

# Application for Live Entertainment Venue Grant Program

**INSTRUCTIONS:** To ensure your application is reviewed in a timely manner, please fill it out entirely, and submit all required attachments that support claims made in your application by **p.m. K** . . . žSee page three for the the list of required attachments. Please provide the phone number where you can be reached during the day and the email address you use most often. If a question does not apply to your business, fill in the text box with N/A. This way the reviewers will know that you did not miss or skip a question. To enter text, put the cursor in the blue text box, a *Tool Tip* will appear in a yellow box. This information should help guide you as to what information to provide and in what format.

To fill in the *Yes or No* check boxes, click inside the blue square. A check mark will populate in this box. You may answer only *yes* or *no* to questions that require a *yes* or *no* answer. If you decide to change a *yes* or *no* answer, you can do so by unclicking the box. In the larger text fields, you can write detailed explanations. Thank you for taking the time to complete the application.

**If you have questions on the application, please contact Vilma Quito at vilma.quito@ci.stpaul.mn.us.**

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1. Date of Application:
2. Name of Business:
3. Address of Business (venue location):
4. Did you receive a grant from the *City of Saint Paul's Live Music Venue and Movie Theatre Support Grant Program*? Yes or No
  - a. **If you answered Yes, your business is not eligible for this grant.**
5. Is your business for-profit, with a live entertainment venue or movie theater located within Saint Paul city limits with a maximum fire capacity of 3,000 or less, and open to the General Public? Yes or No
  - a. **If you answered No, your business is not eligible for this grant.**
6. Organization Name (if different than business name):
7. Organization Address/City/State/ZIP (if different than venue location):
8. Contact Person Information (name, email, phone #):
9. Which license do you possess from the City of SaintPaul? Entertainment (A) license , Entertainment (B) license , Theater and Movie Theater license ,, or Liquor On-SaleTheater license
10. Was your business open on or before December 1,2019? Yes or No
  - a. **If you answered No, your business is not eligible for this grant.**
11. If your business was not in operations for all of 2019, what period was your business open?
12. Is your business currently open? Yes or No
  - a. If you answered *No*, when did your business close?
  - b. What are your barriers to opening?
  - c. Do you still control the physical space of your business and would be able to open if circumstances allowed? Yes or No
    - i. **If you answered No, your business is not eligible for this grant.**
13. If you possess an Entertainment (A) or Entertainment (B) license, was live entertainment presented by performers an average of three times per week, pre-COVID? Yes or No  
*Frequency of events will be measured based on 2019 calendar of events or minimum 3-month 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.*
  - a. **If you answered No, your business is not eligible for this grant.**

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14. If you possess an Entertainment (A) or Entertainment (B) license, does your venue have and can show evidence that they have permanent entertainment infrastructure in place that includes at least two of the following: i) a raised stage (Yes or No ); ii) a professional sound system (Yes or No ); and/or iii) lighting for performances (Yes or No )?

a. **If you answered No to more than one, your business is not eligible for this grant.**

15. How has the COVID-19 pandemic negatively impacted your business operations? *Provide 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.*

16. Has your business received a \$7,500 grant from the *Saint Paul Bridge Fund for Small Businesses*? Yes or No

17. Has your business received any CARES Act funding, including *Ramsey County's Small Business Relief Fund*? Yes or No

a. Please detail the amounts and types of CARES Act funding received:

18. Eligible grant expenditures must have been incurred between March 1 and November 30, 2020 and include payment of rent or mortgage, limited utility costs already paid (gas, electricity, telephone, business internet/cable, recycling, and security systems), payroll, earned sick and safe time relief to employees, other eligible operating expenses (including insurance, marketing, supplies, inventory, security, maintenance and cleaning).

a. Detail the categories and amounts of expenditures you could cover with a grant of up to \$25,000, knowing that you cannot include any expenditures already counted by grants detailed in #16 and #17 above.

*If awarded grant funds, you will need to certify that you did not use other CARES Act funds to pay the same eligible expenditures incurred between March 1 and November 30, 2020.*

19. What are your current plans for operating under conditions caused by the COVID-19 public health emergency? *Provide a narrative response detailing your likely operating plans.*

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### Required Attachments:

1. If open for all of 2019, attach the following:
  - a. monthly operating statements for each month in 2019 and 2020;
  - b. evidence of live entertainment events presented by performers for 2019 (event calendar, performance contracts, etc.);
2. If open for only part of 2019, attach the following:
  - a. monthly operating statements for each month the business has been open, including any months in 2020;
  - b. evidence of live entertainment events presented by performers for a minimum 3-month period prior to March 1, 2020 (event calendar, performance contracts, etc.)
3. Evidence of control of physical space: current lease or property tax statement, and evidence of rent or mortgage statement for most recent month (or other comparable documentation)
4. Signed and Dated W9 in the name of the Business operating the venue (the information on this form will be used to complete the grant award process, including the mailing of a check)
5. For Live Music Venues with Entertainment (A) or (B) License, provide evidence of live music infrastructure, including at least two of the following: raised stage; professional sound equipment; and/or lighting for performances. Include photos clearly showing the infrastructure within the venue space.

### TENNESSEN WARNING

As an applicant for financial assistance from the Housing and Redevelopment Authority of the City of Saint Paul, Minnesota, you are being asked to provide information which will be used in consideration of your application. The purpose and intended use of this request is to obtain information to permit City of Saint Paul Staff evaluate your eligibility and need for the financial assistance available. You are being requested to submit the grant application and other information and documents to be considered for a grant. You are not legally required to provide any information requested. However, if the requested information is not furnished, your application will not be processed, and a grant will not be considered.

The data you are being asked to provide is defined under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Under the Data Practices Act, some of this data is classified as public data, the remaining information classified as private or confidential. Private and confidential data is available only to you and city employees and officials with a bona fide need to know such information to process and make a decision on the approval of your application. Public data is available to anyone requesting it and consists of all data furnished in the application process that is not designated private or confidential. If a grant is approved, most of the information supplied by you may become public and may be conveyed to third parties. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order.

By submission of your application, you are certifying that you read and understand the above information regarding your rights as a subject of government data.

**[Submit your final application and attachments to  
Vilma Quito at vilma.quito@ci.stpaul.mn.us](#)**