

Creative Business Application

Assembly for the Arts is distributing \$1.65 million in American Rescue Plan Act (ARPA) relief funds to for-profit creative businesses and individual artists, who continue to experience devastating losses of revenue and jobs as a result of the COVID-19 pandemic.

You are accessing the Creative Business application and will be applying for funds as a for-profit business.

We highly recommend reading the [Cuyahoga ARPA for Arts Program Guidelines](#) on the Assembly site, before you start.

To complete your application, you will need:

- **Your gross business revenue from calendar years 2019 through 2021.** You will **not** need to upload tax forms, but will need to provide accurate revenue numbers rounded to whole dollar amounts in the application.
- **Links to your business website**, social media accounts or other online sources that illustrate the work of your creative business. You may upload documents with other evidence of your business if you do not have online sources.
- **Your total business expenses from calendar year 2021.** You will **not** need to upload expense documents, but will need to provide essential expense numbers rounded to whole dollar amounts in the application, including COVID-19 related expenditures such as PPE, health screenings and upgrades to operate your business virtually.

PLEASE NOTE Click the 'Next' button each time you complete a page in your application to save your work. You may go back to edit each page once saved.

Be prepared to spend about 20 - 25 minutes to complete the application.

The Assembly for the Arts team is here to help. If you encounter a problem or require additional accessibility to complete your application, please contact [Meg Matko, Director of Community Relationships](#) for assistance.

*** 1. Do you own and manage a "creative business"?**

For the purposes of this program, a "creative business" is defined as a for-profit entity which contributes to the local arts and culture economy through the sale of goods or services that fall within the categories of Craft, Dance, Design, Film, Media, Music, Theater & Performance, Traditional/Folk Arts, Visual Art or Writing.

☐ Yes

☐ No

*** 2. Do you support artists through your business model?**

Eligible businesses must be able to indicate that a portion of their overall business revenue is consistently dedicated to the support of other creatives and artists.

This includes, but is not limited to, things like hiring artists, supporting artists and creatives in the community through programming, paying artists for their work to support your business, offering goods and services that benefit artists or enable them to present their work.

☐ Yes

☐ No

*** 3. Can your business demonstrate at least a 45% decline in gross revenue from calendar years 2019 through 2021?**

☐ Yes

☐ No

* 4. **Do you have documentation of your business operating as a corporation, limited liability company, partnership, or individual sole proprietor?** You will also be required to provide a copy of your W-9 if funded through this program.

☐ Yes

☐ No

* 5. **Is your business headquartered in Cuyahoga County?**

☐ Yes

☐ No

* 6. **Does your business employ 50 or fewer full-time-equivalent (FTE) employees?**

☐ Yes

☐ No

* 7. **Was your business fully operational prior to March 1, 2020?**

☐ Yes

☐ No

* 8. Do you serve in any **executive role at a nonprofit** applying for ARPA funds through Cuyahoga Arts & Culture (CAC)?

☐ Yes

☐ No

* 9. Are you **an artist applying for Cuyahoga County ARPA funding** through Assembly for the Arts?

☐ Yes

☐ No

* 10. **Are you an employee of Assembly for the Arts, Cuyahoga Arts & Culture (CAC), or Cuyahoga County government?**

☐ Yes

☐ No

* 11. This program defines a creative business as a for-profit entity which contributes to the local arts and culture economy through the sale of goods or services that fall within the categories of Craft, Dance, Design, Film, Media, Music, Theater & Performance, Traditional/Folk Arts, Visual Art or Writing.

Please select the discipline that most reflects the work or focus of your creative business. We understand that more than one may apply.

- ☐ **Craft** (ceramics, fiber, glass, jewelry, metals, textiles, etc.)
- ☐ **Dance** (dancers, choreographers, aerial, ballet, hip-hop, jazz, tap, etc.)
- ☐ **Design** (fashion, graphic, industrial, object, all forms of architecture, etc.)
- ☐ **Film** (animation, documentary, episodic, experimental, narrative, etc.)
- ☐ **Media** (work at the intersection of technology, aesthetics, storytelling, sound art, video installation and digital cultures, etc.)
- ☐ **Music** (composers, musicians; classical, contemporary, experimental, folk, instrumental, jazz, pop, world, etc.)
- ☐ **Theater & Performance** (directing, experimental, live action, playwriting, puppetry, tactical and site performance, etc.)
- ☐ **Traditional Arts** (work related to the continuity and evolution of a tradition and/or cultural heritage such as cultural dance, cultural music, oral expression, and traditional crafts, etc.)
- ☐ **Visual Art** (installation, painting, performance art, photography, sculpture, tattoo and body art, etc.)

Contact Information

* 12. Business Owner First Name (Legal)

* 13. Business Owner Last Name (Legal)

*** 14. Enter Your Business Contact Information.**

Please the address where your business if physically headquartered. (no P.O. boxes please).

