

## **Shuttered Venue Operators Grant (SVOG) Application Instructions**

**Form 3515:** All applicants must fill out questions 1-16. Additionally:

- Applicants identifying as a Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator must fill out questions 17 through 26.
- Applicants identifying as a Motion Picture Theater Operator must answer questions 27 through 30.
- Applicants identifying as a Relevant Museum Operator must answer questions 31 through 34.
- Applicants identifying as a Talent Representative must answer questions 35 through 38.

For each question, applicants must attach the required documentation as listed below. In addition, each applicant must complete the SF424 Application for Federal Assistance and attach the signed assurances.

### **Required Supporting Documentation**

SF-424 -- Each applicant must complete **only** the following fields of the SF-424:

- 1, 2, 3 8a-8f, 9, 12, 15-21

### **General Supporting Documents ( To be provided by all applicants)**

- Written statement of need and assurance
- Corporate documents (this 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
- Employee list with job titles and employee status (full or part time)
- Tax Exempt Status Letter (only required for non-profit entities)

### **Financial Documents**

- 2019 Tax Return
- 2020 Tax Return, if filed
- Quarterly Income Statements for 2019 and 2020
- Copy of most recent Audited Financial Statement (2019) or Single Audit (if applicable) or link to website where the report can be located
- Indirect Cost Rate Agreement from Cognizant Agency (if applicable)
- Payroll statements covering 2/29/2020

### **Documents Based on Applicant Type**

#### **Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator**

- Floor Plan (and plan of grounds if outdoor space is used for the performance venue)
- Documents to show that the venue has audio mixing equipment, a public address system, and a lighting rig
- 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 date, artist, ticket price, and number of tickets sold. Provide the report 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.

### **Motion Picture Theater Operator**

- Floor Plan (the floor plan must identify the projection booth)
- Marketing materials listing motion picture titles and show times (may include printed materials or social media posts)
- Box office/ticketing report that shows date, ticket price, and number of tickets sold. Provide the report 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.

### **Museum**

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

### **Talent Representative**

- Examples of Contractual/Consultant Agreements with talent represented, and 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)

### **Assurances and Certifications**

The following assurances and certifications must be completed by all applicants:

- SF-424(b) - Assurances  
(<https://www.sba.gov/document/sba-form-424b-assurances-non-construction-programs>)
- Certification of Drug Free Workplace  
(<https://www.sba.gov/document/sba-form--drug-free-workplace-certification>)
- SBA Form 1623, Certification Regarding Debarment, Suspension, and Other Responsibility Matters (<https://www.sba.gov/document/sba-form-1623-certification-regarding-debarment-suspension-and-other-responsibility-matters-primary-covered>)
- SBA Form 1711, Certification Regarding Lobbying & Disclosure of Lobbying Activities (<https://www.sba.gov/document/sba-form-1711-certification-regarding-lobbying>)