



# **REVENUE REPLACEMENT GRANT APPLICATION GUIDELINES**

**FOR ORGANIZATIONS**



**REGIONAL ARTS  
COMMISSION**  
OF ST. LOUIS

The Regional Arts Commission of St. Louis, in partnership with the City of St. Louis, is providing ARPA for the Arts Revenue Replacement Grants funded by the American Rescue Plan Act (ARPA) for eligible St. Louis city arts organizations. The funding provided under ARPA provides a unique opportunity for local governments to enhance financial stability and cover temporary operating shortfalls while economic conditions continue to normalize within the arts and culture sector.

The ARPA for the Arts Revenue Replacement Grant is a one-time grant to nonprofit arts and culture organizations that suffered demonstrated negative financial impact of at least \$1,000 between April 1, 2020 and December 31, 2020. Negative financial impact resulted in diminished day-to-day/regular organizational operations and programmatic activity (e.g., reduction in staff, facilities, audiences, revenues, etc.).

If your organization is awarded an ARPA for the Arts Organization Revenue Replacement Grant, the ARPA funds must be expended by February 28, 2024, and reporting completed by March 31, 2024. Reporting instructions will be issued once a grant is made.

Once you determine your arts organization's eligibility, please complete the application as soon as possible on or after August 1, 2023. These monies will be awarded on a first-come, first-served basis until the funds are depleted.

## ARPA for the Arts – Arts Organization Grant Eligibility

Eligible organizations meet the following requirements:

- Your organization's mission is primarily focused on the creation, presentation, and/or utilization of art.
- Your organization must have a Unique Entity Identification Number (UEI). (It can take as long as six to eight weeks to obtain this number, if you do not have one). For information about acquiring or renewing a UEI number, please review the instructions here: [SAM.gov](https://sam.gov).
- Your organization must have had its primary administrative address in St. Louis City from April 1, 2020 through December 31, 2020 (verifiable documentation from your most recent fiscal year IRS Form-990 is required to be uploaded in the application).
- Your organization must be a 501(c)(3) registered in the state of Missouri and with the Internal Revenue Service (IRS).
- Your organization must have filed your IRS form 990-N, EZ, or 990 for the years 2020 and 2019 (these documents are a requirement and will need to be uploaded in the application; your document from 2021 is also acceptable).
- Your organization must have a Certificate of Good Standing with the State of Missouri (verifiable documentation is a requirement and will need to be uploaded in the application). To verify your status, check here: [MO Online Business Portal](https://www.mo.gov/business).
- Your organization lost earned or contributed revenue generated by audiences and/or donors between April 1, 2020 and December 31, 2020 (verifiable documentation from IRS Form-990 is a requirement and will need to be uploaded in the application).

## How Much ARPA for the Arts Revenue Replacement Funds Can My Organization Apply for?

The maximum amount of funding an organization can receive is \$25,000 (the amount requested must correlate to your organization's documented earned and contributed revenue loss, e.g., grants, ticket sales, subscriptions, admission fees, memberships, grant funds, individual contributions, etc.). **Please note:** Funds previously replaced through other pandemic relief programs are ineligible for revenue replacement. Also, your organization is ineligible if you have already received general operating support revenue replacement monies through ARPA for the Arts funding.

## Required Application Responses (not including basic organizational information)

- ARPA for the Arts Revenue Replacement Request Amount (between \$1,000 and \$25,000) – the amount requested must correlate to your organization's documented earned and contributed revenue loss (e.g., grants, ticket sales, subscriptions, admission fees, memberships, individual donor contributions, etc.).
- Total Revenue Amount – FY 2022 (as found on line 12 of your IRS Form 990)
- Total Revenue Amount – FY 2021 (as found on line 12 of your IRS Form 990)
- Total Revenue Amount – FY 2020 (as found on line 12 of your IRS Form 990)
- Total Revenue Amount – FY 2019 (as found on line 12 of your IRS Form 990)
- Covid Impact Statement — explain the negative economic impact experienced by your arts organization due the COVID-19 pandemic (50 word maximum).
- If awarded, how do you plan to use the revenue replacement grant? Provide information on how the grant will support your organization's continued recovery from the COVID-19 pandemic (200 words maximum).

