

Musicians and Music Venues Economic Relief Program Guidelines

Houston Mayor Sylvester Turner and City Council approved \$3 million for the Mayor's Office of Cultural Affairs Musicians and Venues Economic Relief Program. Funded through the Federal CARES ACT, the program will provide immediate and short-term assistance to the Houston music sector impacted economically due to COVID-19.

PROGRAM OBJECTIVE

The goal is to be a resource that Houston musicians and for-profit and nonprofit music venues economically impacted by COVID-19 may leverage to sustain their operations during and after the pandemic.

APPLICANT ELIGIBILITY

Applicants for the purposes of this grant *must*:

- Be a venue, which is a Houston-based nonprofit or for-profit organization that derives 51% or more of its gross receipts from ticket sales as opposed to mixed beverage gross sales ticket sales for events that involve the performance of local musicians, **or**
- Be a musician, which is defined as a person who is at least 18 years old and creates music by playing an instrument, including vocals, as a profession in venues. Musicians can be individual performers or a member of an ensemble. Limit one application per musician. Musicians who are focused solely on teaching their craft are not eligible to apply.
- Be located or reside in the City of Houston limits as verified by the [online Council Member mapping tool](#)
- Be in good standing regarding City requirements, e.g. property taxes, personal property, grounds for debarment, etc. and be in good standing with Mid-America Arts Alliance, with no overdue or delinquent reports and/or documentation.

PROGRAM CRITERIA

Applicants must provide documented proof of significantly decreased revenue due to COVID-19 between March 1, 2020 and December 31, 2020.

GRANT AMOUNT AND TERMS OF SUPPORT

- Musicians may submit one application for a one-time nonmatching relief grant amount of up to \$5,000 maximum.
- Venues may submit one application for a one-time nonmatching relief grant amount of up to \$100,000 maximum. Amounts are determined by venue budget size.

Funding awarded through this program must be reflected in the submitted documentation of cancelled events, residencies, or terminated contracts due to the global coronavirus (COVID-19) pandemic crisis that were meant to take place between March 1, 2020 and December 31, 2020.

REVIEW PROCESS AND CRITERIA

The application includes a set of need-based assessment criteria. Each question is scored and staff will review application for eligibility and completeness.

Emphasis will be given to:

- venues and musicians that reside or are located in [Complete Communities](#),
- venues and musicians that have not received other COVID-19 relief, and
- musicians that represent under-resourced populations and communities
 - M-AAA strives to ensure that artists across all genre of music, of every race, gender expression, sexual orientation, disability status, and socioeconomic class have access to this funding. The demographic survey is optional, but these factors are included in the rating scale so we ask that applicants provide as much information as possible.

The applications will then be ranked by objective scores and funding will be applied until funding runs out.

Incomplete applications or applications not meeting all criteria will not be considered for funding. Applicants will not have an opportunity to resubmit missing information. All applicants will be notified of their application status.

PROGRAM TIMELINE

Application available: November 4, 2020

Application deadline: November 25, 2020

Grant Status Notification: the week of December 7, 2020

Payments to be distributed by USPS the week of December 14, 2020

Webinar: November 10 at 10a for venues and 3p for musicians

Office Hour sign ups available Monday through Friday, 11/16 – 11/20 at noon

Staff is also available by email or can set a convenient time to meet by phone or Zoom outside of office hours.

APPEALS PROCESS

Houston CARES funding decision are discretionary and are not subject to appeal. Given the expedited nature of the application and review, M-AAA will not provide comments on draft materials or feedback for funded or declined applications.

CONTRACTING AND PAYMENT

Notification will be sent to all applicants by email the week of December 7, 2020. Recipients will be sent a Grant Agreement for digital signature. The full grant amount will be sent by USPS within 5-10 business days of receiving the signed grant agreement.

M-AAA POLICIES AND PROCEDURES

Grant recipients must comply with the Federal policies and legal requirements, statutes, and regulations as stated in [M-AAA's Assurance of Compliance](#). Grant recipients are required to make accommodations for constituents with disabilities upon request.

Grant recipients must compensate all professional performers and related or supporting professional personnel at no less than the prevailing minimum rate of compensation.

Grant awards are considered income. Grant recipients are responsible for all tax obligations under federal, state and local laws.

RECORD KEEPING

M-AAA, the Mayor's Office of Cultural Affairs, or any duly authorized representatives, shall have access to any books, documents, papers, and records maintained to account for funds expended under the terms and conditions of this grant for the purpose of making audit, examination, excerpts and transcripts. All related financial records must be maintained by the Grantee for three years following completion of the grant period.

