



## **American Rescue Plan Act (ARPA): Live Event Venue Operators and Live Event Producers/Presenters Program Application Checklist**

The Live Event Venue Operators and Live Event Producer/Presenters Program is administered by Business Oregon, the state's economic development agency. Business Oregon has been allocated American Rescue Plan Act (ARPA) Coronavirus State Fiscal Recovery Funds for the purpose of supporting live event venue operators and live event producers/presenters negatively impacted by the COVID-19 public health emergency. This program will provide up to \$35 million in grant assistance to qualifying applicants that have experienced financial hardships as an outcome of public health measures necessitated by the COVID-19 public health emergency.

### **Eligibility:**

Before applying, carefully review the program eligibility requirements to ensure your business qualifies for this program. This program supports the live events industry by providing up to \$35 million in grant assistance to live event venue operators and live event producers/presenters that were negatively impacted by the COVID-19 public health emergency.

Business activities eligible for funding under this program are restricted to revenues earned from live event rental fees, live event ticket sales, and applicable charges associated with operating and/or producing ticketed live performances, fairs/festivals, and community events. To be considered eligible to receive program funds, applicants must meet all requirements outlined in the Eligibility Criteria section from the program guidelines. Business Oregon shall interpret eligibility criteria as it relates to stated program objectives and requirements set forth by the American Rescue Plan Act of 2021.

The full program guidelines are available for your review here:

[https://www.oregon.gov/biz/programs/ARPA\\_live\\_event\\_venues/Pages/Program\\_Guidelines.aspx](https://www.oregon.gov/biz/programs/ARPA_live_event_venues/Pages/Program_Guidelines.aspx)

### **Key Dates:**

The application period will open at **8:00 am** on **April 25, 2022**. All applications must be received no later than **4:59 pm** on **May 16, 2022**.

### **Resources:**

- **Program Webpage:**  
[https://www.oregon.gov/biz/programs/ARPA\\_live\\_event\\_venues/Pages/default.aspx](https://www.oregon.gov/biz/programs/ARPA_live_event_venues/Pages/default.aspx)

- **Program Guidelines:**  
[https://www.oregon.gov/biz/programs/ARPA\\_live\\_event\\_venues/Pages/Program\\_Guidelines.aspx](https://www.oregon.gov/biz/programs/ARPA_live_event_venues/Pages/Program_Guidelines.aspx)
- **Program FAQ:**  
[https://www.oregon.gov/biz/programs/ARPA\\_live\\_event\\_venues/Pages/FAQ.aspx](https://www.oregon.gov/biz/programs/ARPA_live_event_venues/Pages/FAQ.aspx)
- **Small Business Navigator:** Applicants can also reach program staff through the Small Business Navigator at (833) 604-0880 or by email at [biz.covid19@biz.oregon.gov](mailto:biz.covid19@biz.oregon.gov)

## **Application Checklist**

**Review this checklist and be prepared to provide the requested information and documents.**

We encourage applicants to compile these materials before beginning an application to ensure that they are both eligible for the program and have the necessary information to fully complete the application form.

### ☐ **Online Account**

To apply, applicants will need to create an account through the online application which will open at 8:00 am on **April 25, 2022**. They will be asked to create a username and password using a valid email address. Be sure to retain this login information as applicants may need to sign in multiple times throughout the process.

Once the applicant's account has been created, they may begin filling out information and can save their progress as they work. Don't forget to submit the application before 4:59 pm on May 16, 2022. Business Oregon is unable to accept any applications not submitted in this manner.

Applicants who operate multiple live event venues under unique Employer Identification Numbers (EINs) issued by the IRS will need to submit separate and distinct applications for each EIN. To submit multiple applications, you will need to create separate accounts using different email addresses.

### ☐ **Information about your organization**

This application should be completed and submitted by an authorized representative of the applying organization. Applicants will need to provide details such as contact information, physical and mailing addresses, and business structure.

### ☐ **Active SOS Registration**

Only businesses headquartered in Oregon with an active Oregon Secretary of State business registration are eligible for funding under this program. Applicants should check their

registration status at the Secretary of State website ([http://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)) before starting their application as they will need to provide their registry number(s) on the form.

