

OC CARES 2020-Grant #2 Community Arts Outdoor Facility-COVID-19 Public Health Grant

United Arts of Central Florida

CARES 2020 Grant #2-UPDATE Request 1 (to complete prior grant, or for New Request -Scope & Expenses)

NOTES & Missing Items (if any)

Character Limit: 250

OPTIONS TO APPLY:

As a CARES 2020 Grantee, you may:

- a. **Extend** the dates & balance of funds already approved for CARES 2020.
 - i. Submit the Follow-up: Agreement Addendum #1,
 - ii. UPDATE Request 1 for any lapsed or changed information; with Expense Worksheet below
 - iii. File a Follow-up Payment Report until all purchases are submitted for reimbursement.

- b. Request **new scope and new funding**. Remaining balance, if any, will be applied to new project expenses.
 - i. Submit the Follow-up: Agreement Addendum #1
 - ii. UPDATE Request - New scope - requires staff/review committee screening and approval [with Expense Worksheet]
 - iii. File a Follow-up Payment Report until all purchases are submitted for reimbursement.

- c. Repeat request for **additional new scope and funding**, as needed - **Maximum award of \$250,000 total for CARES 2020 Grant #2**.
 - i. Submit UPDATE Request for additional new scope & funding
 - ii. Note: Each subsequent UPDATE covers the next date period; no expenses prior to the date of most recently submitted UPDATE)

INSTRUCTIONS for Grant #2 - Outdoor Facility*:

Read updated CARES Guidelines. Update all items that have lapsed or changed since Dec 30, 2020. Upload new items.

- Update the SCOPE of this proposal -- IF changed - name, facility/programming status (open/closed), project description & brief summary of planned programming through June 30, 2021 (include COVID-19 impact to public access).
- Expenditures form - list any Prepaid items for reimbursement and/or proposed New Purchases. If new items over \$10K see bid requirements.
- *Lease/owner's approval - Only available to Grantees with facility ownership or long-term lease.
- Permit (or if new project that does not require permitting, provide that documentation)

After this proposal is approved, you can complete Payment Forms as needed until all outstanding expenses are paid; must be submitted by May 15, 2021, to receive payment.

Grant Funding Conditions*

This grant program is federally mandated to conclude with a firm deadline, on June 30, 2021, and cannot be extended by UNITED ARTS or local authority. If GRANTEE has not ordered, received, utilized, installed, completed, paid for all proposed expenditures by April 30, 2021, and filed for reimbursement by May 15, 2021, the funding and the items covered in this grant will be forfeited. This program is Orange County-mandated to end on June 30, 2021, and federally mandated to end on December 30, 2021. All reimbursements will be processed upon receipt via ACH transfer, with the final payments by June 30, 2021.

Choices

I understand

Project Name

As submitted in the application.

Character Limit: 60

Update Project Name (if necessary)

ONLY update the project name if your CARES 2020 identified project as solely holiday time period, to include the current timing and use of the funding.

Character Limit: 250

Amount Awarded

CARES 2020 grant award (1st round), as on Agreement

Character Limit: 20

For your reference: Your CARES 2020 application contained the following Facility/Programming Status. If changed, provide updated information in the text box below it. If no change, enter N/C or similar note.

Facility/Programming Status*

1. Is your facility or in-person programming currently open for public attendance?
2. Explain why your facility cannot be used for indoor performances or events due to safety restrictions and/or prohibitive cost.

Character Limit: 3000

UPDATE: Facility/Programming Status*

1. Is your facility or in-person programming currently open for public attendance?
2. Explain why your facility cannot be used, or is limited in use, for indoor performances or events due to safety restrictions and/or prohibitive cost.

Character Limit: 1000

For your reference: Your CARES 2020 application contained the following Project Description. Provide updated information in the text box below it.

Project Description

1. Describe the impact that COVID has had on your organization.
2. Summarize how you will implement the outdoor facility expenses to safely reopen to the public.
3. Provide a brief summary of your activities and performances available to the public (prior to December 30, 2020) and include the following information, in aggregate:
 - Location(s)
 - Date(s)
 - Projected (or actual) attendance
 - Number of paid staff or artists
 - Admission cost

Character Limit: 3000

UPDATE: Project Description (extension of CARES 2020 application &/or NEW Request)*

1. Describe the impact that COVID has had on your organization.
2. Summarize how you will implement the outdoor facility expenses to safely reopen to the public.
3. Provide a **brief** summary of your activities and performances planned to be available to the public (prior to June 30, 2021). Include the following information **in aggregate**:

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- Location(s)
- Date(s)
- Projected (or actual) attendance
- Number of paid staff or artists (if available)
- Admission cost

Character Limit: 2000

This request contains receipts from this date*

No receipts for purchases prior to January 1, 2021.

A new request cannot include purchases from dates prior to the date of the most recent request submitted (each request is a new time block).

Character Limit: 10

... to this date*

Character Limit: 10

Expenses Worksheet - Carryover items and/or New Requests*

Complete and upload this Expenses Worksheet - Pre-paid & New Purchases. Refer to Guidelines for list of eligible items.

