

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 in Houston. 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.

Venues apply here: <https://www.tfaforms.com/4863025>

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

Venue Application Checklist – Fields at a Glance

I. VENUE PROFILE

- Venue Legal Name
- Street Address, City, State, Zip Code
- Venue Phone #
- Venue Email Address (optional)
- Venue Website
- Social Media Profiles: Facebook, Twitter, Instagram, TikTok
- Promotional Photo
- Venue Legal Status (Drop down: Nonprofit, Profit)
- EIN
- DUN (optional)

- Authorizing Official Information: name, email, phone
- Primary Grant Contact Person Information: name, email, phone

VENUE PROFILE: REQUIRED DOCUMENTS (upload)

- Venue Corporate Formation Documents (upload limit 3)
- W9 Form
- Venue Music Profit and Loss Statement of Income and Expenses for Second and Third Quarter of 2020
- Proof of Residency

II. APPLICATION QUESTIONS

1. Is the Venue located in a Complete Community?: yes/no

If yes:

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. What is the Primary Music Genre Performed at the Venue?

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

3. In 2019, the Venue employed or contracted with how many of the following?

Local full-time staff (drop down list)

Local part-time staff (drop down list)

Local musicians (drop down list)

4. Did the Venue charge for entry Pre-COVID-19? (yes/no)

If yes:

Select all that are applicable:

- The Venue charged a cover at the door when musicians are playing.
- The Venue sold tickets for admission to music events.

5. What was the Venue's Average Operating Budget for 2019 and 2020? (drop down list)

6. Venue Accessibility – yes/no to the following:

- The Venue provides translation services for events, performances, and exhibitions (e.g., bilingual, sign language, braille, and other auditory or visual services).
- The Venue provides sensory adjusted options for events and performances.
- The Venue has ground-level entry, ramped access, and/or elevators.
- The Venue has a wheelchair-accessible toilet stall, including a 60" diameter or T-turn clear floor space, free of the door swing.
- The Venue has accessible emergency exits and audio/visual emergency alarms.

COVID-19 IMPACT & RESPONSE

7. Which of the following has the Venue done as a result of COVID-19 from March 1, 2020 – December 31, 2020? (check boxes, select all that apply)

- Laid off staff
- Furloughed staff
- Retained staff
- None of the above

If “Laid off staff” is selected:

What percentage of staff were laid off? (check boxes, select all that apply)

- Layoff 1-9% of staff
- Layoff 10-49% of staff
- Layoff 50-99%
- Layoff 100%

If “Furloughed staff” is selected:

What percentage of staff were furloughed? (check boxes, select all that apply)

- Furlough 1-9% of staff
- Furlough 10-49% of staff
- Furlough 50-99%
- Furlough 100%

If “Retained staff” is selected:

How did the Venue manage to retain staff? (check boxes, select all that apply)

- Hiring Freeze (not filling vacant positions)
- Retained 100% of staff
- Reduced all salaries
- Reduced leadership team salaries
- None of the above

8. What is the Venue’s estimated percentage of lost income from March 1, 2020 – December 31, 2020 due to COVID-19? (check list)

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

9. What is the Venue's total estimated dollar amount of lost income from March 1, 2020 – December 31, 2020 due to COVID-19?

10. Upload contracts or other documentation of events originally scheduled to take place at the Venue from March 1, 2020 – December 31, 2020 that were cancelled due to COVID-19. (upload limit 15 documents)

Include the venue 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.

11. How many local artists were directly affected by the cancellation of the events in all uploaded documents provided in #10?

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

13. What dollar amount is the Venue requesting? (maximum: \$100,000)

III. FEDERAL COVID-19 RELIEF SUPPORT

NOTE: If the venue 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.

14. Was the Venue eligible to apply for a Paycheck Protection Program (PPP) loan 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.

15. Select all statements that apply to the Venue.

- The Venue applied and received other CARES Act funds.
- The Venue applied and did not receive other CARES Act funds.
- The Venue was not eligible to apply for other CARES Act Funds.
- The Venue did not apply for other CARES Act Funds.

16. As of November 2020, is the Venue currently open?

Yes, the venue is open to the public at full capacity.

Yes, the venue is open to the public, but with restrictions due to COVID-19.

No, the venue is not open to the public, but it offers virtual programming.

Does the venue charge a fee for the virtual programming?

Yes, always.

Yes, sometimes.

No. It is available for free.

Other

Other? Please tell us more. (limit 200 words).