Shuttered Venue Operators Grant

This grant provides emergency assistance for eligible venues affected by COVID-19

Applicant User Guide
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1.0 Welcome to Shuttered Venue Operators Grant

https://www.svograntportal.sba.gov/

The Shuttered Venue Operators Grant (SVOG) program is Section 324 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act (Economic Aid Act) signed into law on Dec. 27, 2020, and was part of H.R. 133 Consolidated Appropriations Act, 2021. To see the full text, download the PDF of the enrolled bill, go to page 812 for the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act (Division N, Title III) and then to page 841 for Section 324: Grants for Shuttered Venue Operators. The American Rescue Plan Act, signed into law on March 11, 2021, included SVOG amendments under Title V, Sec. 5006 to the Economic Aid Act.

1.1 Background and Scope

The Shuttered Venue Operators Grant (SVOG) program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, and amended by the American Rescue Plan Act. The program includes over $16 billion in grants to shuttered venues, to be administered by SBA’s Office of Disaster Assistance.

Eligible applicants may qualify for grants equal to 45% of their gross earned revenue, with the maximum amount available for a single grant award of $10 million. $2 billion is reserved for eligible applications with up to 50 full-time employees.

1.1.2 Who is the Shuttered Venue Operators Grant for?

Shuttered Venue Operators Grant is for:

- Live venue operators or promoters
- Theatrical producers
- Live performing arts organization operators
- Relevant museum operators, zoos and aquariums who meet specific criteria
- Motion picture theater operators
- Talent representatives
- Each business entity owned by an eligible entity that also meets the eligibility requirements

1.1.3 Other requirements of note:

- Must have been in operation as of February 29, 2020
1.2 Before You Begin
Please Review the Following Documents and video links to confirm you are Eligible

1.2.1 Business Type Eligibility Check

Prior to starting the application process applicants should visit the following websites, download, and review the .PDF documents:

- SVOG Frequently Asked Questions .PDF
- Shuttered Venue Operators Grant Eligibility Requirements .PDF
- Shuttered Venue Operators Grant Preliminary Application Checklist .PDF

Video tutorials

Long form

- Program overview information session
- Application portal overview
- SAM.gov entity registration training

Short form

- Eligibility for live venue operators or promoters
- Eligibility for talent representatives
- Eligibility for museum operators
- Eligibility for motion picture theatre operators
- Eligibility for live performing arts organization operators
- Use of funds

1.2.3 DUNS Registration

Obtain a Data Universal Number System (DUNS) Number

The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.
A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated.

**Before Registering for a DUNS Number**

- Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet (D&B) website](https://www.dnb.com) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

You will need all the information listed below to obtain a DUNS number:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

How long does it take to obtain a DUNS number?

Allow up to two business days to obtain a DUNS number, but it can occur in one business day.

**Information for Foreign Applicants**

If your organization is located outside the United States, you can register for a DUNS number online. To register with D&B, you are not required to obtain a federal Tax Identification Number (TIN), also known as an Employer Identification Number (EIN). When registering, simply leave the TIN/EIN information blank. However, anyone doing business with the federal government generally needs to obtain a TIN/EIN to meet Internal Revenue Service (IRS) tax reporting requirements.

**1.2.4 SAM.gov Registration**

Register with SAM
Registering with the System for Award Management (SAM) is a required step for your organization to be able to apply for federal grants. The information below describes SAM and explains the free registration process.

Purpose of SAM

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

Before Registering with SAM

Use the SAM Status Tracker to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

How to Register with SAM

To register with SAM, go to the SAM website with the following information:

- DUNS number
- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)

When you register a new entity in SAM to do business with the U.S. government, SAM requires a notarized letter stating you are the authorized entity administrator before SAM will activate your entity registration in SAM.gov.

When your organization registers with SAM, you must designate an EBiz POC.

Check out any of the following resources provided by the General Services Administration (GSA) on SAM.gov:

- System for Award Management User Guide
- Federal Support Desk

How long does it take to register with SAM?

Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then 1 business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional 5 weeks to request and obtain an EIN from the IRS.
1.2.5 North American Industry Classification System (NAICS) Number

Six Digit NAICS Codes & Titles | NAICS Association

1.2.6 Computer Browser Requirements

Click on this link for minimum browser requirements

2.0 Required Documentation

For further clarification see Shuttered Venue Operators Grants F.A.Q.

2.1 Documentation File types and Size Limitation

Only file types: .pdf, .jpg, .jpeg, .doc, .docx, .xls, and .xlsx will be acceptable

No compressed or zip files

Only files 35mb or smaller are allowed

2.2 How to upload Documentation

2.2.1 Drag and drop method

When prompted to upload documentation

Select the file on your computer
Click on the file and drag it to the corresponding Upload Files Block on the application.

Release the file.
Click Done on the popup box when file has completed uploading

2.2.2 Select method

Click on Upload file

This should open Windows File Explores-Windows OS computers or Finder on Macintosh computers

Select the file needed click open

This should start the upload process the upload pop up box should appear
2.3 General Documentation

- Written Statement of need
- Corporate documents (may include Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation or Articles of Information)
- Government issued photo ID (front and back) of the business owner or a primary officer of the organization
- Employee list with job titles and employee status (full and part time)
- Tax Exempt Status Letter (only required for non-profit entities)
- 2019 Tax Return
- 2020 Tax Return, if filed
- Quarterly Income Statements for 2019 and 2020, signed by a primary officer of the organization
- Copy of most recent audited financial statement (2019) or Single Audit (if applicable) or link to website where the report can be located. (An audited financial statement should be submitted by entities that obtained this document within the normal course of business in 2019. A Single
Audit should be submitted by entities that expended $750,000 or more in Federal grant funds in 2019.

- Indirect Cost Rate Agreement from cognizant Agency (if applicable)
- Payroll statements covering February 29, 20
- SF 424b Assurances for Non-Construction Programs (found on grants.gov)
- SBA Form Drug-Free Workplace Certification
- SBA Form 1711 Certification Regarding Lobbying & Disclosure of Lobbying Activities
- SBA Form 1623 Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (sba.gov)
- SBA Form 1368 Additional Filing Requirements Economic Injury Disaster Loan and Military Reservist Economic Injury Disaster Loan

2.4 IRS Form 4506T for Shuttered Venue Operators Grant form

Go to www.sba.gov/svogrant to download the 4506T for Shuttered Venue Operators Grant.pdf

Special Note* There are many versions of the 4506t available. The only Approved form 4506T Acceptable must contain the Acronym SVOG in the header.

Instructions for Completing the IRS Tax Authorization Form 4506-T

SBA requires applicants to complete IRS Form 4506-T as part of their application submission. The form authorizes the IRS to provide Federal income tax information directly to the SBA.

Applicants must use the IRS Form 4506-T located on the SVOG webpage, www.sba.gov/svogrant. This form is specific to the SVOG and provides some pre-filled information.

• Applicants are required to submit 2019 tax year information and First Quarter 2020, form 941.

Important Note: applicants from Puerto Rico will be requested to submit further documentation (in addition to IRS data) upon application submission.

• Enter your current address in section 3. If name is different now than on the transcript being requested, enter the current name as well.
• Enter your previous address in section 4 only if different than the current address in section 3.
When you fill out the 4506-T, you must indicate what tax form was used when you filed your business federal income tax return. For example, you may have filed a form 1040 or a form 1120, a form 1065 a form 990 or a form 1041.

Enter the tax transcript you filed in section 6. If this request is for an individual, enter 1040. If this request is for a business, please enter the business tax return you filed for the year (not quarterly returns).

Examples might be 1065, 1120, 990, 1041, etc. For those using **1040-SR, 1120-S, or 990-EZ**, you must include the alphabetic identifier following the form number on the 4506-T or it will be rejected.

For tax form 990 or 1041 check box 6b for all others check box 6c.
Line 5b of the 4506-T **must** be filled out with your application number.

The application number will be listed on the **Required Documents Step** above the Upload 4506t box.

