



This Program is funded by the State of California and administered by CalOSBA.

ARTS & CULTURAL PROGRAM NONPROFIT CULTURAL INSTITUTIONS

ROUND 4 PROGRAM OVERVIEW AND APPLICATION GUIDE



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PROGRAM OVERVIEW

- Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. The package provides \$2 billion for grants up to \$25,000 for small businesses impacted by the pandemic. **Part of the package will be allocated to a new program solely for certain eligible nonprofit cultural institutions (“Nonprofit Arts & Cultural Program”), which will be a separate application process.**
 - Anticipate issuing grants in the rounds of distribution:
 1. Round 4 (Nonprofit Arts & Cultural): \$47,875,000
 - The following are the tentative dates (subject to change):
 1. Round 4: March 16th-26th, 2021
 2. Notification of selection will begin March 31st, 2021
 - The program is **not** on a “first come, first served” basis.
 - The application portal for each round will open for applicants for a designated period of time determined by Lendistry.
 - Partners will conduct outreach and marketing to ensure small, vulnerable and disadvantaged nonprofit cultural institutions have access to the grant application platform.
 - Partners will provide technical assistance to nonprofit cultural institutions (to include translation/interpretation services) during application preparation and online submission.
 - Once applications are received, Lendistry will process for eligibility. Once rounds close, grant awards will be distributed based on the program priority factors.
- Grants to eligible nonprofit cultural institutions will be prioritized on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.
 - If demand for grants from nonprofit cultural institutions meeting the prioritization criteria exceeds available funding, priority factors will be assessed.
 - Applications received in each round will be processed in two (2) stages:
 - Stage 1: Applicants upload selected financial documents, identification documents and a business certification regarding accuracy and truthfulness of information submitted.
 - Stage 2: Applicants that are approved for funding will be requested to provide additional documentation for grant disbursement.
 - Lendistry will distribute grants on behalf of the State of California to approved eligible nonprofit cultural institutions.
 - Lendistry will arrange to deliver applicable tax forms to grantees.
 - **Nonprofit cultural institutions for the Nonprofit Arts & Cultural Program will be required to complete a new application even if they already applied for the COVID-19 Relief Grant Program; provided that grants will not be awarded to any eligible nonprofit cultural institution if such entity has otherwise been awarded a grant.**

GRANTEE ELIGIBILITY

Eligible nonprofit cultural institutions must have a physical address and operate in California.

An nonprofit cultural institution must satisfy the following criteria to be eligible to receive a grant award:

- Must meet the definition of “eligible nonprofit cultural institution” (see Definitions and Additional Information)
- Active nonprofits operating since at least June 1, 2019
 - Must currently be operating or have a clear plan to re-open once the State of California permits re-opening of the organization
- Nonprofit must be impacted by COVID-19 and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
- Nonprofit must be able to provide organizing documents including 2019 tax returns or Form 990s, copy of official filing with the California Secretary of State, if applicable, or local municipality for the business such as one of the following: Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration or Government-Issued Business License
- Applicant must be able to provide acceptable form of government-issued photo ID

- Applicants with multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible business with the highest revenue.
- **The Nonprofit Arts & Cultural Program will only support California “eligible nonprofit cultural institutions” (see Definitions and Additional Information)**

DEFINITIONS AND ADDITIONAL INFORMATION

- ***“qualified small business”*** means a business or nonprofit that meets all of the following criteria, as confirmed through review of revenue declines, other relief funds received, credit history, tax returns, and bank account validation:
 - Is one of the following: (i) a sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of at least \$1,000 and up to \$2.5 million in the 2019 taxable year OR (ii) a registered 501(c)(3), 501(c)(6) or 501(c)(19) nonprofit entity that has an annual gross revenue of at least \$1,000 and up to \$2.5 million in the 2019 taxable year
 - Began operating prior to June 1, 2019
 - Is currently active and operating, or has a clear plan to reopen when the state permits reopening of the business
 - Has been impacted by COVID-19 and the related health and safety restrictions, such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
 - Provides organizing documents, including a 2019 tax return or Form 990, and a copy of official filing with the Secretary of State or local municipality, as applicable, including, but not limited to, Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License
 - Provides an acceptable form of government-issued photo ID
 - Is the entity, location or franchise with the highest revenue in a group
- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; Line 1.c on Form 1065, for partnerships; Line 1.c and Line 2 on Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue
- Non-US owners are subject to ITIN verification through IRS Form CP565

DEFINITIONS AND ADDITIONAL INFORMATION

- “**eligible nonprofit cultural institution**” means a registered 501(c)(3) nonprofit entity that satisfies the criteria for a **qualified small business** (see following slide for definition) but with no limitation on annual gross revenue, and that is in one of the following North American Industry Classification System codes:
 - 453920 - Art Dealers
 - 711110 - Theater Companies and Dinner Theaters
 - 711120 - Dance Companies
 - 711130 - Musical Groups and Artists
 - 711190 - Other Performing Arts Companies
 - 711310 - Promoters of Performing Arts, Sports, and Similar Events with Facilities
 - 711320 - Promoters of Performing Arts, Sports, and Similar Events without Facilities
 - 711410 - Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
 - 711510 - Independent Artists, Writers, and Performers
 - 712110 – Museums
 - 712120 - Historical Sites
 - 712130 - Zoos and Botanical Gardens
 - 712190 - Nature Parks & Other Similar Institutions
- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 12 on Form 990. Schedule E is not eligible.
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue

INELIGIBLE BUSINESSES

- Businesses without a physical location in California
- Nonprofit businesses not registered as a 501(c)(3)
- Government entities (other than Native American tribes) or elected official offices
- Businesses or organizations primarily engaged in political or lobbying activities (regardless of whether such entities qualify as a 501(c)(3), 501(c)(6) or 501(c)(19))
- Passive businesses, investment companies and investors who file a Schedule E on their personal tax returns
- Churches and other religious institutions (regardless of whether such entities qualify as a 501(c)(3)), other than a school, child care, or other educational business affiliated where (i) greater than 50% of the gross annual revenue is derived from the school, child care facility or educational business and (ii) the grant will be used only for eligible costs and expenses directly related to the school, child care, or other educational business, and no portion of the grant will be used for any normal profit or overhead of the church or other religious institution
- Financial businesses or organizations primarily engaged in the business of lending, such as banks, finance companies and factoring companies
- Businesses or organizations engaged in any activity that is illegal under federal, state or local law
- Businesses or organizations of a prurient sexual nature, including businesses or organizations which present live performances of a prurient sexual nature and businesses or organizations which derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature
- Businesses or organizations engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses and check cashing businesses
- Businesses or organizations that restrict patronage for any reason other than capacity
- Speculative businesses or organizations
- “Affiliated” companies (as such term is defined in 13 C.F.R. § 121.103)
- Multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible business with the highest revenue

INELIGIBLE BUSINESSES

- Businesses or organizations of which any officer or board member (i) has within the prior three-years been convicted of or had a civil judgment rendered against such officer or board member, or has had commenced any form of parole or probation (including probation before judgment), for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or (ii) is presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in subparagraph (i) above

USES OF FUNDS

ELIGIBLE USE OF FUNDS

Only those costs incurred due to the COVID-19 pandemic and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic. The following are the eligible uses of grant funds:

- All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums
- Working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and debt obligations (including principal and interest) incurred before March 1, 2020 (i.e., in order to be an eligible debt obligation, the loan agreement, promissory note, etc., as applicable, must have been entered into before March 1, 2020)
- Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures
- Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses

ELIGIBLE USE OF FUNDS (CONTINUED)

- Any other COVID-19 related expenses not already covered (for the same period) through grants, forgivable loans or other relief through federal, state, county or city programs
- Any other COVID-19 related costs that are not one of the ineligible uses of funds

INELIGIBLE USES OF FUNDS

- Human resource expenses for the State share of Medicaid;
- Employee bonuses or severance pay;
- Taxes;
- Legal settlements;
- Personal expenses or other expenses unrelated to COVID-19 impacts;
- Expenses for repairs from damages already covered by insurance
- Reimbursement to donors for donated items or services.