If unsure whether they are required to be registered, applicants should review the information at the following link: <https://sos.oregon.gov/business/Pages/faq.aspx>

If the applicant needs to register or renew their registration, they can do so at the following link: <https://sos.oregon.gov/business/Pages/default.aspx>

## ☐ **Prior Government COVID-19 Relief Funding**

While all eligible organizations are encouraged to apply, the ARPA Coronavirus State Fiscal Recovery Program for Live Events **will prioritize funding for those that have not directly benefitted from previous relief programs**, including:

- 2020 Federal CARES Coronavirus Relief Fund for Cultural Support (CRFCS) administered by Business Oregon/Oregon Cultural Trust
- 2020 Statewide Business and Cultural Support Program administered by the Department of Administrative Services (DAS)
- 2021 Federal Shuttered Venue Operators Grant (SVOG) program administered by the U.S. Small Business Administration
- 2021 Operational Cost Assistance (OCA) funds administered by Business Oregon

In the application applicants will be required to indicate if they have received an award from any of these relief programs. Applicants are encouraged to review the program final reports using the links in the table below so they are prepared to accurately report their previous relief funding in the application.

Program	Link to final report
CRFCS	<a href="https://culturaltrust.org/wp-content/uploads/CRFCS_Awards_County.pdf">https://culturaltrust.org/wp-content/uploads/CRFCS_Awards_County.pdf</a>
DAS	<a href="https://go.usa.gov/xzGaV">https://go.usa.gov/xzGaV</a>
SVOG	<a href="https://data.sba.gov/dataset/svog">https://data.sba.gov/dataset/svog</a>
OCA	<a href="https://go.usa.gov/xzGCv">https://go.usa.gov/xzGCv</a>

## ☐ **Revenue Information**

To be eligible for funding, applicants are required to demonstrate a **25% or more loss in revenue from live events** in 2020 as a direct result of the COVID-19 public health emergency.

Applicants should be prepared to provide the following figures:

- Gross revenue for 2019
- Gross revenue for 2020
- Eligible live event revenues from 2019 and 2020

To substantiate this loss, applying organizations must be prepared to submit:

- copies of relevant federal tax returns, with specific pages, that demonstrate calendar year 2019 and 2020 gross revenue figures.
- If applicable, any subsequent schedules that substantiate the revenue figures.
- Profit & Loss Statements or Point of Sale reports that substantiate the revenue figures as reflected in the tax returns.

Please note that the loss will need to be substantiated at each venue included in the application (as applicable).

*Note: Uploaded files cannot exceed 35 MBs in total.*

## ☐ **Valid IRS Form W9**

Applicants should be prepared to provide current signed and dated W9 Form, and may visit the IRS website to obtain a blank W9 Form if necessary. The W9 must be **signed** and in PDF format.

- About Form W9: <https://www.irs.gov/forms-pubs/about-form-w-9>
- Blank Form W9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- How to Complete Form W9:  
<https://www.irsvideos.gov/Business/Resources/HowToCompleteFormW-9>
- How to digitally sign a PDF: <https://www.youtube.com/watch?v=3tqb1htxz1k>

## **Creating PDFs of your documents**

All application attachments should be submitted as electronic PDFs (portable document format). Any financial documents provided must be consolidated by year; with all 2019 documents combined in one file, and all 2020 documents combined as one file.

For further assistance regarding document preparation please see the following tutorials:

- How to combine multiple PDFs into one: <https://www.youtube.com/watch?v=jmY1Z95Hthk>
- How to convert other file formats to PDF: [https://www.youtube.com/watch?v=LUP4\\_y\\_HPM](https://www.youtube.com/watch?v=LUP4_y_HPM)
- How to extract pages from a PDF: <https://www.youtube.com/watch?v=2E4PyIPxNv4>
- How to reduce file size: <https://www.youtube.com/watch?v=fBqXxagK4NU&t=20s>

If the applicant does not have access to Adobe Acrobat Pro or other document PDF converters, there are free versions and tutorials online.