Once you have located your application number you must populate Line 5b of the 4506-T with that number, prior to signing and uploading.

### Signature Page

Applicants User Guide V1 | 4/7/2021
The box **directly above** the signatory line, must be marked to indicate the individual signing has the authority to do so.

- The **box below** the signature must contain the correct title for the person authorized to sign this document (as noted on slide 4).
  - **Exception**—A Limited Liability Entity who filed their business under a personal tax return Schedule C, should request the **1040 tax form** Schedule C and **no title** is required on the signature line.
2.4.2 Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator

- If the applicant is the operator of a venue: Floor Plan (or comparable documentation demonstrating defined performance and audience areas and plan of grounds if outdoor space is used for the performance venue)
- If the applicant is the operator of a venue: Documents to show that the venue has audio mixing equipment, a public address system, and a lighting rig.
- If the applicant is promoting or producing live performing arts events at venues they do not operate: List of venues at which the applicant has promoted, produced, managed, or hosted live events between January 1, 2019 and February 29, 2020.
- Marketing materials listing event title, show time, and price or entry requirements (may include printed materials or social media posts)
- Box office/ticketing report that shows dates, artists, ticket prices, and number of tickets sold for all February 2020 performances (If the venue was in operation but had no performances in February 2020, select one month between January 2019 and January 2020 and provide that report.)

2.4.3 Motion Picture Theatre Operator

- Floor Plan of the facility that identifies the projection booth. In lieu of a floor plan, applicant may provide proof of a cinema projection system AND a photo of at least one auditorium in the facility. The photo must clearly show that the auditorium includes a motion picture screen and fixed audience seating.
- Examples of proof of projection system are service agreements, purchase agreements, or contracts from a projector provider, or a digital cinema certification form.
- Marketing materials listing motion picture titles and show times (may include printed materials or social media posts)
- Box office/ticketing report that shows dates, ticket prices, and number of tickets sold for all February 2020 performances (If the theater was in operation but had no performances in February 2020, select one month between January 2019 and January 2020 and provide that report.)

2.4.3 Museum

- Floor Plan (and plan of grounds if outdoor space is used for the performance venue)
- State or local COVID-19 occupancy restrictions demonstrating limits on occupancy

2.4.4 Talent Representative

- Contractual/Consultant Agreements with talent represented, venues used and evidence of booking
- List of all individuals or acts represented and venues for which they were contracted to perform in 2019 and 2020 (including performances cancelled due to COVID-19)
3.0 Shuttered Venue Operators Grant Application Process

3.1 Multi-factor authentication
Multi-factor authentication the Shuttered Venue Operators Grant application requires Multi-factor authentication.

I. Download and install on your Smartphone the Google Authenticator App

   a. This App can be found on Android devices on the Google Play App and on Apple Devices at the App Store

II. Go to www.sba.gov/svogrant
   a. In the Upper Right click on Login | Register

III. Click on Register for a new account
Follow the on screen prompts to enter:

a. First Name of Applicant
b. Last Name
c. Email
d. Mobile
e. Create Password, password must be at least 10 characters long
f. Confirm Password
g. Click Sign UP

*Warning*

- Email address entered here is to be associated with the applicant and all communication about the status of the application and process will be sent to this email address only.
- Email address entered here must be correct and cannot be changed by the SBA or Salesforce. Only the applicant once logged in can change this email address.
- Salesforce or SBA service does not support Password changes for the SVOG Portal, email changes, name updates, or phone number updates.
- Only the applicant once logged in can adjust settings.
V. Browser Screen will change to Google Authenticator
VI. Shuttered Venue Operators Grant Application Google Authenticator box
   a. Open your Smartphone Camera and Scan the QR code.
   b. Enter below the verification code generated in the verification code box
   c. Click “Next”

3.1.1 Main Shuttered Venue Operators Grant Page

The Tabs located at the top are how applicant can access Home, My Applications, FAQs, Supplemental documents, Who can apply, Grant Amount, How to apply, Allowable use of funds or Video tutorials.