HOW APPLICANTS WILL BE DETERMINED

Lendistry will analyze for selection all applications entered into the portal. Lendistry will consult with the California Office of the Small Business Advocate (CalOSBA or the “office”) and design the program selection for prioritization of impacted nonprofit cultural institutions.

- Eligible nonprofit cultural institutions must be registered 501(c)(3) nonprofit entities that satisfy criteria for a qualified small business (but with no limitation on annual gross revenue, and that is in one of the following North American Industry Classification System codes:
 - 453920 - Art Dealers
 - 711110 - Theater Companies and Dinner Theaters
 - 711120 - Dance Companies
 - 711130 - Musical Groups and Artists
 - 711190 - Other Performing Arts Companies
 - 711310 - Promoters of Performing Arts, Sports, and Similar Events with Facilities
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 - 711410 - Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
 - 711510 - Independent Artists, Writers, and Performers
 - 712110 – Museums
 - 712120 - Historical Sites
 - 712130 - Zoos and Botanical Gardens
 - 712190 - Nature Parks & Other Similar Institutions

- Grants to eligible nonprofit cultural institutions will be prioritized based on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019

GRANT FUNDING STRUCTURE

ELIGIBLE BUSINESS GROSS REVENUE (2019 taxable year)	GRANT AWARD AVAILABLE PER ORGANIZATION
Annual gross revenue \$1,000 to \$100,000	\$5,000 grant
Annual gross revenue greater than \$100,000 up to \$1,000,000	\$15,000 grant
Annual gross revenue greater than \$1,000,000	\$25,000 grant

REQUIRED DOCUMENTATION

STAGE 1

Application Requirements

Organizations will need to:

1. Complete a grant application (made available through an online portal by Lendistry);
 - **NOTE: You must submit a separate application for the Nonprofit Arts and Cultural Program even if you previously submitted an application for a previous round of grant funding**
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

The following information is required from all applicants in Stage 1:

1. A copy of the signed Application Certification.
2. All pages of most recent tax return filed (2019) – provided only as a PDF.
3. An acceptable form of government-issued photo ID, provided only as a PDF.
4. Acceptable evidence of minimum gross annual revenue of no less than \$1,000 per year.

STAGE 2

Additional Requirements for Organizations Determined to be Eligible

Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:

1. Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided only as a PDF:
 - Articles of Incorporation
 - Certificate of Organization
 - Fictitious Name of Registration
 - Government-issued Business License (sole proprietors without fictitious name)
2. For eligible nonprofit entity applicants, a copy of the entity's most recent IRS tax exemption letter.
3. Verification of bank account via electronic registration or other approved review process.



APPLICATION CERTIFICATION

HOW TO DOWNLOAD AND COMPLETE THE FORM

COMPLETE THE FORM ELECTRONICALLY

As part of the application process, you will need to self-certify the accuracy of information by signing an Application Certification.

The Application Certification will be available in electronic form for you to download and complete. Your signed Application Certification will need to be submitted during the “Uploading Documents” section of the application process.

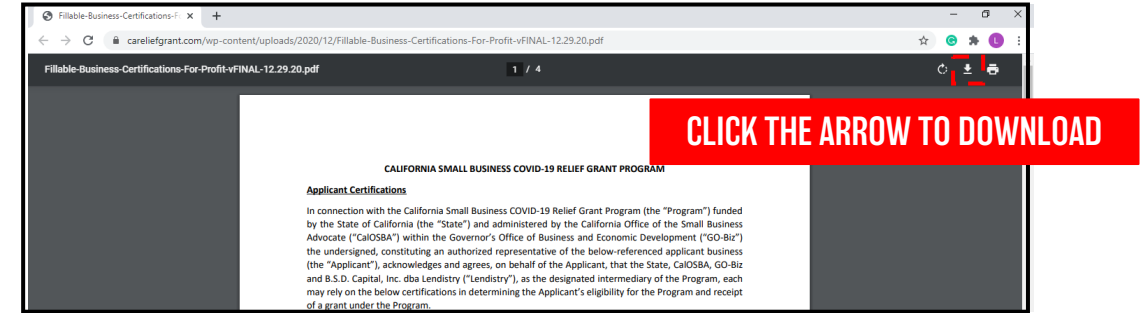
COMPLETING THE APPLICATION CERTIFICATION ELECTRONICALLY

Important Note: In order to complete the Application Certification electronically, you must download the form first, and then **save it onto your computer**. The electronic Application Certification will not be saved if you complete it using your web browser.

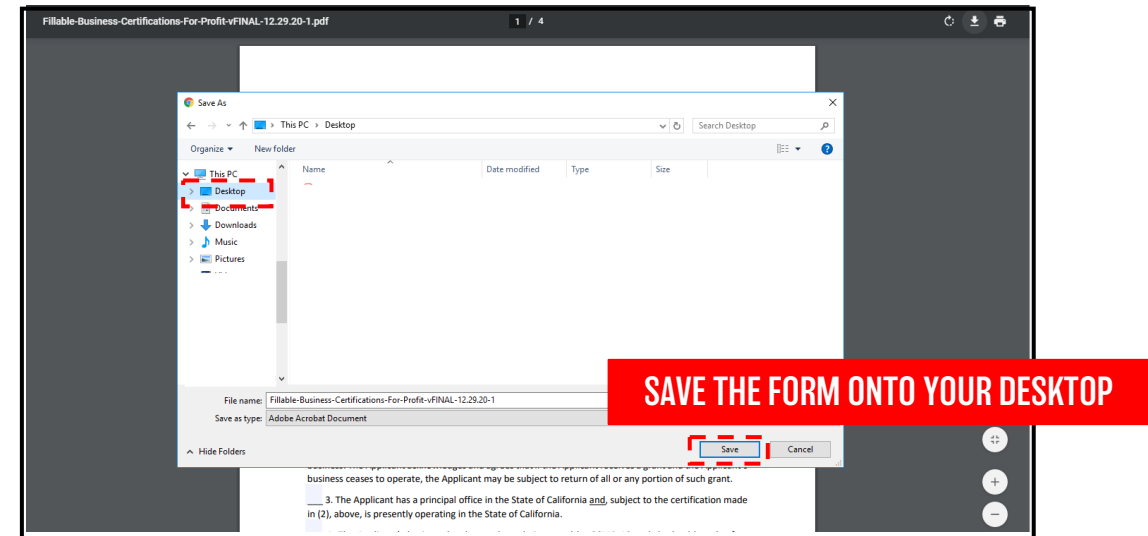
1. Use the following links to view the Application Certification for your business.

Nonprofit Cultural Institutions | [Click Here to Download](#)

2. Download and **save** the Application Certification onto your computer.



Once you have clicked the download icon, you will be prompted to save the Application Certification onto your desktop.

