Revised 12/22/2020

**Live Entertainment Venue Grant Program**

**Program Size - $100,000 (grants of up to $25,000 per venue)**

**Program Overview**

The local live entertainment scene in Saint Paul is a vital component of our economic and cultural vitality. This program will provide much needed support to venues that experienced business interruption due to COVID-19 related business closures or were otherwise affected by decreased customer demand as a result of the COVID-19 public health emergency. While non-profit theaters and stages have had some support from arts funders, including Cultural STAR, for-profit venues have had little opportunity for grant funding to offset their steep and oftentimes total loss of income due to the COVID-19 public health emergency.

**COVID Impact and Goals**

Local live entertainment venues have experienced significant business interruption due to COVID-19 related business closures. The primary driver of their customer base – live performances – have been almost totally stopped. The program goal is to keep businesses that promote live entertainment afloat throughout the COVID-19 public health emergency.

**Grant Structure**

One-time grants of up to $25,000 for qualified live entertainment venues to reimburse the costs of business interruption due to COVID-19 related business closures and/or decreased customer demand as a result of the COVID-19 public health emergency.  Size of the grant will be based on demonstrated lost income, amount of eligible expenses, and the overall amount of eligible applications received.

Saint Paul is making these grants available in connection with a qualified disaster declaration in response to the COVID-19 public health emergency. As a disaster relief program, the grant applications will not ask about immigration or documentation status and eligibility determinations will not be made based on immigration or documentation status.

If you have questions regarding the application or guidelines, or want help applying please call (651) 266-6565.

**Eligibility Criteria**

To be eligible for this grant, businesses must:

1. Be a for-profit business, with a venue located within Saint Paul city limits with a maximum fire capacity of 3,000 or less, and open to the General Public.
2. Be currently operating or able to open for operation if circumstances allowed (i.e. still control the physical space).
3. Have opened prior to December 1, 2019.
4. Possess a license with the City of Saint Paul for one of the following: Entertainment (A) or (B) licenses, Theater and Movie Theater licenses, and Liquor On-Sale - Theater licenses. [Please see Definitions section below for more detail on these licenses.] For a business with an Entertainment (A) or (B) License the following additional criteria will apply:
	1. Pre-COVID, live entertainment was presented by performers an average of three times per week. Frequency of events will be measured based on 2019 calendar of events or comparable pre-COVID consecutive period if not open for all of 2019. Live entertainment is performed by individuals in front of an audience, and examples include live music, theater, cabaret, spoken word, dance, drag, and circus performance. Karaoke and other forms of performance by audience members does not count as live entertainment for purposes of this program.
	2. The venue has and can show evidence that they have permanent entertainment infrastructure in place that includes at least two of the following: a raised stage; a professional sound system; and/or lighting for performances.
5. Have experienced business interruption due to COVID-19 related business closures or were affected by decreased customer demand as a result of the COVID-19 public health emergency, resulting in a loss of revenue for the business.
6. Detail how the business operations have been impacted by the COVID -19 public health emergency.
7. Detail how the business would plan to use a $25,000 grant to pay for eligible costs.
8. Indicate if the business received a $7,500 grant from the Saint Paul Bridge Fund for Small Businesses and detail any amounts of CARES Act funding that has previously been received by the business, including Ramsey County’s Small Business Relief Fund. The business will also be required to attest that they HAVE NOT utilized any of the above funding to cover the same expenditures identified for the use of this venue support grant.
9. Not have received a grant from the City of Saint Paul’s Live Music Venue and Movie Theatre Support Grant Program.