3.1.2 Adjust Profile, Settings or Log out

From the Main Shuttered Venue Operators Grant Page Click on the person icon in the upper right

I. Select Profile and Click Edit to adjust:
   • First Name
   • Middle Name
   • Last Name
   • Email
II. Select Setting to adjust:
- Email Address
- Password
- Language
- Locale
- Time Zone

III. Select Log out to log out
3.1 Getting Started

Once Logged into the Main Shuttered Venue Operators Grant Page

Click on the My Application Tab
then click on Apply Now or Resume button

Review the SBA form 3515 information.
The Progress panel on the right tracks the progress throughout the application process.
Click ‘Next’ to begin the application.

3.2 Eligibility Questions

Applicant must review and respond to all the following questions. For certain questions, the Applicant is required to submit supporting documentation.

For further clarification see Shuttered Venue Operators Grants F.A.Q.
3.2.1 Applicant Form of Organization

Select type of Applicant’s organization:
- Corporation
- Partnership
- Limited Liability Company
- Proprietorship
- Nonprofit
- Government Owned

For Applicants that are Limited Liability Companies: Please select which form was used for the Applicant business's 2019 tax return:
- Form 1040 (Schedule C, E, or F)
- Form 1065 (Partnership)
- Form 1120S (S Corporation)
- Form 1120 (Corporation)

3.3.2 Type of entity for the Applicant’s business

From the Drop-Down Menu select the type for Applicant’s business:
- Live venue operator or promoter
- Theatrical producer
- Live performing arts organization operator
- Relevant museum operator, zoo, or aquarium
- Motion picture theater operator
- Talent representative
Special Note:

- Questions 2 through 16 are the same for all Applicant Entity Types
- Questions 17 and on adjust for different Applicant Entity Types
- Progress panel automatically changes and loads the corresponding applicant questions
- Progress Panel automatically adjusts to the 9 application Steps
3.3.2 Was Applicant's business fully operational on February 29, 2020? Yes/No

Must upload required documentation. Attach evidence to demonstrate operational status. Evidence may be in the form of quarterly tax filings, financial statements, payroll documents, or other supporting documentation.

*2. Was Applicant's business fully operational on February 29, 2020?*

- Yes
- No

If yes, please attach evidence to demonstrate operational status. Evidence may be in the form of quarterly tax filings, financial statements, payroll documents, or other supporting documentation.
3.3.3 Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? Yes/No

Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? **Yes**

Provide Applicant entity’s website address in one of the two formats below

I. Web address **www.** format

II. URL **http://** format

Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? **No**

If no, does the Applicant intend to resume operation or re-open for the same primary purpose? Yes/No

3.3.4 Compared to 2019, has the Applicant’s business demonstrated at least a 25% reduction in gross earned revenue during at least one quarter of 2020? Yes/No
3.3.5 Does Applicant issue securities on a national securities exchange or is Applicant wholly or partly owned or operated by an entity that issues securities on a national securities exchange? Yes/No

5. Does Applicant issue securities on a national securities exchange or is Applicant wholly or partly owned or operated by an entity that issues securities on a national securities exchange?
- Yes
- No

3.3.6 Does more than 10% of Applicant’s 2019 income come from Federal resources (excluding amounts received under the Stafford Disaster Relief and Emergency Assistance Act)? Yes/No

6. Does more than 10% of Applicant’s 2019 income come from Federal resources (excluding amounts received under the Stafford Disaster Relief and Emergency Assistance Act)?
- Yes
- No

3.3.7 Did Applicant apply for a Paycheck Protection Program (PPP) loan on or after December 27, 2020?

I. Yes
   a. If yes, what is your loan amount?
      i. Enter total loan amount
   b. No
   c. Don’t know, application is still in progress

II. No

III. Not yet, but I plan to
3.3.8 Does Applicant own or operate a venue in more than one country or is Applicant wholly or partly owned or operated by an entity that owns or operates a venue in more than one country? Yes/No

If Yes, select countries
3.3.9 Does Applicant own or operate venues in more than 10 states or is Applicant wholly or partly owned or operated by an entity that owns or operates venues in more than 10 states? Yes/No