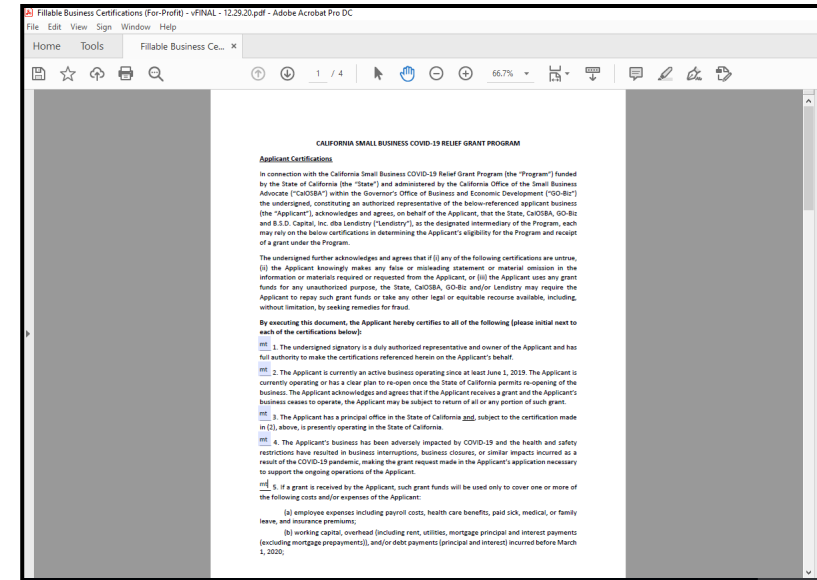


COMPLETE THE FORM ELECTRONICALLY

- Once you have saved the electronic Application Certification, locate the file on your desktop and open it from there.



- Your Application Certification will open as an Adobe Acrobat PDF file. Complete the Application Certification by entering your initials next to all numbered items and then entering your signature and business information on Page 4.



- Save** your completed Application Certification.
- Upload the completed Application Certification to the Lendistry Portal.

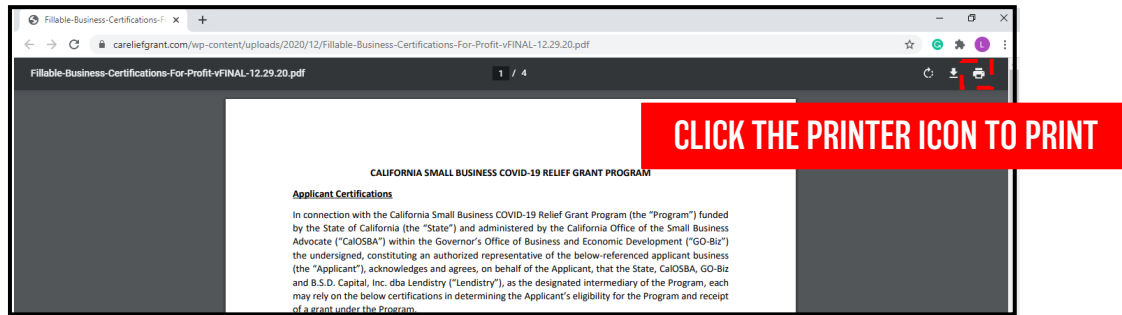
COMPLETE THE FORM BY HAND

COMPLETING THE APPLICATION CERTIFICATION BY HAND

1. Use the following links to view the Application Certification for your business.

Nonprofit Cultural Institutions | [Click Here to Download](#)

2. Print the Application Certification by clicking the printer icon.



3. Fill out the Application Certification using a dark pen and legible handwriting.
4. Scan the completed Application Certification and upload it to the Lendistry Portal.

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Click [HERE](#) to download.

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CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Nonprofit Cultural Institution Applicant Certifications

In connection with the California Small Business COVID-19 Relief Grant Program (the "Program") funded by the State of California (the "State") and administered by the California Office of the Small Business Advocate ("CalOSBA") within the Governor's Office of Business and Economic Development ("GO-Biz"), the undersigned, constituting an authorized representative of the below-referenced applicant nonprofit entity (the "Applicant"), acknowledges and agrees, on behalf of the Applicant, that the State, CalOSBA, GO-Biz and B.S.D. Capital, Inc. dba Lendistry ("Lendistry"), as the designated intermediary of the Program, each may rely on the below certifications in determining the Applicant's eligibility for the Program and receipt of a grant under the Program.

The undersigned further acknowledges and agrees that if (i) any of the following certifications are untrue, (ii) the Applicant knowingly makes any false or misleading statement or material omission in the information or materials required or requested from the Applicant, or (iii) the Applicant uses any grant funds for any unauthorized purpose, the State, CalOSBA, GO-Biz and/or Lendistry may require the Applicant to repay such grant funds or take any other legal or equitable recourse available, including, without limitation, by seeking remedies for fraud.

By executing this document, the Applicant hereby certifies to all of the following (please initial next to each of the certifications below):

___ 1. The undersigned signatory is a duly authorized representative and executive director or other equivalent senior managing officer of the Applicant and has full authority to make the certifications referenced herein on the Applicant's behalf.

___ 2. The Applicant is currently an active nonprofit organization pursuant to Section 501(c)(3) of the Internal Revenue Code operating since at least June 1, 2019. The Applicant is currently operating or has a clear plan to re-open once the State of California permits re-opening of the organization. The Applicant acknowledges and agrees that if the Applicant receives a grant and the Applicant's organization ceases to operate, the Applicant may be subject to return of all or any portion of such grant.

___ 3. The North American Industry Classification System code(s) (NAICS code(s)) identified in the Applicant's application accurately reflects the classification of industry(ies) in which the Applicant operates.

___ 4. The Applicant has a principal office in the State of California and, subject to the certification made in (2), above, is presently operating in the State of California.

___ 5. The Applicant's organization has been adversely impacted by COVID-19 and the health and safety restrictions have resulted in documented percentage revenue declines, business interruptions, business closures, or similar impacts incurred as a result of the COVID-19 pandemic, making the grant request made in the Applicant's application necessary to support the ongoing operations of the Applicant.

___ 6. If a grant is received by the Applicant, such grant funds will be used only to cover one or more of the following costs and/or expenses of the Applicant:

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(a) employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;

(b) working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and/or debt obligations, including principal and interest, incurred before March 1, 2020;

(c) costs associated with re-opening the Applicant's operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;

(d) costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses;

(e) any other COVID-19 related expenses not already covered (for the same period) through grants, forgivable loans or other relief through federal, state, county or city programs; or

(f) any other COVID-19-related costs that are not Excluded Expenses (as defined below).

___ 7. If a grant is received by the Applicant, no portion of the grant funds will be used for any purposes other than those listed in (6) above. Specifically, no portion will be used for the following costs and/or expenses (collectively "Excluded Expenses"): (a) human resource expenses for the State share of Medicaid; (b) employee bonuses or severance pay; (c) tax payments; (d) legal settlements; (e) personal expenses or other expenses unrelated to COVID-19 impacts; (f) expenses for repairs from damage covered by applicable insurance; or (g) reimbursement to donors for donated items or services. The Applicant acknowledges and agrees that if all or any portion of the grant funds are used for any unauthorized purposes, the State of California may hold the undersigned, the Applicant and/or any other officer or director thereof legally liable, including, but not limited to, liability for possible charges of fraud.

___ 8. The Applicant acknowledges and agrees that the Applicant is not one or more of the following types of entities deemed ineligible to receive a grant under the Program:

(a) a nonprofit entity not registered as a 501(c)(3);

(b) a government entity (other than an entity owned and/or operated by a Native American tribe) or elected official office;

(c) a business or organization primarily engaged in political or lobbying activities;

(d) a passive business, investment company or investor who files a Schedule E on its tax returns;

(e) a church or other religious institution, other than a school, child care, or other educational business affiliated with a church or other religious institution where (i) greater than 50% of the gross annual revenue (as reflected on the entity's most recent tax return (2019)) is derived from the school, child care facility or other educational business and (ii) the Grant Funds will be used only for eligible costs and expenses directly related to the school, child care, or other educational business, and no portion of the Grant Funds will be used for any normal profit or overhead of the church or other religious institution;

(f) a financial business or organization primarily engaged in the business of lending, such as a bank, finance company or factoring company;

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(g) a business or organization engaged in any activity that is illegal under federal, state or local law;

(h) a business or organization of a prurient sexual nature, including a business or organization which presents live performances of a prurient sexual nature or a business or organization which derives directly or indirectly more than *de minimis* gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature;

(i) a business or organization engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses or check cashing businesses;

(j) a business or organization that restricts patronage for any reason other than capacity;

(k) a speculative business, meaning a business for the sole purpose of purchasing and holding an item until the market price increases or other business principally engaged in risky activity for the chance of an unusually large profit, including but not limited to, (i) oil wildcatting, (ii) dealing in stocks, bonds, commodity futures, and other financial instruments and (iii) mining gold or silver in other than established fields; or

(l) a business or organization that is affiliated (as such term is defined in 13 C.F.R. § 121.103) with another Applicant; or

(l) a business, franchise or location of which the undersigned has already applied for and received a grant under the Program.