HOW TO APPLY

Applicants must submit an online application through M-AAA's application portal by 5 p.m. on Wednesday, November 25.

Musicians apply here: <https://www.tfaforms.com/4863362>

Use the following checklists to prepare your responses. Data entered into the online form can be saved for editing later.

Musician Application Checklist – Fields at a Glance

I. MUSICIAN PROFILE

- Legal Name
- Street Address, City, State, Zip Code
- Phone #
- Email Address (optional)
- Website
- Social Media Profiles: Facebook, Twitter, Instagram, TikTok
- Public Name or Stage Name
- Artist Statement or brief description of your career in music
- Promotional Photo

- URL to Recording(s) - limit 3
- Social Security Number
- Demographic Survey (checkboxes, check as many as applicable)
 - Gender
 - Age
 - Race / Ethnicity
 - Education
 - Other Identifiers

MUSICIAN PROFILE: REQUIRED DOCUMENTS (upload)

- W9 Form
- Proof of Residency
- Proof of Age (an official state-issued identification card, passport, military ID or birth certificate.)
- Proof of Most Recent Tax Filing

II. APPLICATION QUESTIONS

1. Do you reside in a Complete Community: yes/no

If yes: In which Complete Community do you reside?

Select the Complete Community in which the Venue is located:

- Acres Home
- Alief-Westwood
- Fort Bend Houston
- Gulfton
- Kashmere Gardens
- Magnolia Park-Manchester
- Near Northside
- Second Ward
- Sunnyside
- Third Ward

2. How many people are in your household? Drop down menu

In 2020, do you expect your household income to be equal to or less than \$
 autopopulated field based on number of people in household: yes/no

3. Which genre of music do you primarily perform?

(e.g. pop, funk, Tejano, classical, techno, country, rock, jazz, folk, rhythm and blues, etc.)

4. In 2019, how often did you perform? (select one)

Daily

1-2 times a week

3-5 times a week

A few times a month

5. In 2019, what percentage of your annual income was derived from the music industry?
(select one)

- Less than 10%
- 10-30%
- 30-50%
- 50-70%
- 70-90%
- 100%

COVID-19 IMPACT & RESPONSE

6. Which of the following have you done as a result of COVID-19 from March 1, 2020 – December 31, 2020 due to COVID-19? (select all that apply)

- Live streamed performance independently.
- Live streamed performance on a platform hosted by a venue.
- Performed in non-traditional venues or spaces.
- None of the above.

7. What is your estimated percentage of income loss from March 1, 2020 – December 31, 2020 due to COVID-19? (select one)

- Decreased by less than 20%
- Decreased between 20% and 49%
- Decreased between 50% and 75%
- Decreased between 75% or more
- Remained the same
- Increased

8. What is your total estimated lost income amount due to COVID-19 from March 1, 2020 – December 31, 2020?

9. Upload contracts or other documentation of events you were originally scheduled to perform from March 1, 2020 – December 31, 2020 that were cancelled due to COVID-19. (upload document, limit 15)

- Include the musician name in the title of each document uploaded.
- These documents can include emails, contracts, invoices, notification of cancellation, text message screen shots, and/or contributed income year over year comparisons.

10. What is the total dollar amount of all uploaded documents in #9?

11. What dollar amount are you requesting? (maximum: \$5,000)

III. FEDERAL COVID-19 RELIEF SUPPORT

NOTE: If the musician received federal relief from the National Endowment for the Arts, another federal agency, your State Arts Agency, another state agency, or the Small Business Administration in either a PPP (Paycheck Protection Program Loan) or EIDL (Economic Injury Disaster Loan), you may not use this grant for the same purpose(s) during the same period of time.

12. Were you eligible to apply for a Paycheck Protection Program Grant or the Economic Injury Disaster Loan (EIDL). (yes/no)

If yes, Select all for which you applied.

Select all statements that apply to you.

I received / did not receive PPP / EIDL.

13. Select all for which you applied:

IDEA Relief Fund Grant

Greater Houston Area Relief Fund Stipend

National Artists Relief Fund Grant

Other Relief Grant for creative professionals (i.e., Actors Fund, Musicians, Fund, etc.)

If yes, Select all statements that apply to you

I received / did not receive IDEA Relief Fund Grant

I received / did not receive Greater Houston Area Relief Fund Stipend

I received / did not receive National Artists Relief Fund Grant

I received / did not receive Other Grant Relief

If yes to other Grant Relief: what organization offered the other Relief Funding you received?

14. Select all statements that apply to you.

I am currently receiving TANF.

I am currently receiving SNAP.

I am currently receiving WIC.

I am currently receiving Unemployment Benefits

None of the above.