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* 9. Does Applicant own or operate venues in more than 10 states or is Applicant wholly or partly owned or operated by an entity that owns or operates venues in more than 10 states?
  □ Yes
  □ No
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3.3.10 As of February 29, 2020, does Applicant have more than 500 full-time equivalent employees or is Applicant wholly or partly owned or operated by an entity that employed more than 500 full-time equivalent employees? Yes/No

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* 10. As of February 29, 2020, does Applicant have more than 500 full-time equivalent employees or is Applicant wholly or partly owned or operated by an entity that employed more than 500 full-time equivalent employees?
  □ Yes
  □ No
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3.3.11 Is Applicant or owners of Applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? Yes/No

```
* 11. Is Applicant or owners of Applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans?
  □ Yes
  □ No
```

3.3.12 Within the last five years, has any owner of the Applicant: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment) for any felony involving fraud, bribery,
embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony? Yes/No

*12. Within the last five years, has any owner of the Applicant: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment) for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or within the last year, for any other felony?

☐ Yes
☐ No

3.3.13 Has the Applicant filed for bankruptcy? Yes/No

*13. Has the Applicant filed for bankruptcy?

☐ Yes
☐ No

If yes, please attach bankruptcy documents.

3.3.14 Does Applicant present live performances of a prurient sexual nature or derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature? Yes/No

*14. Does Applicant present live performances of a prurient sexual nature or derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature?

☐ Yes
☐ No
3.3.15 Is Applicant owned by a state, local, or municipal government entity? Yes/No

* 15. Is Applicant owned by a state, local, or municipal government entity?
   - Yes
   - No

3.3.16 Is the Applicant Delinquent on any Federal Debt? Yes/No

* 16. Is the Applicant Delinquent on any Federal Debt?
   - Yes
   - No

3.3.17 End of initial eligibility questions

I. Click ‘Next’ to go to Organization Specific Questions
II. Click ‘Previous’ to return to the Application page
III. Click ‘Cancel’ to erase and reset initial Eligibility questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

4.0 Organization Specific Questions

I. Continue with 4.1 if you are a Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)
II. Skip to 4.2 if you are a Relevant museum operator, zoo, or aquarium
III. Skip to 4.3 if you are a Motion picture theater operator
IV. Skip to 4.4 If you are a Talent representative

4.1 Questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator

Questions 17 through 26 must be completed before advancing to the next page About Your Organization

For further clarification see Shuttered Venue Operators Grants F.A.Q.
4.1.1 Does Applicant venue have a defined performance and audience space? Yes/No

If yes, Applicant must attach a floor plan of Applicant’s venue layout with submission.

4.1.2 Does Applicant business have mixing equipment, a public address system, and a lighting rig? Yes/No

If yes, Applicant must provide evidence in the form of insurance documents, receipts, or other documentation.

4.1.3 Does Applicant organize, promote, produce, manage, or host the following? Check all that apply:

- Live concerts
- Comedy shows
- Theatrical productions
- Other events by performing artists

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.
4.1.4 Does Applicant employ or contract with one or more individuals in the following positions? Check all that apply:

- Sound engineer
- Booker
- Promoter
- Stage manager
- Security personnel
- Box office manager

If yes, Applicant must submit evidence in the form of contracts, payroll records, job descriptions, or other documentation.

4.1.5 Is there a paid ticket or cover charge to attend most performances in Applicant’s venue? Yes/No

If yes, Applicant must submit evidence in the form of contracts, payroll records, job descriptions, or other documentation.
4.1.6 Are performers paid by a percent of sales, guarantee or other mutually beneficial formal agreement? (Free performances or performances for tips only do not qualify.) Yes/No

If yes, Applicant must provide evidence in the form of contracts, financial documentation, or other supportive evidence.

4.1.7 If Applicant is a non-profit entity, are Applicant events produced and managed by primarily by paid employees (not volunteers)? Yes/No/NA

If yes, Applicant must provide evidence in the form of contracts, financial documentation, or other supportive evidence.
4.1.8 Are performances marketed through listings in printed or electronic publications, on websites, by mass email, or on social media? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.