___ 9. The Applicant understands that it is ineligible to receive a grant under the Program if any officer or board member of the Applicant: (i) has within the prior three-years been convicted of or had a civil judgment rendered against such officer or owner, or has had commenced any form of parole or probation (including probation before judgment), for (A) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, (B) violation of federal or state anti-trust or procurement statutes, or (C) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or (ii) is presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in subparagraph (i) above.

___ 10. The Applicant has not and will not apply for or receive any other grant through or under the Program. Further, no executive director or equivalent senior managing officer of the Applicant has applied for or received, nor will any executive director or equivalent senior managing officer of the Applicant apply for or receive, any other grant through or under the Program on behalf of any other business and/or organization for which such person is also an owner, executive director or equivalent senior managing officer. The undersigned hereby represents and warrants, as the executive director or equivalent senior managing officer of the Applicant, that the Applicant is the undersigned's eligible organization with the highest gross revenue. The Applicant agrees that if a second award is issued, then one or both awards will be voidable at the discretion of the State, CalOSBA, GO-Biz and/or Lendistry, as applicable.

___ 11. Neither the Applicant nor its officers or directors are listed on the sanctions list for the Office of Foreign Assets Control of the U.S. Department of the Treasury.

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___ 12. The undersigned, on behalf of the Applicant, hereby authorizes the State of California and its designated authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, to request access to, and to review, the Applicant and the Applicant's tax return information and other information related to the Applicant that may be requested by such representatives, which may include an investigatory background check of the Applicant. The Applicant acknowledges that Lendistry will confirm the Applicant's eligibility for the Program and the eligible grant amount thereunder based, in part, on the tax and other documents provided by the Applicant, and the State of California, CalOSBA and GO-Biz may rely on such confirmation and tax and other documents in making a grant to the Applicant. The Applicant further affirms that the tax return information provided in connection with the Program is identical to the tax return information submitted to the Internal Revenue Service. The Applicant understands, acknowledges and agrees that the State of California and its authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, may share such tax information with local, state and federal authorized representatives, including without limitation for the purpose of compliance with federal, state, or local laws and regulations.

___ 13. Any and all information provided by or on behalf of the Applicant, including without limitation the information contained in the Applicant's grant application submitted for the Program and any and all information provided in support of Applicant's application under the Program is and will be true and accurate in all material respects.

___ 14. The Applicant acknowledges that the State of California, CalOSBA, GO-Biz and Lendistry are each relying upon the certifications made in this document in addition to any other certifications made by the Applicant in connection with its application for the Program. The Applicant further acknowledges and agrees that all certifications made by the Applicant in connection with the Program are made in good faith.

Signature

Date

Print Name

Title

Organization Name

EIN #

Organization Address



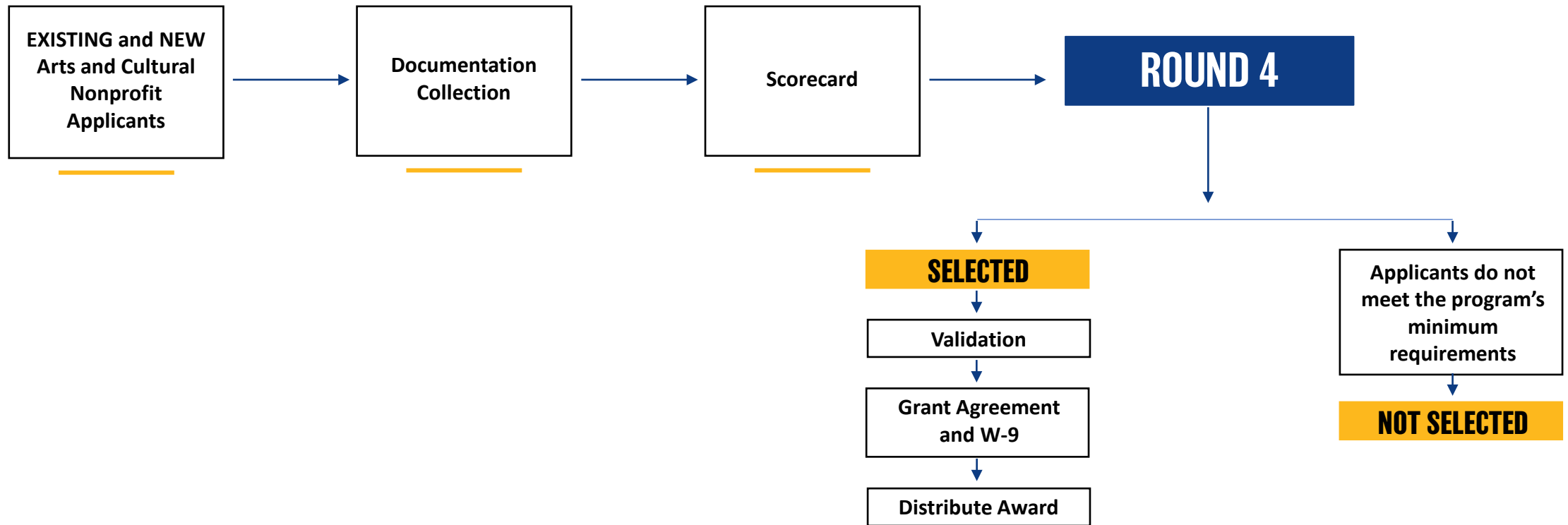
OPPORTUNITIES TO BE SELECTED

OPPORTUNITIES TO BE SELECTED

	SMALL BUSINESSES	ARTS & CULTURAL NONPROFITS	ALL NONPROFITS
EXISTING APPLICANTS (Eligible and/or Waitlisted Only)	Round 3 (Waitlisted from Rounds 1 and 2) Round 5 Round 6	Round 3 (Waitlisted from Rounds 1 and 2) Round 4 (Arts & Cultural) Round 5 Round 6	Round 3 (Waitlisted from Rounds 1 and 2) Round 5 Round 6
NEW APPLICANTS	Round 5 Round 6	Round 4 (Arts & Cultural) Round 5 Round 6	Round 5 Round 6

Based on eligibility and business type, there are multiple opportunities to be selected for grant funding. If an eligible applicant is waitlisted in one distribution round, they will automatically be rolled over into the next application opportunity. For example, if you are an eligible nonprofit cultural institution but was not selected in Round 4 (Arts & Cultural Program), you will be allowed to submit a new application in Round 5. If you are then waitlisted in Round 5, you will automatically be rolled over into Round 6 for consideration.

ROUND 4 (ARTS & CULTURAL PROGRAM)





TIPS FOR APPLYING

WHAT TO DO BEFORE APPLYING

1

REVIEW THE PROGRAM AND APPLICATION GUIDE.

The Program and Application Guide details the entire application process, step-by-step, and provides tips on how to improve your application experience. It also includes screenshots of the application and Portal to help you familiarize yourself with the process.

2

WATCH VIDEOS ON THE APPLICATION PROCESS.

To help you with the application process, we have prepared short videos that walk you through each step. To watch these videos, click [here](#). We will continuously update this page with more videos in multiple languages.

3

PREPARE REQUIRED DOCUMENTS.

Review the “Program Overview” in the application guide for a list of required documents for the grant. The guide also provides tips and resources to help you properly scan your documents for upload.