Eligible Uses of Grant Funds:

Grant funds may be used to pay for the following eligible expenses incurred between March 1 and November 30, 2020:

* rent or mortgage payments
* limited utilities (gas, electricity, telephone, business internet/cable, recycling, and security systems) already paid
* payroll
* earned sick and safe time relief to employees
* other eligible operating expenses (including insurance, marketing, supplies, inventory, security, maintenance, and cleaning)

Note:

* In no case will grant award exceed the amount of eligible expenses or demonstrated loss of revenue.
* Grant funds may not be used for expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
* If an organization has received federal CARES Act funding (Ramsey County Small Business Relief, Saint Paul Bridge Fund, SBA Payroll Protection Plan, SBA Economic Injury Disaster Loan, Minnesota Department of Employment and Economic Development Small Business Relief Grant Program, this C-Star round), they cannot use different funds to cover the same eligible expenses. For example, if an SBA PPP loan covered payroll in March and April, the organization’s eligible payroll expenses would be May through September.
* Grant funds may not be used to cover damages and/or expenses covered by insurance.
* Grant funds may not be used to meet tax obligations.
* Grant funds may not be used for unpaid utility fees.
* Grant funds may not be used for capital improvement projects.

**Application Process**

Saint Paul will accept applications December 22 through January 8, 2021 at 5:00 p.m.

All applications meeting the eligibility criteria that are received by January 8, 2021 will receive a grant of up to $25,000 based on demonstrated lost revenue, eligible expenses, the overall amount of eligible applications received, and the amount of program funding available.

**To apply:**

Request an application by visiting [stpaul.gov/covid19-live](http://stpaul.gov/covid19-live).

Application requirements will involve providing:

* Evidence of Eligibility Criteria
* Basic details about the business.
* A narrative description and calculation of negative impacts on the business, and associated costs, due to business interruptions and/or decreased customer demand caused by the COVID-19 public health emergency.
* Information on current operations.
* Information to determine eligible criteria, including physical space and financial impacts.
* Information on the intended use of the grant funds.
* A narrative description of the current plans for operating under conditions caused by the COVID-19 public health emergency.

A committee of City staff will review applications and make eligibility determinations. Staff may request additional information or documentation when processing applications.  The City’s Director of the Planning and Economic Development Department, or designee, will oversee and sign off on eligibility determinations.

**Funding Process**

If application is approved, businesses will be notified within ten business days and subsequently provided an electronic grant agreement for signature.

Upon full execution of the signed grant agreement to the City, payment will be made in approximately ten business days and a check for the grant awarded will be mailed to the address listed on submitted W-9.

Origination, application, and any other applicable fees will be waived.

Businesses receiving funds must attest to the fact that they HAVE NOT utilized any of the grant award to cover the same expenditures already covered by another federal program (e.g. other CARES Act funding) or Saint Paul Bridge Fund for Small Businesses grant, and agree to document and report specific uses of the funds, as well as the economic impact of the grant program, including, but not limited to, employees retained or rehired, and sales.

**Definitions**

For the purposes of this program, any references to these terms shall have the following meaning:

*All required licenses will be determined by the Saint Paul Department of Safety and Inspection (DSI), as follows:*

*“Entertainment (A) License”* – Amplified or non-amplified music and/or singing by performers without limitation as to number, and group singing participated in by patrons of the establishment. (Includes karaoke)

*“Entertainment (B) License”* – All activities allowed in Class A, plus dancing by patrons to live, taped, or electronically produced music, and which may also permit volleyball and broomball participated in by patrons or guests of the licensed establishment plus stage shows, theater, and contests.

*“Theater and Movie Theater License”* – Theatre licensed to present motion pictures before a live audience.

 *“Liquor On-Sale - Theater License”* – Theatre licensed for the sale of liquor by the glass for consumption on the premises where sold.

**Follow-Up and Additional Resources**
For businesses needing additional resources such as technical assistance, larger working capital loans, or others, staff will provide ongoing assistance to businesses of all sizes and types, working with partners and other levels of government to access resources as they become available, such as SBA and State of Minnesota DEED loans.

City Staff will conduct check-ins with grant recipients, at times determined by the City, to monitor and/or audit the used of grant funds, to learn the effect of the grant and business outcomes and whether they match the program’s desired outcomes of business and/or job retention.

Note: Applicants may be required to provide receipts for eligible expenses and ultimate grant recipients will be required to retain documentation of expenses reimbursed with grant funds.