

Create Cambridge: Arts Nonprofit Recovery Grant is a special grant program that provides relief to local arts and culture nonprofits heavily impacted by the ongoing COVID-19 pandemic.

Grant applications are available from March 1, 2024, until April 1, 2024 at 5:00 p.m. EST. Grant awards are based on criteria points and documented proof of need. There is no guarantee that you will secure a grant.

The City of Cambridge funds Create Cambridge with American Recovery Plan Act (ARPA) funding from the federal government. Federal guidelines require that we obtain the following information from all Program applicants. The City will use this information to determine the eligibility of the applicant under ARPA guidelines, and it is not shared with an outside party.

To participate in the Grant Program, you must be eligible. The information you provide on this form is kept in strict confidence. Please complete all applicable spaces on this form and be sure to sign and date it on the last page.

Before you start, you need to include with your form:

- **A SAM number.** On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov). The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- **Proof of non-profit status**, in the form of an IRS Letter of Determination.
- **Copies of recent invoices, utility bills, or lease.** If you do not have a lease, provide at least three previous months of rent checks.
- **A list of all other COVID-19 grants/loans you received.**
- **Copies of profit and loss statements** from the business 2019 (pre-pandemic), 2020, and 2021, tax returns, or other business sales/revenue loss documentation.
- If you were not open in 2019 or 2020, please provide **a business plan or similar documentation** to show what you expected your sales to be under regular conditions.
- **Proof of payroll** (for example, a recent pay or wage statement, bank statement, or proof of paystubs) if there are more than two employees.

Inability to provide the above documentation by the grant application deadline of April 1 at 5:00 pm will mean your application could be denied for incompleteness.

If you applied for the Cambridge Non-Profit Recovery Fund, you may not be eligible to receive funds for the same period of loss or expenses.

Download a pdf of the application here.

There is no guarantee that you will receive a grant.

If you need assistance completing this application, please email us at artsrecovery@cambridgema.gov for assistance.

Nonprofit Name

Nonprofit Applicant Name

Nonprofit Address

SAM Number

Phone

Email Address

Best way to reach you:

- Text
- Email
- Phone
- In person at my place of work

Have you received funding from any of the following City of Cambridge COVID-19 Grants/Loan Programs or other programs?

- Cultural Capital Fund
- Nonprofit Recovery Grant
- Other

How many employees do you currently have? (Full time or full time equivalent, including yourself)

Ethnicity Select the one that applies to you:

- Hispanic or Latino
- Not Hispanic or Latino

Race Select the one that applies to you

- American Indian or Alaska Native
- Asian
- Black or African American
- White
- Native Hawaiian/Pacific Islander
- Other

Gender Select the one that applies to you

- Male/man
- Female/woman
- Non-binary/gender non-conforming (Not exclusively female or male and/or does not fit into one gender category)
- Transgender (Sex assigned at birth is different than gender [Not cisgender])

COVID-19 Recovery grants & loans Please list all types of grants/loans you have received since the beginning of the COVID-19 pandemic in March 2020. Include what program, how much you received, and where the money will go on your list.

Please note: nonprofits cannot use awarded funds for the same items. For example, if you received a loan/grant to help you pay for January rent, you cannot use the Create Cambridge to also pay for January rent. Each fund should cover a different cost for your business.

Example:

Program/Agency: SBA PPP

Date of Application: 4/10/2021

Amount of Application: \$10,000

Purpose: For September 2021 rent and payroll

Amount Awarded: \$2000

Did you receive funding through the 2023 Nonprofit Recovery Fund?

- Yes
- No

Do you owe property taxes to City of Cambridge?

- Yes
- No

Are you involved in a political campaign?

- Yes
- No

Are you or a member of your family a candidate or public official?

- Yes
- No

Are you or a member of your family a foreign public official?

- Yes
- No

Are you a member of a local board or committee?

- Yes
- No

Are you or a family member expected to receive financial assistance from ARPA grants?

- Yes
- No

How do you intend to use the money requested?

Please add payroll documents and one or more of the following that you intend to use the money for:

- Most recent lease or mortgage payments
- Previous utility bills (bills must include the address of the business)
- Previous inventory bills (bills must include the address of the business)
- PPE equipment costs
- List of equipment purchases
- Proof of loss

Certification

I certify that the information I have provided on this form is true and accurate to the best of my knowledge.

I understand that the information provided in this form is subject to verification by the City of Cambridge and the federal government.

I understand that, should I receive a grant, someone will contact me for a required follow up survey and proof of grant use after I have completed the program.

Name of Authorized Representative

- Send me a copy of my responses