4

FIND AND APPLY THROUGH A PARTNER.

To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at www.CAReliefGrant.com. Please apply once and through one partner only.

TIP #1 - USE GOOGLE CHROME.

Throughout the entire application process, please use Google Chrome only.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

TIP #2 - USE A VALID EMAIL ADDRESS.

Please make sure you are using a valid email address when applying. You will receive updates and additional instructions at the email address you provide.

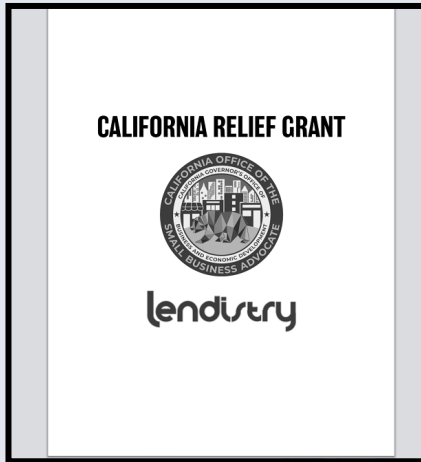
IMPORTANT NOTE - The following email addresses will not be accepted and recognized in our system:

1. Emails beginning with **info@**
Example: info@mycompany.com
2. Emails ending with **@contact.com** or **@noreply.com**
Example: example@contact.com
Example: example@noreply.com

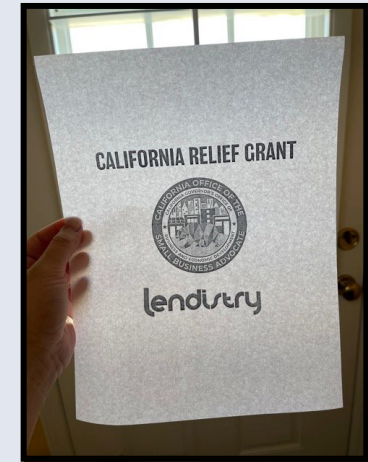
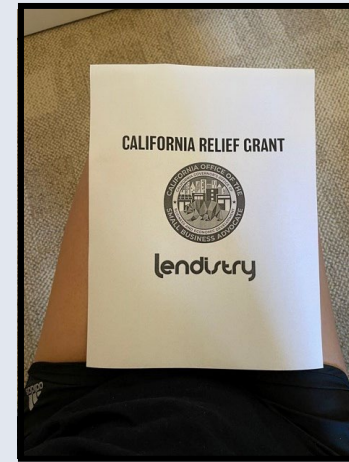
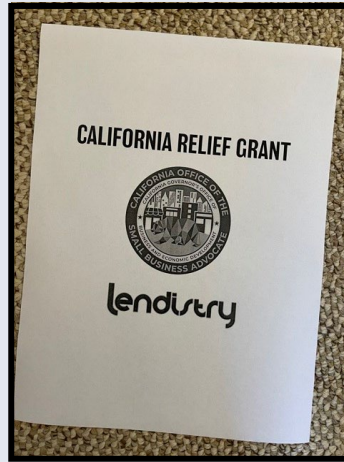
TIP #3 - SUBMIT DOCUMENTS IN PROPER FORM.

All documentation must be provided as a **PDF**. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

CORRECT



INCORRECT



If you do not have a scanner, we recommend using the following free mobile apps:

Genius Scan

Apple | [Click Here to Download](#)

Android | [Click Here to Download](#)

Adobe Scan

Apple | [Click Here to Download](#)

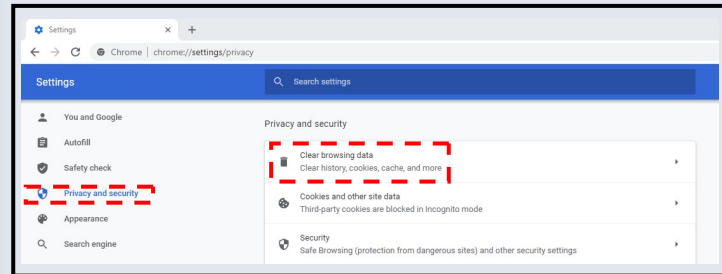
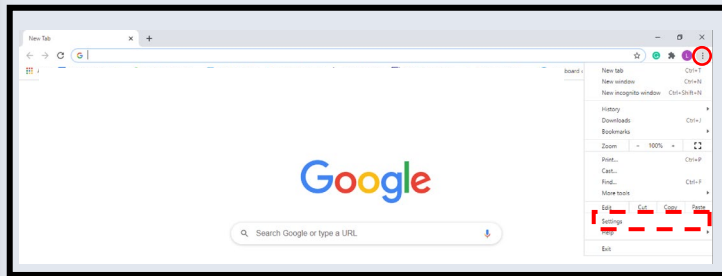
Android | [Click Here to Download](#)

TIP #4 - CLEAR YOUR CACHE.

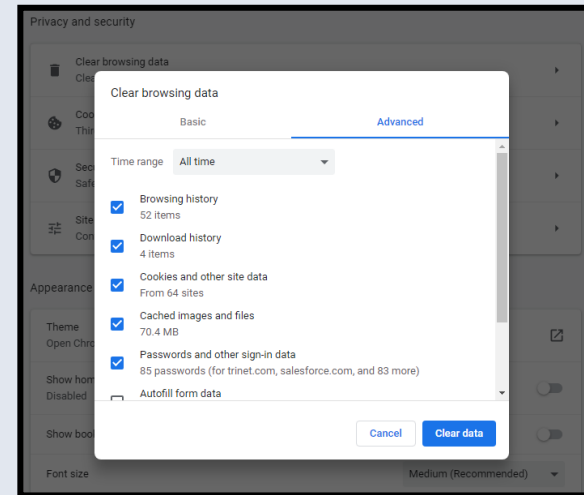
Your browser contains cookies, which may remember data that was previously used to complete the application and old passwords. This may cause errors such as “User not found” or “Incorrect Password” when logging into the Portal.

Clear your cache to delete old data from your web browser.

HOW TO CLEAR YOUR CACHE



1. Go to your web browser settings by click the three dots in the upper right corner, and then go to settings.
2. Go to “Privacy and Security”, and then select “Clear Browsing Data”.