Business Name	<input type="text"/>
Address	<input type="text"/>
Apt/Suite/Unit	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Primary Contact Email Address	<input type="text"/>
Primary Contact Phone Number	<input type="text"/>

*** 15. Date Business Started Operating**

Start date

Date

*** 16. What type of business owner are you?**

- ☐ Sole proprietor ☐ Limited Liability Corporation (LLC)
- ☐ Partnership ☐ S Corporation
- ☐ Other (please specify)

*** 17. Please check each box to certify that that none of the following conditions apply to your business.**

- ☐ My business is not “publicly-traded” ☐ My business is not currently in receivership or bankruptcy.
- ☐ My business is not multinational

Nature of Creative Business

* 18. **Please provide information about your creative business.**

In the box below, include a link to your business website or business social media page.

If you do not have information online, please enter "N/A" and upload evidence of your business in the next question. You may submit both a link and document upload if you choose.

If you're unable to provide documentation in either way please, enter "N/A" in the boxes below and contact [Assembly for the Arts by email](mailto:assembly@assemblycle.org) for further instructions. You can complete the rest of your application while you wait for a response.

19. Please upload an example of your creative business's work. *Optional if you provided a link to your web or social page.

* 20. **Please provide your business's GROSS REVENUE from calendar years 2019, 2020 and 2021** in the boxes below.

Please provide whole numbers only, rounded to the nearest dollar. Do not include commas or decimal points.

2019 Revenue (Jan
1, 2019 - Dec 31,
2019)

2020 Revenue (Jan
1, 2020 - Dec 31,
2020)

2021 Revenue (Jan
1, 2021 - Dec 31,
2021)

* 21. Did you receive a forgivable loan through the [Paycheck Protection Program](#)? This does not necessarily exclude you from receiving these funds.

☐ Yes

☐ No

* 22. Did your business previously receive CARES funding through Arts Cleveland's Business Relief program?

☐ Yes

☐ No

Impact/Expenses

* 23. **Were you forced to close/stop business due to the pandemic?**

☐ Yes

☐ No

24. Closed / Re-open Dates.

If your business closed and re-opened more than once, please indicate the dates of your most recent closure/re-open.

Closed Date

Date

MM/DD/YYYY

Reopen Date (if applicable)

Date

MM/DD/YYYY

25. How many Full Time Employees (FTE) did you have prior to March 1, 2020 and as of August 17, 2022?

Prior to March 1,
2020

As of August 17,
2022

*** 26. Do you as the business owner identify with any of the following groups? Please select all that apply.**

For definitions of the following categories, [click here](#)

- ☐ Women
- ☐ Minorities
- ☐ Veterans
- ☐ Disabled
- ☐ None of the above

*** 27. In each category below, list your total business expenses incurred between Jan 1, 2021 - December 31, 2021.**

Please provide whole numbers only, rounded to the nearest dollar. Do not include commas or decimal points.

Rent or mortgage payments	<input type="text"/>
Utilities	<input type="text"/>
Security	<input type="text"/>
Personnel costs that were not covered by PPP loans	<input type="text"/>
Existing loans	<input type="text"/>
Licenses, fees, real estate taxes or other local taxes	<input type="text"/>
Insurance premiums	<input type="text"/>
Legal and professional services	<input type="text"/>
Deferred expenses due to cancelled events	<input type="text"/>
Emergency planning/staff training	<input type="text"/>
Health testing	<input type="text"/>
Personal Protective Equipment	<input type="text"/>
COVID-19 related venue upgrades	<input type="text"/>
Communications/marketing to address COVID-19 compliance	<input type="text"/>
Upgrades to online platforms, software or technology	<input type="text"/>
Monthly subscriptions/streaming services	<input type="text"/>
Special Projects	<input type="text"/>
Other Expenses not listed above	<input type="text"/>

* 28. In summary, briefly describe how your business has been and continues to be affected by the pandemic including closures, lost work, loss of revenue, etc.

Recovery/Reopening

* 29. Has your business fully reopened if it was closed due to COVID-19?

- ☐ Yes
- ☐ Partially
- ☐ No

30. If your business has partially opened or is not open, please explain.

Agree and Submit

* 31. By filling in this application I understand and agree that my answers will be accessible only to Assembly for the Arts staff. Information may be aggregated to inform future programming and/or report to Cuyahoga County on the use of ARPA funds. Applicant and recipient names will not be made publicly available without your permission (please see next question to indicate your preference).

☐ I agree to these terms and conditions.

* 32. If you are granted funds through this program, do you give Assembly for the Arts permission to share your name and the name of your business publicly as a recipient of this ARPA funding?

- ☐ Yes, I give my permission for my name and the name of my business to be released publicly.
- ☐ No, I do NOT give permission for my name and the name of my business to be released publicly.

* 33. By initialing below, I certify that the information I've provided in this application is true, complete and correct.

* 34. By initialing below, I certify that, if requested, I am able to and will provide receipts for expenses and financial records for auditing purposes.