



American Rescue Plan Act (ARPA) Cultural Organization Grants Application





APPLICATION DUE DATE: TUESDAY, MARCH 19 AT 5:00PM

INTRODUCTION AND BACKGROUND

The City of Worcester received approximately \$146 million from the federal government, through the U.S Treasury, as a result of the American Rescue Plan Act (ARPA). This direct allocation is part of the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program. The goal of the SLFRF program is to ensure that state, local and Tribal governments have the resources needed to fight the pandemic, strengthen and sustain economic recovery, maintain vital public services, and make investments that support long-term growth, opportunity, and equity. The funding is intended to address local needs within these four eligible categories:

- Replacing Lost Public Sector Revenue
- Addressing Public Health and Economic Impacts
- Providing Premium Pay to Essential Workers
- Improving Water, Sewer and Broadband Infrastructure

This application is for activities and programs that meet the eligible ARPA category of **“Addressing Public Health and Economic Impacts.”**

PROGRAM PURPOSE

The following eligibility description is taken from the U.S. Treasury’s Overview of the Final Rule:

Assistance to Nonprofits

Nonprofits have faced significant challenges due to the pandemic’s increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees. Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of “nonprofit”—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

Loans or grants to mitigate financial hardship

Impacted Nonprofits

The City of Worcester can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example:

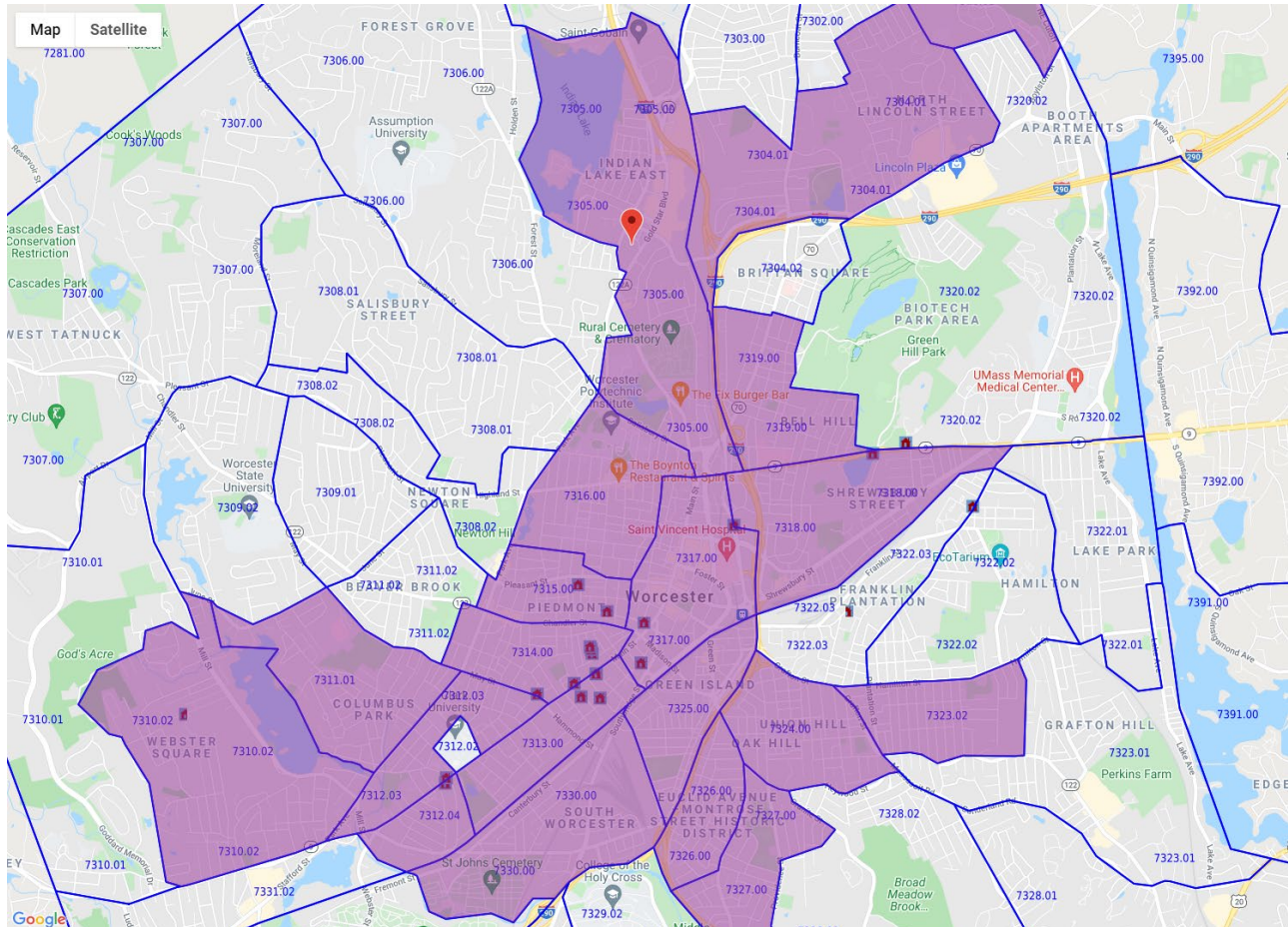
- Decreased revenue (e.g., from donations and fees)
- Financial insecurity
- Increased costs (e.g., uncompensated increases in service need)
- Capacity to weather financial hardship
- Challenges covering payroll, rent or mortgage, and other operating costs