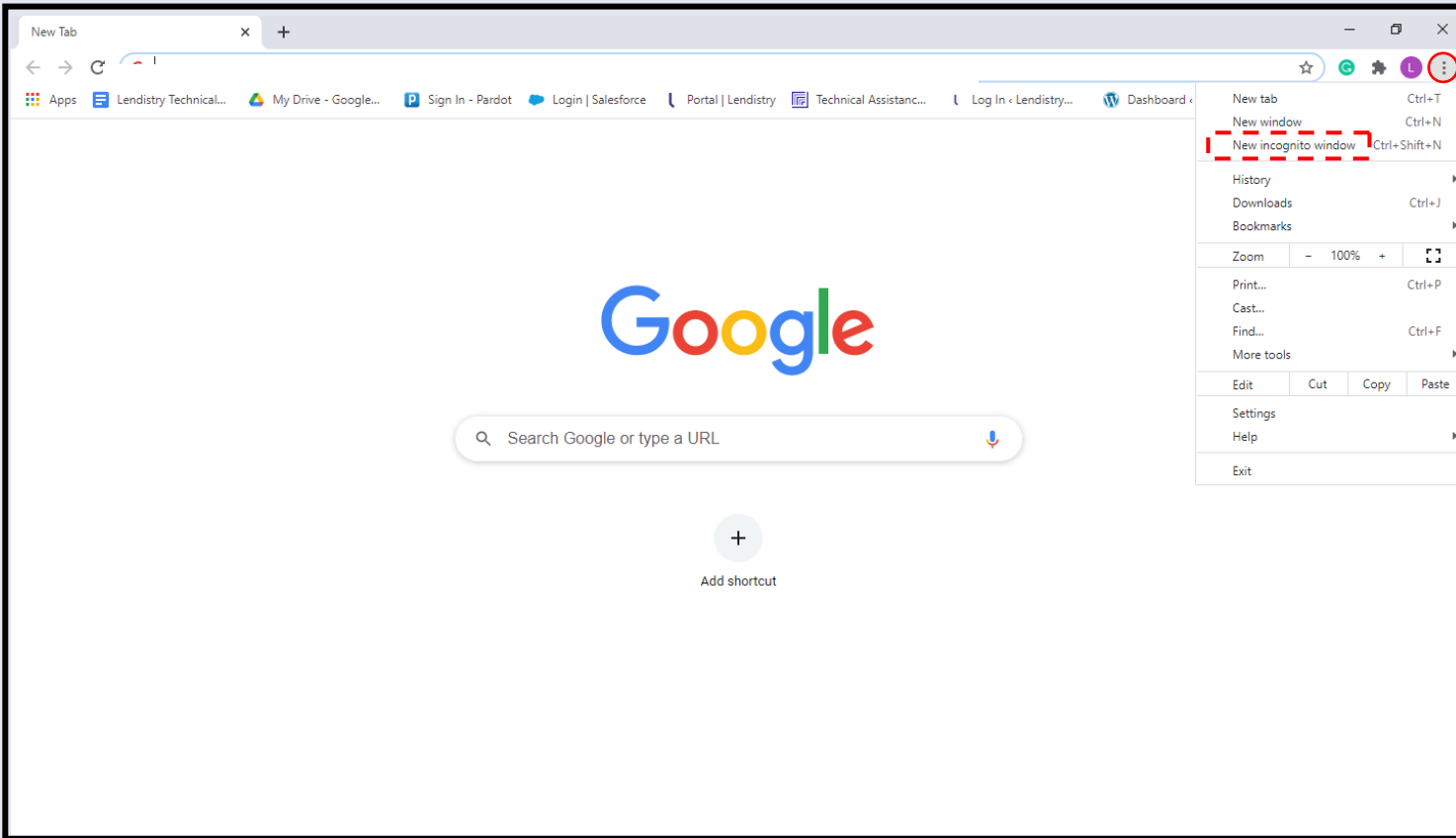
3. Select “Clear Data”.

TIP #5 - USE INCOGNITO MODE.

To prevent your web browser from remembering old data, use Incognito or Private Mode

HOW TO SET YOUR BROWER TO INCOGNITO MODE

Click the three dots in the upper right corner of your web browser, and then select “New incognito mode”. Your browser will open a new window.





THE APPLICATION

WHAT INFORMATION YOU WILL NEED AND HOW TO COMPLETE IT

SECTION 1: GET STARTED WITH YOUR APPLICATION

WHAT INFORMATION IS NEEDED?

- First Name
- Last Name
- E-mail
- Phone Number
- Business Name
- Zip Code of Business

Important Note: Please be sure to use a valid email address in this section. Important updates and further instructions will be sent to the email address that you provide. Refer to **“Tips for Applying”** for a list of invalid email addresses.

SMS/TEXT POLICY

Status updates for your grant application will be available by SMS/Text. To receive updates by SMS/Text, please provide consent after reading the disclosure by checking the box. If you'd like to opt out of this feature, leave the box unchecked.

The screenshot shows the Lendistry website's application form. The header includes the Lendistry logo and a contact number. The form title is "Let's get started with your application (California Small Business Relief Grant Program)". There is a "Collapse All Sections" toggle. The form fields are arranged in two columns: First Name (Marisol), Last Name (Testcase), Email Address (test-careliefgrant@yopmail.com), Confirm Email Address (test-careliefgrant@yopmail.com), Owner cell Phone (123-456-7890), Confirm owner cell Phone (123-456-7890), Business Name (Test Company), and Zip Code of Business (92821). A checkbox labeled "I accept the SMS/Text Policy" is checked. A "CONTINUE" button is at the bottom right.

CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES:

This screenshot shows the same application form as above, but with a modal dialog box open in the center. The modal title is "CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES:". The text inside the modal reads: "I expressly consent to receive marketing and other calls and messages, to landline, wireless or similar devices, including auto-dialed and pre-recorded message calls, and SMS messages (including text messages) from Recipients, at telephone numbers that you have provided. Consent is not a condition of submitting an application. Message and data rates may apply." Below this text, it states "LENDISTRY is a licensed California Financial Lender, License # 60DBO66872". There are "Okay" and "CONTINUE" buttons at the bottom of the modal. The background form is dimmed.

SECTION 2: OWNER DETAILS (AUTHORIZED REPRESENTATIVE)

WHAT INFORMATION IS NEEDED?

- Owner First Name
- Owner Last Name
- Owner E-mail
- Owner Address City, State, Zip Code, and County
- Owner Birthday
- Owner Social Security
- % of Ownership

TERMS AND CONDITIONS

Check the box to acknowledge that you have read and agree to the **Terms and Conditions**. You must agree in order to move forward with your grant application.

Owner Details (Authorized Representative of the Non-Profit)

Owner First Name *	Owner Last Name *
Marisol	Testcase
Owner Email *	Owner Cellphone *
crdemo2@yopmail.com	123-456-7890
Owner Address (Please do not enter PO Box) *	Owner Address 2 (Please do not enter PO Box)
220 Locust Ave	
Owner City *	Owner State *
Anthill	Missouri
Owner Zip *	Owner County *
92821	Adair County
Owner date of birth (mm/dd/yyyy) *	Owner Social Security (SSN) *
12/3/1991	000-00-0001
% of Ownership *	
100	
<input checked="" type="checkbox"/> I accept the Terms and Conditions	
SAVE & AGREE	

TERMS AND CONDITIONS

By checking the box I acknowledge that I have read and agree to the following:

1. [Terms of Use](#)
2. [Additional Authorizations](#)
3. [Privacy Policy](#)

LENDISTRY is a licensed California Financial Lender, License # 60DBO66872

Okay

SECTION 3: BUSINESS INFORMATION

WHAT INFORMATION IS NEEDED?

- Business Name
- DBA (if applicable)
Note: If your business does not have a DBA, type “NONE” in this field.
- Business EIN
- Business Phone Number
- Business Type
- State of Incorporation
- Non-Profit Status
- Confirm that your organization services is one of the top four program priorities.
- Business Address, City, State, Zip Code, and County
- Business Start Date
- Business Website

Note: If your business does not have a website, type “none.com” in this field.

Business information

Business Name *	DBA (Doing Business As)-(Note: If No DBA type NONE) *
Test Company	none
Business EIN (Only digits, cannot contain special character or spaces) *	Business Phone # *
000000001	123-456-7890
Business Type *	State of Incorporation *
Non Profit	California
Please confirm your non-profit status *	Please confirm that your organization services one of the top four priorities *
501c3	Workforce Development
Business Address [Please do not enter PO Box] *	Address 2 [Please do not enter PO Box]
123 Test Street	
City *	State *
Brea	California
County *	Zip *
Orange County	92821
Date Business Established (mm/dd/yyyy) *	Business Website URL - (If no website please type none.com) *
12/3/1991	none.com

SECTION 4: HOW CAN WE HELP YOU?

WHAT INFORMATION IS NEEDED?

- Purpose of Grant
- Amount Requested
Note: The grant amount you can request is based on your annual revenue.
- Will this Grant create new jobs?
- Annual Revenue for 2019 (this should match your tax returns)
- # of Full-Time Employees
- # of Part-Time Employees
- # of Jobs Created
- # of Jobs Retained

HOW TO CHECK ELIGIBILITY FOR GRANT AMOUNT

The form field, **Amount Requested**, is based on your annual revenue.

To check the grant amount you are qualified for, click **“Check Eligibility”** and locate your eligible amount.