- Include only expenses that are pre-paid from January 1, 2021, through the date of this request submission, and/or Requests for New Purchases
- Alternate bids - single items over \$10,000 or multiples of a single item that exceed \$10,000 require two alternate bids.
NOTE: Pre-paid items over \$10,000 are not subject to the alternate bid requirements, but are made at your own risk, subject to staff review, eligibility, and documentation of reimbursement (proof of payment) and/or proposed new purchases (documentation of quotes, purchase orders, online orders, and approval of new requests by United Arts Executive Committee.
- Do not include sales tax; do break out shipping and discounts to a separate line (or note within the description)

File Size Limit: 2 MB

Please make sure that the items in the backup documentation uploads for invoices/proofs of payment and/or new purchase quotes are in the same order as they are listed on the Expenses Worksheet uploaded above. This greatly helps the review process and turnaround time for payments. Thank you!

Pre-paids: Invoice(s)/Proof of Payment(s) for Reimbursement*

For reimbursement, upload pre-paid invoice(s) along with corresponding proof of payment.

Must be a .pdf file.

- Types of documentation for invoices:
 - Dated invoices/receipts
 - Dated purchase orders with vendor name/contact, date, item description, cost
 - Email confirmations of specific goods, supplies and materials received and services rendered, costs, delivery to Grantee organization

- Types of documentation for proof of payment:
 - Canceled checks (front and back)
 - Bank-issued canceled check summary statements with Bank, Grantee and payees/check numbers/amounts clearly noted
 - Credit card transactions and/or statements with payees clearly noted along with proof of remittance to the credit card issuing company confirming payment made
 - Bank statements for debit card payments with payees clearly noted
 - Wire transfers transaction or bank statement highlighting the wire transfer payment

- If pre-paids are complete as submitted, these will be paid out upon approval of this report or new proposal's award amount.

Character Limit: 10000 | File Size Limit: 20 MB

Proposed New Purchases - Descriptions & Pricing*

Provide vendor quotes, product listings from websites, screenshots of Amazon orders pending, etc.

If any line item is over \$10,000 itself, or the quantity of a single item exceeds \$10,000 combined, include 2 alternate bids for these items behind the chosen bid (include only the chosen bid on your Expenses Worksheet).

If no applicable line items, indicate N/A or similar note.

Character Limit: 5000 | File Size Limit: 15 MB

Total Amount of Request*

Total amount shown on the Expenses Worksheet updated above, with supporting documentation provided (uploaded with this Update Request).

Character Limit: 20

Lease/Landlord Approval*

If you have had a change in lease/ownership or landlord since the time of your previous CARES grant, please update status of the change. Remember, that lease term must be in effect *prior to* January 1, 2021, and through at least June 30, 2021.

- Provide lease amendment or new lease (if applicable)

If new ownership/landlord, you must also provide documentation of the landlord's approval for the proposed facility improvements.

- Provide landlord approval (if applicable)

If no change, indicate status.

Character Limit: 1000 | File Size Limit: 5 MB

Permit(s) for Scope and/or Expenses

If permits were required for any of these prior or new proposed Outdoor items, you must include permit or permit status here, along with the invoice and proof of payment if permit has been issued.

If no permit is required, you must document the source of that exemption, waiver or published code requirements that indicate you do not need a permit for this tent/event.

- Upload permit and/or documents and/or write narrative response on the status.
- IF provided with original CARES grant, and still in effect, you do NOT need to reattach it here.

Character Limit: 10000 | File Size Limit: 4 MB

Indemnity*

The grantee shall defend, indemnify, and hold harmless Orange County Board of County Commissioners and United Arts of Central Florida from and against any and all liability, claims, demands, damages, losses, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys' fees and costs, of any kind and nature arising or growing out of or in any way connected with the performance of this agreement.

Choices

I understand and agree

Executive Director/Board Chair Signature and Certification*

Must be Executive Director or Equivalent of the producing organization. By typing your name here, you certify that all materials in this application are true and complete to the best of your knowledge. You also certify that the services were done satisfactorily and/or goods were provided, that they were paid in full and invoices are submitted with proof of payment.

Note: Digital signatures cannot be uploaded in this field; you must type your name.

Character Limit: 250

Applicants complete items above; the following is for STAFF USE ONLY

Balance remaining from CARES 2020 grant (staff will complete this)

United Arts staff will record the amount carried forward.

- Current grantees may use remaining funds up to the total amount granted with CARES 2020 award.
- Remaining balance will apply to UPDATED requests for additional funding, upon approval from United Arts Executive Committee (staff will apply remaining balance from CARES 2020, if any, to this new request).
- Contact United Arts staff (CARES@UnitedArts.cc) for the amount of the remaining balance (optional)

Character Limit: 20

Award Recommendation to Executive Committee (staff will complete this)

Character Limit: 20

Staff Use Only-Upload Option

Items sent after the Follow-up is submitted may be attached here and remain with the PDFprint/file packet.

Character Limit: 2000 | File Size Limit: 1 MB

Staff Use Only-Upload Option 2

Character Limit: 2000 | File Size Limit: 2 MB