karenmobley.com) (for individuals or households).*

### 1. CHECK YOUR PRIMARY ADDRESS

- Your primary address must be in the boundaries City of Spokane** (not Spokane Valley, Mead, etc.). If your address is not in Incorporated “Spokane,” you are not eligible for this particular grant. If you are unsure if your Spokane address falls within the incorporated boundaries, please ask Juan or Karen.
- Find out if your address falls inside a Qualified Census Tract (QCT).** Across the street from a QCT does not count. You can check your primary address here: [https://www.huduser.gov/portal/sadda/sadda\\_qct.html](https://www.huduser.gov/portal/sadda/sadda_qct.html).
  - Enter your full, primary address** in the search bar that says, “Enter an Address, city, state or tract.”
  - Under “Map Options” to the left of the map, **select “Color QCT Qualified Tracts.”**
  - Check your address under **both the 2023 and 2024 maps** (under “Select Year”). Qualification with either map counts.
  - Make a note** about whether your address falls within a QCT. You will enter this information on the application.



QCT Address Finder

*If your address **does** fall within the boundaries of a Qualified Census Tract OR you are **applying for an organization or business, skip to STEP 3.** You do not need to gather documents under STEP 2.*

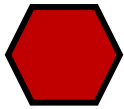
## 2. FOR INDIVIDUALS/HOUSEHOLDS: GATHER DOCUMENTS

### FEDERAL PROGRAM ENROLLMENT

If anyone in your household (you, your spouse, or legal dependents) participates in any of the Federal programs listed below, gather a document confirming your enrollment in **one** of those programs. This can be an enrollment confirmation letter or a monthly statement. You will need to have a digital copy of this statement to upload into the online application form. Pdfs are best. **Photocopies of a card WILL NOT work. We need a statement with your name, address, and date.**

#### Program List A (ONE of the following):

- ☐ Temporary Assistance for Needy Families (TANF)
- ☐ Supplemental Nutrition Assistance Program (SNAP)
- ☐ Free and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs
- ☐ Medicare Part D Low-income subsidies
- ☐ Supplemental Security Income (SSI)
- ☐ Head Start and/or Early Head Start
- ☐ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- ☐ Section 8 Vouchers
- ☐ Low-Income Home Energy Assistance Program (LIHEAP)
- ☐ Pell Grants
- ☐ Tribal benefits



*If you **DO** participate in any of the programs in List A, skip to STEP 3.*

*If you do **NOT** participate in any of the programs in List A, gather a document for ONE of the programs in List B.*

#### Program List B (ONE of the following):

- ☐ Children's Health Insurance Program (CHIP)
- ☐ Childcare Subsidies through Child Care and Development Fund (CCDF) Program
- ☐ Medicaid
- ☐ National Housing Trust Fund (HTF) for affordable housing programs only
- ☐ Home Investment Partnerships Program (HOME) for affordable housing programs only

## 3. EVIDENCE OF ARTMAKING, ARTS BUSINESS, OR PROGRAMMING

**For individual artists**, you will need an arts resume OR links to your online artmaking presence (such as a website, social media, or links to media coverage of your work).

**Organizations and businesses** are eligible for this funding if their **core mission** is in the arts. Online presences, mission and values statements, and evidence of programming may be required if there is any question about the nature of your entity's core mission or functions in Spokane.

You can learn more about the work the City of Spokane has done with its ARPA funding and see if you are eligible for other local ARPA-funded programs here:



<https://my.spokanecity.org/covid19/arpa/awards/>

#### 4. GATHER FINANCIAL INFORMATION

Gather digital copies of your **2019 tax filings** and the year or years for which you are claiming the unreimbursed loss. Pdfs are best. We will be comparing your financials from 2019 with your financials in the year you are claiming the loss, but **for most, this is not the whole story!** You will have an opportunity to provide clarifying information.

The Federal disaster dates for ARPA funding run from March 11, 2020 through May 10, 2023. Any pandemic-related unreimbursed loss of income or pandemic-related expense incurred during this period is eligible for this program.

#### 5. PREPARE A BRIEF LIST OF COSTS AND ACCOMPANYING RECEIPTS

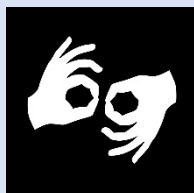
Create a list of the unreimbursed financial impacts you experienced because of the pandemic (from March 11, 2020 through May 10, 2023) and calculate the cost of each. Document each of these expenses with receipts, paystubs, tax filings, letters from relevant authorities, or other verifiable accounting. **To be eligible for this program, these receipts must total more than \$1,000.**

Some examples of eligible impacts may be: Covid-related unemployment, Covid-related reduced hours, increased food or housing insecurity, Covid-related medical or funeral expenses, increased dependent care costs, unreimbursed PPE costs, lost business revenue, additional home office equipment due to remote work... We will be asking you to tell us what caused your unreimbursed financial burden and the amount of that burden.

**Please note:** *these expenses **cannot** have been covered by any form of insurance or any form of government (city, county, state, or federal) support program. If expenses/losses were only partially covered, let us know. Additionally, increased cost of goods and services will not be covered with this benefit.*

#### 6. GET ANNOUNCEMENTS FROM SPOKANE ARTS

- Sign up for our newsletter at: <https://spokanearts.org/join-our-email-list/>
- Follow us on Facebook at "Spokane Arts": <https://www.facebook.com/SpokaneArts>
- Follow us on Instagram @spokanearts: <https://instagram.com/spokanearts>



**Spokane Arts welcomes applicants with disabilities.** Spokane Arts is happy to provide any of our materials in large print format or to bring in an ASL interpreter (free of charge) to assist in your preparation for this, or any other opportunity provided by Spokane Arts.

Additionally, we will work to provide a free interpreter for any spoken language upon request. Please contact us at [juan.spokanearts@gmail.com](mailto:juan.spokanearts@gmail.com) to request accommodations.

*This funding is made possible by United States American Recovery Plan Act (ARPA) dollars received by the City of Spokane and distributed by Spokane Arts.*