You may only request the amount you are eligible for.

The screenshot shows a form with the following fields:

- Purpose of grant * (Dropdown menu with "Payroll" selected)
- Amount Requested * (\$ 15000)
- Check Eligibility (Link)
- Will this grant create new jobs? (Radio buttons: Yes (selected), No)
- \$ Annual Revenue for 2019 (this should match your tax return) *
- # of Full-time Employees (2020) *
- # of Part-time Employees (2020) *
- # of jobs created (2020) *
- # of jobs retained (2020) *

The screenshot shows the "How can we help you" section with a table of Annual Revenue vs. Eligible Amount. The table is highlighted with a red dashed box.

Annual Revenue	Eligible Amount
\$1,000 - \$100,000	\$5,000
\$100,001 - \$1,000,000	\$15,000
\$1,000,001 - \$2,500,000	\$25,000

The "Check Eligibility" link is also visible in the background.

SECTION 5: BUSINESS DEMOGRAPHICS

WHAT INFORMATION IS NEEDED?

- Who is your customer base?
 1. **B2B:** Business to Business
 2. **B2C:** Business to Consumer
- What does your business do? What type of business is it?
- Tell us more.
- NAICS Code
- Women Owned Business?
- Veteran?
- Disabled?
- Race?
- Ethnicity?
- Franchise?
- Rural?

Business demographics

Who is your customer base?
☒ B2B ☐ B2C ☐ Both

What type of business is it? *
Retail Trade

NAICS Code *
000000

Women-Led Business *
YES

Disabled *
NO

Ethnicity *
Not Disclosed

Rural *
NO

What does your business do? *
Sells Products

Tell us more. *
Apparel and accessory

[Click here](#) to find your NAICS code

Veteran *
NO

Race *
Not Disclosed

Franchise *
NO

SECTION 6: DISCLOSURES

INSTRUCTIONS

Once you have completed all fields for the Disclosures, click “Submit” to complete your application.

Disclosures

1) At least 25% of the non-profit's revenues are derived from services in the following categories - food security, housing security, childcare, workforce development.

Please select an answer *

YES

2) During the last 9 months, has the non-profit received any COVID-19 related emergency funding?

Please select an answer *

NO

3) The non-profit was in operations on or before June 1st, 2019.

Please select an answer *

YES

4) The nonprofit serves >51% of clients that identify as low-to-moderate income, based HUD household income guidelines for California.

Please select an answer *

YES

5) What was the gross revenue for the non-profit for April 1st, 2019 - September 30th, 2019?
[Total Income for Quarter 2 and Quarter 3 \(2019\)](#)

Please enter your answer in numeric value *

\$ 0

6) What was the gross revenue for the non-profit for April 1st, 2020 - September 30th, 2020?
[Total Income for Quarter 2 and Quarter 3 \(2020\)](#)

Please enter your answer in numeric value *

\$ 5000

SUBMIT

SECTION 7: CONFIRMATION

INSTRUCTIONS

Note: If you are NOT an Arts & Cultural Nonprofit, please exit out of the application immediately and wait until Round 5 to apply.

At the end of the application, you have two options:

1. Save your application and finish it later
 - If you would like to save and complete your application later, leave the field blank and click **“Save & Continue Later”**.
2. Complete your application and submit
 - If all of the information provided is correct and you would like to complete your application submission, type in “Yes” and click **“Continue”**.

Important Note: You will **not** be able to edit your application once it has been submitted.

If this confirmation message does not appear, please make sure that the pop-up blocker has been disabled on your web browser.

You are submitting an application as an ARTS & CULTURAL NONPROFIT. If this is **incorrect**, please exit out of this application immediately and wait until Round 5 to apply.

If you are an ARTS & CULTURAL NONPROFIT and this application is correct, please continue with the following:

Please confirm that the information provided is correct and you would like to submit your application by typing in **“Yes”** and then clicking **“Continue”**. Please note that once you click **“Continue”**, you will no longer be able to edit your responses. Once you continue with your application submission, you will receive a confirmation message with further instructions.

If you would like to edit or complete your application later, leave the field blank and click **“Save & Continue Later”**. Please check your email for your username and password to the Portal. You will be able to sign in and complete your application there.

Save & Continue Later

Continue

SECTION 8: CONFIRMATION MESSAGE

INSTRUCTIONS

You will receive the following message when your application has been successfully submitted.

You will need to activate your partner's Portal account using the assigned login credentials in order to upload the required documents for your grant application.

Confirmation Message:

Thank you for submitting an application to the California Relief Grant Program as an ARTS & CULTURAL NONPROFIT ORGANIZATION. This Program is funded by the State of California and administered by CalOSBA. (If you are not an ARTS & CULTURAL NONPROFIT ORGANIZATION, please disregard this application and submit a new application under Round 5).

WHAT TO EXPECT NEXT

You will receive a separate email containing a username and password to the Portal. Please use the login credentials to complete all the following steps:

1. Activate and sign into the Portal.
2. Upload all required documents in an acceptable format.
3. Link your bank information so that we can verify your bank statements and set up a direct deposit. (this is only required for applicants who are selected).

Please check your email including Clutter, Junk, and Spam for your username and password from no-reply@mylendistry.com to activate your account and to upload documentation.

SECTION 9: FIND YOUR USERNAME AND PASSWORD

INSTRUCTIONS

1. Please check the email address that you entered in the “let’s get started with your application” section of the grant application for your username and password to our Portal.

If you do not see this email in your inbox, please check you spam and junk folders.

2. Activate your account by clicking “**Click here to log in**”. You will be redirected to the California Relief Grant Program application homepage.

Hi Marisol,

Thank you for applying for the California Relief Grant.

The link below will take you to the portal and the new account created for Test Company.

Please use this link to add additional information or upload requested documentation.

Clicking the button will activate your account.

[Click here to log in](#)

New username and password:

Username: crgdemo@yopmail.com

Password: K@z(VonlOLe

888-612-4370

carelifgrant@lendistry.com

Lendistry CRG Demo V. All Rights

Reserved



UPLOADING DOCUMENTS

HOW TO UPLOAD DOCUMENTS IN THE PORTAL

SECTION 1: CHECK YOUR APPLICATION FOR COMPLETION

INSTRUCTIONS

1. Once logged into the Portal, you will see the status of your application.
 - **INCOMPLETE**
If your application is listed as incomplete, you will need to finish your application before you can begin uploading documents.
 - **PENDING DOCUMENT UPLOAD**
If your application is pending document upload, click “**Upload Documents & Bank Info**” to submit the required documents and link your bank information.

IMPORTANT NOTE: Your status will remain “Pending Document Upload” even after you have uploaded all documents.

Grant Application
#DIR400004932

Incomplete

\$0.00
Grant Amount

Your application is being reviewed.

Edit Application

Grant Application
#DIR40287445

Applied for: CRG NPO

Pending Document Upload
This message will show even if all uploaded items are complete.

\$5,000.00
Grant Amount

Your application is being reviewed.

Upload Documents & Bank Info

THE PORTAL AT-A-GLANCE

Make sure your business type is listed correctly.

1

Your Business type is **Corporation**

Change Business Type: Business Type Corporation

Upload ALL pages of your Federal Tax Returns.

2

IMPORTANT NOTE:

Please upload your complete Federal Tax Return (all pages are required).

3

Please upload each document under the corresponding category listed below.

Application Certification

Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Application Certification	Certification_8522		
Application Certification	Certification_8523		

Browse Files

Note: file size should be less than 15MB.

Government issued ID

☐ N/A

Pending

Most recently filed 2018 or 2019 tax returns

☒ N/A

Not Applicable

Each document will be listed in separate folders. Click the down arrow to expand the folder and upload the corresponding document to the Portal. Once you have uploaded a document to the Portal, it will appear in its designated folder.