4.1.9 Does at least 70% of Applicant revenue come from ticket sales, production fees or production reimbursements, nonprofit educational initiative, or the sale of event food, beverages, or merchandise? Yes/No

If yes, Applicant must provide evidence in the form of ledgers, income statements, or other financial documents.

4.1.10 Are tickets available to the public at least 60 days prior to an event? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.
4.1.11 End of initial eligibility questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)

I. Click ‘Next’ to go to About Your Organization
II. Click ‘Previous’ to return to the initial eligibility questions page
III. Click ‘Cancel’ to erase and reset initial eligibility questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)
IV. Click “Save for Later” to save application progress and return to “Home” screen

4.2 Questions for museum operator, zoo, or aquarium
Complete museum operator, zoo, or aquarium questions 17 through 20

For further clarification see Shuttered Venue Operators Grants F.A.Q.

4.2.1 Is serving as a museum operator, zoo, or aquarium the principal business activity of the applicant? Yes/No

4.2.2 Is the museum operator, zoo, or aquarium a for-profit entity? Yes/No

If no, submit documentation confirming nonprofit or not for profit status.
4.2.3 Does the museum operator, zoo, or aquarium have indoor exhibition spaces, that are a primary part of the principal business activity, that have been subject to pandemic-related occupancy restrictions? Yes/No

If yes, Applicant must submit a floor plan and provide links to state or local ordinances documenting restrictions.

4.2.4 Does the museum operator, zoo, or aquarium have at least one auditorium, theater, or performance or lecture hall with fixed seating? Yes/No

If yes, Applicant must provide a floor plan with submission.
4.2.5 End of initial eligibility questions for museum operator, zoo, or aquarium

I. Click ‘Next’ to go to About Your Organization
II. Click ‘Previous’ to return to the initial eligibility questions page
III. Click ‘Cancel’ to erase and reset initial eligibility questions for museum operator, zoo, or aquarium
IV. Click “Save for Later” to save application progress and return to “Home” screen

4.3 Questions for Motion Picture Theater Operators
Complete Motion Picture Theater Operators questions 17 through 20

For further clarification see Shuttered Venue Operators Grants F.A.Q.

4.3.1 Does Applicant venue have at least one auditorium with a motion picture screen and fixed audience seating? Yes/No

If yes, Applicant must attach a floor plan of Applicant venue, venue layout, or other evidence of a projector and fixed audience seating.

4.3.2 Does Applicant venue have a projection booth or space containing a motion picture projector? Yes/No

If yes, this must be evidenced on submitted floor plan.
4.3.3 Does Applicant venue charge for tickets? Yes/No

If yes, Applicant must submit evidence in the form of ledgers, income statements, or other financial documents.

4.3.4 Are motion picture exhibitions marketed through showtime listings in printed or electronic publications, on websites, by mass mail, or on social media? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.

4.3.5 End of initial eligibility questions for Motion Picture Theater Operators

I. Click ‘Next’ to go to About Your Organization
II. Click ‘Previous’ to return to the initial eligibility questions page
III. Click ‘Cancel’ to erase and reset initial eligibility questions for Motion Picture Theater Operators
IV. Click “Save for Later” to save application progress and return to “Home” screen

4.4 Questions for Talent Representatives

Complete Talent Representatives questions 17 through 20

For further clarification see Shuttered Venue Operators Grants F.A.Q.

4.4.1 Is at least 70% of Applicant’s operation representing or managing artists and entertainers? Yes/No

If yes, Applicant must submit evidence in the form of contractual agreements, income statements, or other financial documentation.

4.4.2 Does Applicant book or represent the following performers? Check all that apply:

- Musicians
- Comedians
- Other Performing Artists

*If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.
4.4.3 Does Applicant book or represent artists to perform at live event venues or festivals? Yes/No

If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.