Disproportionately Impacted Nonprofits

Treasury presumes that nonprofits operating in a **Qualified Census Tract** have been disproportionately impacted by the pandemic.

The below map is a depiction of the QCTs in the City of Worcester:



An interactive map can be accessed here: https://www.huduser.gov/portal/sadda/sadda_qct.html

- To determine your census tract, once the map is opened, please:
 - In the search bar at the top of the page, enter “Worcester, MA”.
 - Below “Map Options” on the left side of the screen, select:
 - Color QCT Qualified Tracts (Zoom 7+)
 - Show Tracts Outline (Zoom 11+)
 - Zoom in to determine your appropriate Census Tract number (ex. 7325.00, 7317.00, etc.)



ELIGIBLE ORGANIZATIONS

Eligible organizations for this program are the following:

- Must be a 501(c)3 non-profit (or a Massachusetts non-profit corporation that utilizes a 501(c)3 fiscal sponsor*)
- Must be established prior to March 1, 2020 and still in operations.
- Must be based in the City of Worcester.
- Must be an arts and/or cultural organization, defined as:
 - Arts, culture, creative expression, or closely related purpose must be part of the organization's mission.
 - Must provide public programming and/or opportunities for the public to experience creative expression.

* A fiscal sponsor is a nonprofit organization that provides fiduciary oversight, financial management, and other administrative services to help build the capacity of charitable projects. (National Council of Non-profits). Applicants utilizing a fiscal sponsor, but provide the contractual agreement between the two parties as a supplement to the application.

FUNDING AMOUNT

The City of Worcester has allocated a total budget of \$2,950,000 for this program.

Each eligible organization is expected to receive funding.

Funding amounts will be determined based on the number of eligible applications received and the total funding available. All grants are expected to be less than \$100,000 and at least \$5,000. Funding amounts will be tiered based on prioritization and the following factors:

- Negative financial impact of the pandemic.
- Prior funding from pandemic relief programs from local, state, or federal sources. If an organization has previously received pandemic relief funding, they can still receive funding. However, the City of Worcester seeks to prioritize organizations that have been excluded from prior funding opportunities.
- Disproportionately impacted communities:
 - Organizations located in a Qualified Census Tract
 - Organizations led by, or organizations that primarily serve, disproportionately impacted populations of race/ethnicity
 - Organizations led by, or organizations that primarily serve, low-income families.
- Organizations that provide employment opportunities create added economic benefit to the community, which will be considered.
- Costs related to operating a physical space. Organizations that operate a physical space incur costs related to that space and provide neighborhood stabilization through their occupancy.

USE OF FUNDS

City Hall, 455 Main Street | Worcester, MA 01608 | P: 508-799-1400 | F: 508-799-1406 | worcesterma.gov/arpa

*For additional information, please contact
arpa@worcesterma.gov*



This program provides grant assistance to nonprofits that experienced negative economic impacts of the pandemic. The use of grant proceeds is for general operating expenses of the organization. General operating expenses, include, but are not necessarily limited to: salaries/wages, rent/mortgage, utilities, insurance, supplies, marketing/advertising, and program delivery costs.