After you upload a document, its status will change from PENDING to COMPLETED. If a document is not applicable to your business, check the box labeled N/A.

HOW TO UPLOAD DOCUMENTS TO THE PORTAL

INSTRUCTIONS

1. Select a document type and click the down arrow to expand its folder.

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

2. Click “Browse Files” to locate the document on your device. The file size must be under 15MB. If your file is larger than 15MB, you may split the document and upload multiple files for it.

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

3. After you have selected a file from your device, it will appear in the folder. If your document is password protected, enter the password so that it can be viewed. If no password is required, leave the field blank. Click “Upload Documents” to upload the file to the Portal.

Government issued ID N/A Pending

[Browse Files](#)

Note: file size should be less than 15MB.

New Documents

S.No.	Document Name	Password (if required)	Delete
1	Government-Issued ID.pdf	<input type="password"/>	

[Upload Documents](#)

4. Once the file has been successfully uploaded to the Portal, the status for your document will change from **PENDING** to **COMPLETED**.

Government issued ID Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Government-Issued ID	Government-Issued ID.pdf		
Government-Issued ID	Government-Issued ID.pdf		

[Browse Files](#)

Note: file size should be less than 15MB.



LINKING YOUR BANK INFO

FOR APPROVED APPLICANTS ONLY

SECTION 1: LINK YOUR BANK ACCOUNT

Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements. This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account using the other proceeding methods.

How to Verify Your Bank Account in Lendistry's Portal via Plaid

Grant Application
#DIR13615262

Pending Document Upload

\$10,000.00

Grant Amount

Your application is being reviewed.

Upload Documents & Bank Info

UPLOAD DOCUMENTS

BANK INFO

Step 1

LINK YOUR BANK ACCOUNT

Linking your bank:

- Tells us where we should deposit your grant
- Expedites your grant
- Verifies your information

Link Your Bank

By linking your bank, you authorize use of your account to process your grant.

Step 2

Where Should We Send Your Funds?

Business Account Name *

Bank Name * Street *

City * State *

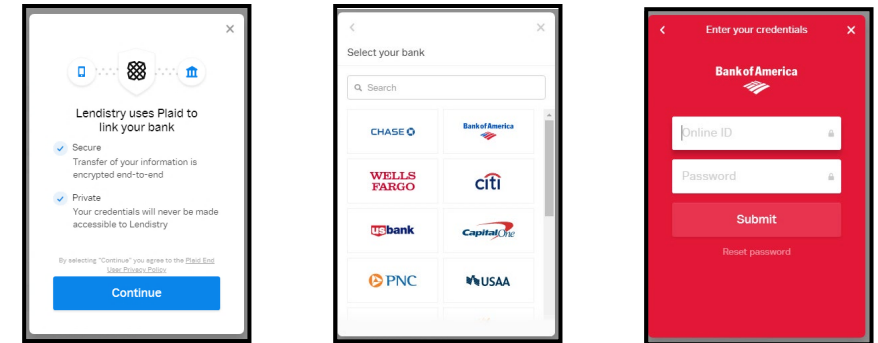
Zip * Routing Number *

STEP 1

STEP 2

STEP 1

- Click on **“Link Your Bank Account”** to open a window for Plaid.
- Continue through Plaid and locate your banking institution.
- Sign into your online banking account and connect it to Lendistry's Portal.



STEP 2

This step must always be completed regardless of the verification method you use.

- Enter your bank information.
- The **“Business Account Name”** field is NOT your account type. This field is your account name, which must be in the name of your business and listed on your bank statements.
- If your business is a sole proprietor, the bank account can be a personal account, but it must match your name.



HOW TO CHECK THE STATUS OF YOUR APPLICATION

WHERE TO FIND YOUR APPLICATION

INSTRUCTIONS

Once logged into the Portal, you will be able to see your grant application.

The Portal will show you the following information:

1. **#DIR (Application Number)**

Example: #DIR400022432

2. **Grant Program You've Applied For**

Example: Applied for California Relief Grant Arts & Cultural Nonprofit Organization (CRG AC NPO)

3. **Status of Your Application**

Example: Awaiting Selection Process

4. **Grant Amount**

Example: \$15,000

The screenshot displays a user interface for a grant application. At the top, the title 'Grant Application' is centered. Below it, four items are listed, each preceded by a yellow circular icon with a number: 1. '#DIR400022432', 2. 'Applied for: CRG AC NPO', 3. 'Awaiting Selection Process', and 4. '\$15,000.00'. The text for item 4 is larger and bolder than the others. Below these items, the label 'Grant Amount' is centered. At the bottom of the interface is a purple-outlined rectangular button with the text 'Upload Documents & Bank Info'.

Grant Application	
1	#DIR400022432
2	Applied for: CRG AC NPO
3	Awaiting Selection Process
4	\$15,000.00
Grant Amount	
Upload Documents & Bank Info	

APPLICATION STATUSES

Grant Application

#DIR400022432

Applied for: CRG AC NPO

Incomplete

\$0.00

Grant Amount

Edit Application

Grant Application

#DIR400022432

Applied for: CRG AC NPO

Awaiting Selection Process

\$15,000.00

Grant Amount

Upload Documents & Bank Info

Grant Application

#DIR400022432

Applied for: CRG AC NPO

Selected, Pending Validations

\$15,000.00

Grant Amount

Upload Documents & Bank Info

Grant Application

#DIR400022432

Applied for: CRG AC NPO

In Closing, Docs Out/Pending for Funding

\$15,000.00

Grant Amount

Upload Documents & Bank Info

Grant Application

#DIR400022432

Applied for: CRG AC NPO

Grant Funded, please allow 3-5 days for funds to appear.

\$15,000.00

Grant Amount

Upload Documents & Bank Info

INCOMPLETE

Indicates that your application was not finished.

You MUST complete your application in order to be considered for selection.

AWAITING SELECTION PROCESS

You have submitted a complete application and are waiting for a selection decision.

Selection Decisions:

1. Selected
2. Not Selected

SELECTED, PENDING VALIDATIONS

Will vary depending on selection decision.

See next page for descriptions of selection decisions.

IN CLOSING, DOCS OUT/PENDING FOR FUNDING

You have been fully validated and have been sent a grantee agreement via DocuSign, which must be signed for funds to be released.

GRANT FUNDED

We have received your signed grantee agreement and your funds have been released.

SELECTION DECISIONS IN THE PORTAL

Grant Application
#DIR400022432
Applied for: CRG AC NPO
Selected, Pending Validations

\$15,000.00
Grant Amount

[Upload Documents & Bank Info](#)

SELECTED, PENDING VALIDATIONS

You have been selected to move forward.

You must be fully validated before you can be approved for funding.

Grant Application
#DIR400022432
Applied for: CRG AC NPO
Your application was not selected.

\$15,000.00
Grant Amount

[Upload Documents & Bank Info](#)

YOUR APPLICATION WAS NOT SELECTED.

You do not meet the program's minimum eligibility requirements and your application has been disqualified.



BEING SELECTED FOR THE GRANT

WHAT TO DO AFTER BEING SELECTED

Eligible applicants that are selected for pre-approval will be notified via email. After being selected, there are additional verification steps that must be completed before an applicant is approved for funding.

After being selected, applicants should do the following:

1. Sign into the Portal and upload all required documents.
2. Link your bank information. This step is necessary to validate your bank statements, prevent fraud, and set up a direct deposit for funding.

Once fully validated and approved for grant funding, you will be sent a grantee agreement via DocuSign. Funding will not be released unless and until the grantee agreement is fully executed.

Once we have received a fully executed grantee agreement, please allow up to 5 business days for funding to be received.

If there are any issues with your documentation or bank verification, a member of the Lendistry Validation Department will contact you via phone, email, and/or text. Please allow up to 7 business days for us to reach out to you to assist you with clearance.