4.4.4 Are the Applicant’s represented performers paid based on ticket sales or a similar basis? Yes/No

If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.
4.4.5 End of initial eligibility questions for Talent Representatives

I. Click ‘Next’ to go to About Your Organization
II. Click ‘Previous’ to return to the initial eligibility questions page
III. Click ‘Cancel’ to erase and reset initial eligibility questions for Talent Representatives
IV. Click “Save for Later” to save application progress and return to “Home” screen

5.0 About Your Organization

Complete the Required fields

For further clarification see Shuttered Venue Operators Grants F.A.Q.

5.1 Enter Legal Name

* Legal Name

Shuttered Venue

5.2 Enter Type of Applicant

Select from the dropdown menu type of Applicant

- Small business
- Nonprofit
- Majority Government Owned
- Majority Tribal Owned
5.3 Enter Employer Identification Number and Confirm Employer Identification Number
Numbers must match

* Employer Identification Number
00-000000

* Confirm Employer Identification Number
00-000000

5.4 Enter DUNS Number and Confirm DUNS Number
Refer to Section 1.2.3 of this guide to complete DUNS registration
Numbers must match

* DUNS
00000000

* Confirm DUNS
00000000

5.5 Enter DUNS + 4 Number and Confirm DUNS + 4 Number
Numbers must match.

* (DUNS) +4
0000

* Confirm (DUNS) +4
0000

5.6 Enter North American Industry Classification System (NAICS) Number

* NAICS Code
000000

Please refer to Section 1.2.5 of this guide for NAICS Code Number

5.7 Enter Date of Operation

I. Click on the Calendar icon
II. Adjust the Year
III. Adjust the Month
IV. Select the Day

5.8 Enter Number of Employees
Enter Number of Employees

5.9 Enter Address Information
I. Address Information
   a. Enter Street 1
   b. Enter Street 2 if applicable
   c. Enter City
   d. Enter State
   e. Enter Country
   f. Enter Zip
5.10 Enter Applicant Information

I. Applicant Information
   a. Prefix
   b. First Name
   c. Last Name
   d. Suffix
   e. Title
   f. Organizational Affiliation
   g. Telephone Number
   h. Fax Number
   i. Email

5.10 Enter Authorize Representative Information

I. Authorized Representative
   a. Full Name
   b. Title
5.11 End of About your Organization

I. Click ‘Next’ to go to Affiliated Companies
II. Click ‘Previous’ to return to the About your Organization
III. Click ‘Cancel’ to erase and reset About your Organization questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

6.0 Affiliated Companies

For further clarification see Shuttered Venue Operators Grants F.A.Q.

Does the applicant have affiliates? Yes/No

6.1 Affiliated Companies No

Does Applicant have affiliates? No

End of Affiliated Companies
6.2 End of Affiliated Companies

I. Click ‘Next’ to go to Receipts/Revenues
II. Click ‘Previous’ to return to the About your Organization questions
III. Click ‘Cancel’ to erase and reset Affiliated Companies questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

6.3 Affiliated Companies Yes

If Yes, how many?

How many affiliates are applying for this grant?

6.4 Affiliated Companies Information

I. Provide Name, DUNS number and EIN for each affiliate
II. Click Add for each additional affiliate
6.5 End of Affiliated Companies

III. Click ‘Next’ to go to Receipts/Revenues
IV. Click ‘Previous’ to return to the About your Organization questions
V. Click ‘Cancel’ to erase and reset Affiliated Companies questions
VI. Click “Save for Later” to save application progress and return to “Home” screen

7.0 Receipts/Revenues

Complete the monthly gross receipts for each year listed on the form
7.1 End of Receipts/Revenues

I. Click ‘Next’ to go to Required Documents
II. Click ‘Previous’ to return to Affiliated Companies
III. Click ‘Cancel’ to erase and reset Receipts/Revenues questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

8.0 Proposed Budget

Proposed Budget for Use of Grant Funds

Please note that your maximum grant award cannot exceed your adjusted proposed grant amount.