APPLICANT REGISTRATION REQUIREMENTS

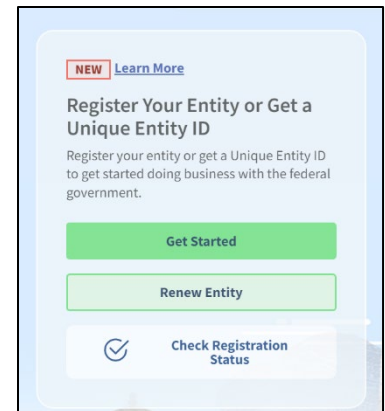
All entity recipients of federal funds must be in conformance with the rules and regulations codified in 2 CFR 200. As stipulated by 2 CFR 200.332 (a) (i) and (ii), sub-recipient organizations (i.e. sub-grantee non-profits, businesses, contractors, etc.) that receive funding through this program will need to have a Unique Entity Identifier (UEI) issued through the federal System for Award Management (SAM.gov).

VENDOR AND SAM.GOV REGISTRATION

In order to begin registration, please visit [SAM.gov | Home](https://sam.gov). Once there, on the right-hand side, you will see a window for registering your entity or to get a Unique Entity Identifier (UEI Number).

Once you click on the 'Get Started' tab, the website will walk you through the steps for completing the process.

For technical assistance obtaining a UEI Number, please reach out to arpa@worcesterma.gov



POST-AWARD GRANT ADMINISTRATION AND REPORTING REQUIREMENTS

GRANT AGREEMENTS

All applicants that are ultimately chosen to receive ARPA funding awards through this program must enter into a grant agreement/contract with the City of Worcester for use of said funds. The grant agreement will contain requirements and expectations regarding federal and state regulations, citations, and provisions for grant compliance.

SCHEDULE FOR USE OF FUNDING

The City of Worcester must have all ARPA related funds **contractually obligated by December 31, 2024**, and fully **expended by December 31, 2026**.



EVALUATION AND SELECTION PROCESS

All applications will be evaluated based on the program eligibility and prioritization of funding amounts by the City administration and the ARPA Ad Hoc Committee for the Creative Economy using set scoring rubrics. The Ad Hoc Committee will recommend awardees for final determination by the City Manager.

ADDITIONAL ARPA PROGRAM INFORMATION AND GUIDANCE

For additional information regarding definitions, eligibility considerations, and more, applicants are encouraged to consult the U.S. Treasury's Final Rule or Overview, which are available at the City of Worcester's website at the below link under "Resources": <http://www.worcesterma.gov/arpa>.

KEY DISCLOSURES AND NOTICES

- The application documents contained herein do not commit City of Worcester make an award, execute a contract, or pay for costs incurred in the preparation of said application, or to procure or contract in connection therewith. The City of Worcester reserves the right to accept or reject any or all applications received through this program, or cancel in part or in its entirety.
- The City may seek to obtain further information from any and all applicants as reasonably necessary and potentially waive any defects to form or content of any applications.
- The City of Worcester, and thus any sub-recipients awarded ARPA funding through an executed contract as a result of a program, project or service stemming from this application process, are generally subject to the requirements of the Code of Federal Regulations, Chapter 2 Part 200 (2 CFR Part 200), except when certain exemptions are enumerated in the U.S. Treasury's Final Rule.
 - Pursuant to 2 CFR 180, prior to making any awards and contracts for ARPA funded programs or services, the City of Worcester will conduct **suspension and debarment check** to ensure any sub-awards and contracts are not executed parties that have been debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.
- False statement or misrepresentations in application documents, or subsequent award contract documents, may automatically disqualify applicants and/or result in immediate repayment of federal funds to the City of Worcester.
- Upon submittal to the City of Worcester, all application documents become Public Record and property of the City of Worcester.



APPLICATION FORM

Section 1: Organization Information			
Legal Name of Organization [Redacted]		Unique Entity Identifier # [Redacted]	
Mailing Address [Redacted]	City [Redacted]	State [Redacted]	Zip [Redacted]
Physical Address [Redacted]	City [Redacted]	State [Redacted]	Zip [Redacted]
Name & Title of Contact Person: [Redacted]			
Email Address of Contact Person: [Redacted]		Phone Number of Contact Person: [Redacted]	
Mailing Address of Contact Person (if different from above) [Redacted]			
Year Organization Established [Redacted]		Website Address: [Redacted]	
Organization's Mission Statement: [Redacted]			
Please describe the organization's programming or offerings related to arts, culture, creative expression, etc. (not to exceed 1,500 characters): [Redacted]			