## ARPA for the Arts Revenue Replacement Application Required Documents Checklist (PDF documents only)

- Board of Directors List (with officers noted)
- Completed Form 990 FY2021
- Completed Form 990 FY2020
- Completed Form 990 FY2019
- Current Certificate of Good Standing with the State of Missouri (your account can be accessed here: [MO Online Business Portal](#))

## Application Review Process

The application portal will open August 1, 2023 and close October 15, 2023. All grant monies will be awarded on a first come, first-served basis until the funds are depleted.

Once a completed application is submitted, the ARPA for the Arts Team will review your application.

## **Application Review Process (continued)**

If an application is complete, it will be reviewed by the ARPA for the Arts Team. If there are issues with your application or if it is incomplete, the ARPA for the Arts Team will contact you via the Blackbaud Grants Management System as well as a direct email to the contact email address listed in your application.

## **Notification**

Once your application is successfully processed, you will be notified via the Blackbaud Grants Management System as well as a direct email to the contact email address listed in your application.

## **Terms and Conditions Agreement**

If an ARPA for the Arts Grant is made, this notification will include a terms and conditions agreement, which the grantee will sign and return before receiving the grant award in full via direct deposit. Direct deposit must be set up prior to the payment date. Grantees will receive instructions on how to do this through the Blackbaud Grants Management System and in email communications.

## **Payment Processing**

Each grant recipient will be asked to sign the terms and conditions agreement before receiving payment. Grant awards are disbursed in a single payment through automatic deposit to the grantee's designated bank account through RAC's BILL.com electronic payments platform. After signing the agreement, grantees will receive a BILL.com email prompting them to set up an account. There are instructions on the RAC website that will guide grantees through this process. Once the account is created with the proper banking information, RAC will process the award payment.

The ARPA for the Arts Grant payment is made in one lump sum disbursement equaling the total award amount.

## **Reporting**

Funds must be expended by February 28, 2024 and reporting completed by March 31, 2024. You will receive instructions on reporting once the grant is made, which will include a narrative statement on how the ARPA for the Arts funds were spent and other document uploads.

## **Who to Contact with Questions**

### **Questions about the application, process, or technical issues**

Tracey Morgan

ARPA for the Arts Lead

[ARPAforthearts@racstl.org](mailto:ARPAforthearts@racstl.org)



## ARPA for the Arts Artist Income Replacement Schedule

<b>Application Assistance</b>	<p><b>August 1 through October 15, 2023</b></p> <p>Assistance with your application may be obtained by scheduling an appointment with the ARPA for the Arts Team</p> <p>Email: <a href="mailto:ARPAforthearts@racstl.org">ARPAforthearts@racstl.org</a></p> <p>RACSTL @ City Foundry STL 3730 Foundry Way, Suite 149 St. Louis, MO 63110 (located across from City Winery and the Food Hall)</p>
<b>Application Opens and Closes in Blackbaud Grants Management System</b>	<p><b>August 1 through October 15, 2023</b></p> <p>Awards will be made on first-come, first-served basis or until funds are depleted, no later than October 15, 2023</p>
<b>ARPA for the Arts Application Review</b>	ARPA for the Arts Team will review applications on a weekly basis
<b>Notification</b>	Within 2 weeks of application submission
<b>Terms &amp; Conditions Agreement Disbursed and Signed</b>	With eligible and complete application, within 2 weeks of submission
<b>Direct Deposit Payment Made</b>	<b>By November 15, 2023</b>
<b>Reporting</b>	<p>You will receive instructions on reporting once the grant is made.</p> <p>Final report must be submitted to RAC <b>by March 31, 2024</b></p>