Adjusted Proposed Grant Amount will display on the top Amount Column

For further clarification see Shuttered Venue Operators Grants F.A.Q. or Go to Videos Section 1.2.1
## Proposed Budget for Use of Grant Funds

Please note that your maximum grant award cannot exceed your adjusted proposed grant amount.

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjusted Proposed Grant Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Personnel (Payroll costs)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2. Fringe Benefits</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>3. Travel (Transportation)</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>4. Equipment</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>5. Supplies</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6. Contractual</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>6a. Payments to independent contractors</td>
<td>$0.00</td>
<td>Not to exceed $100k in annual compensation for an individual employee</td>
</tr>
<tr>
<td>6b. Operating leases in effect as of 2/15/20</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>7. Construction</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
### Adjusted Proposed Grant Amount

1. **Personnel (Payroll costs)**
2. **Fringe Benefits**
3. **Travel (Transportation)**
4. **Equipment**
5. **Supplies**
6. **Contractual**
   6a. Payments to independent contractors **Not to exceed $100k in annual compensation for an individual employee**
   6b. Operating leases in effect as of 2/15/20
7. Construction

8. Other

8a. Rent payments
8b. Utility payments

8c. Scheduled mortgage payments *Not including prepayment of principal.*

8d. Scheduled debt payments on any indebtedness incurred in the ordinary course of business prior to February 15, 2020 *Not including prepayment of principal*

8e. Worker protection expenditures

8f. Other ordinary and necessary business expenses, including maintenance costs

8g. Administrative costs (incl. fees and licensing) State and local taxes and fees

8h. Insurance payments

8j. Production

8k. Capital expenditures related to producing a theatrical or live performing arts production. May not be the primary use of funds.

8.1 End of Proposed Budget
   I. Click ‘Next’ to go to Required Documents
   II. Click ‘Previous’ to return to the Receipts/Revenues questions
   III. Click ‘Cancel’ to erase and reset Proposed Budget questions
   IV. Click “Save for Later” to save application progress and return to “Home” screen

9.0 Required Documents
Return to **Section 2.0** for more information on Required Documents if needed

Return to **Section 2.4** IRS Form 4506T for Shuttered Venue Operators Grant form and review prior to uploading

Upload the Required documents into the corresponding blocks
Required Documents

Please upload the following documents:
Required: Use the following number to populate item #5b (Customer File Number) on your SF-4506T form: DA-0000000118. Visit sba.gov/svogrant for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application.

- **SF-4506T**
  - Upload Files
- **SBA Form 1623**
  - Upload Files
- **Certification Regarding Drug-free Workplace Requirements**
  - Upload Files
- **SF-424b Assurances**
  - Upload Files
- **SF-LLL Disclosure of Lobbying Activities**
  - Upload Files
- **SBA Form 1368**
  - Upload Files
- **Business License**
  - Upload Files
- **Articles of Incorporation, Articles of Organization, or Partnership Agreement**
  - Upload Files
- **Tax records for 2019 and 2020**
  - Upload Files

Cancel  Save for later  Previous  Next

- SF-4506T  Note* Visit sba.gov/svogrant for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application
- SBA Form 1623
- Certification Regarding Drug-free Workplace Requirements
- SF-424b Assurances
• SF-LLL Disclosure of Lobbying Activities.
• SBA Form 1368
• Business License
• Articles of Incorporation, Articles of Organization, or Partnership Agreement
• Tax records for 2019 and 2020

9.1 End of Required Documents
I. Click ‘Next’ to go to Attestation
II. Click ‘Previous’ to return to Required Documents
III. Click ‘Cancel’ to erase and reset Required Documents questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

10.0 Attestation
WARNING: Any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

Please be aware: Once the application is submitted, you will no longer be able to make any changes or edits.

Click on the radio box “I attest that I have submitted my entity's SAM.gov registration.”

Click in the radio box “I hereby certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the above is true and correct”
10.1 End of Attestation

I. Click ‘Submit’ to Submit the Application
II. Click ‘Previous’ to return to Required Documents
III. Click ‘Cancel’ to erase and reset Required Documents questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

10.2 Application Submission

Once application has been submitted, Applicant will receive notices by email of Status changes.