Section 2: Negative Impacts of the Pandemic	
2019 Revenues: <input type="text"/>	2022 Revenues: <input type="text"/>
2019 Number of Full-time Employees: <input type="text"/>	2022 Number of Full-time Employees: <input type="text"/>
2019 Number of Part-time Employees: <input type="text"/>	2022 Number of Part-time Employees: <input type="text"/>
<p>Please provide a description of the negative impacts of the pandemic experienced by your organization. Qualitative and quantitative descriptions are encouraged (not to exceed 1,500 characters).</p> <input type="text"/>	

Section 3: Disproportionately Impacted Communities
<p>Is your organization located in a Qualified Census Tract? Yes/No <input type="text"/></p>
<p>Is your organization primarily led by members of disproportionately impacted communities (race, ethnicity, low-income)? If yes, please describe. <input type="text"/></p>
<p>Does your organization primarily serve members of disproportionately impacted communities (race, ethnicity, low-income)? If yes, please describe and provide any relevant data if available. <input type="text"/></p>



Section 4: Previous Pandemic Relief Funding	
Please indicate if your organization received assistance through any of the following programs and the dollar amount:	
SBA Paycheck Protection Program Yes/No: <input type="checkbox"/>	Amount: \$ <input type="text"/> Were the funds forgiven (yes/no): <input type="checkbox"/>
SBA Economic Injury Disaster Loan Yes/No: <input type="checkbox"/>	Amount: \$ <input type="text"/> Were the funds forgiven (yes/no): <input type="checkbox"/>
SBA Shuttered Venue Operator Grant Yes/No: <input type="checkbox"/>	Amount: \$ <input type="text"/>
Mass Cultural Council, Cultural Sector Recovery Grant (2022-2023) Yes/No: <input type="checkbox"/>	Amount: \$ <input type="text"/>
Mass Cultural Council, Cultural Organization Economic Recovery Grant (2021) Yes/No: <input type="checkbox"/>	Amount: \$ <input type="text"/>
City of Worcester, American Rescue Plan Act (ARPA) Yes/No: <input type="checkbox"/>	Program Name: <input type="text"/> Amount: \$ <input type="text"/>
Other Government Funding Yes/No: <input type="checkbox"/>	Funding Source / Program: <input type="text"/> Amount: \$ <input type="text"/>

SUPPLEMENTAL ATTACHMENTS

The following documents must be provided with your application form:

- Federal Tax Return for **2019**
- Federal Tax Return for **2022**
- List of Board of Directors
- W-9 Form

Note: in the case that an organization was established shortly before the onset of the COVID-19 pandemic, then Federal Tax Returns for 2020 in lieu of 2019 may be provided.

For applicants that have a **fiscal sponsor**, a copy of the contractual agreement between the two parties must be provided.



SUBMISSION INSTRUCTIONS

Applications can be emailed electronically to ARPA@worcesterma.gov or physical submissions can be dropped off to Room 404 at City Hall, 455 Main Street, Worcester, MA 01608.

Applications are due on Tuesday, March 19, 2024 at 5:00PM

The City of Worcester will host a technical assistance workshop on Wednesday, February 21, 2024 at 3:00pm at the Worcester Public Library in the Saxe Room.

Virtual Participation is also available through Microsoft Teams:

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 271 018 425 395
Passcode: gMcQew

[Join on the web](#)

Or call in (audio only)

[+1 469-998-7682,655725784#](tel:+14699987682655725784) United States, Dallas
Phone Conference ID: 655 725 784#

STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct.
2. On submission of this application, the organization agrees to abide by the applicable Federal regulations, program as well as the City's locally established policies and guidelines.
3. That proof of insurance naming the City, its employees and agents as additional insured will be submitted to the city prior to execution of the contract.
4. Applicant shall provide written signatory authority from the organization's governing body indicating who has authority to execute contracts and amendments on its behalf, prior to execution of the contract.
5. Applicant agrees to abide by the City of Worcester's Conflict of Interest policy. Items of concern would include



City staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest. Applicants are advised to consult the City of Worcester if a potential conflict may exist.

6. If submitted electronically, applicant agrees that the electronic signature below is satisfactory for its intended purpose.

By signature below, the Applicant acknowledges the above on this _____ day of _____, 2024.

Name:

Title: