



## ENTERTAINMENT BRIDGE FUND - SUPPORTING BUSINESSES PROGRAM

### FREQUENTLY ASKED QUESTIONS

#### Eligibility

##### **What is the definition of an eligible supporting business for the Entertainment Bridge Fund - Supporting Businesses Program?**

A business that provides services that heavily rely on large gatherings related to entertainment, events, trade shows, and/or tourism and has been indirectly impacted by restrictions mandated due to the COVID-19 public health emergency. Sole proprietors are included.

##### **What types of businesses are eligible for the Entertainment Bridge Fund Program?**

- Audio & Visual
- Event Equipment Rental
- Photographer
- Event Planners
- Trade Show or Event Staffing Services
- Event Production Companies
- Talent Booking Agency
- Tour Companies (Bus, Boat, Walking Tours)
- Performance Art Companies (dance companies, theatre groups)
- Performing Artists
- Event Promoters
- Recreational Sports Leagues

##### **What are the requirements of my business to be eligible for grant funds?**

- Must be physically located in the District (Sole Proprietor without a physical location must be a DC resident to meet this requirement)
- Must be able to demonstrate at least 25% loss of revenue during the public health emergency
- Must have a minimum of \$20,000 of annual operating expenses for 2020. (Rent, Utilities, Storage, Payroll, Equipment Leasing or purchase)
- Must be revenue generating prior to March 17, 2020
- Businesses that are permanently closed and have taken steps to cease business operations under DCRA Corporate Divisions and OTR Guidelines are ineligible.
- If sole proprietor, must meet the following requirements:
  - Must demonstrate 51% or more of annual 2019 income from eligible business type

**What must the operating status of my business be to be eligible for grant funds?**

You must affirm in the application & in the signed grant agreement that your business is currently in operation or is temporarily closed due to COVID-19 restrictions. To be eligible for the Entertainment Bridge Fund, your business must be in one of the following operating statuses:

- Open and generating revenue
- Temporarily Closed (business is temporarily closed and not generating revenue, but intends to re-open when possible)

If your business is permanently closed with no plans to re-open, you are not eligible to apply for the Entertainment Bridge Fund.

**I'm a sole proprietor. Can I apply for this grant?**

Yes, sole proprietors are eligible for the Entertainment Bridge Fund - Supporting Business Program as long as the sole proprietor meets all of the eligibility requirements listed above.

**I am the owner of a business that leases office space in the District; however, I am not a DC resident. Am I still eligible to apply?**

If your business is an eligible business type and your business has a physical location in the District, your business is eligible. However, if you are a sole proprietor, you must be a DC resident.

**I registered my business with the District prior to March 17, 2020, but did not start generating revenue until after March 17, 2020. Am I still eligible to apply?**

No. To be eligible, your business must have been revenue generating prior to March 17, 2020.

**I have more than one business. Can I apply for more than one business to the Entertainment Bridge Fund?**

Yes, you may apply for each business that has a separate EIN as long as each business meets all eligibility requirements.

**I received a grant from another DC Government agency. Am I still eligible for the Entertainment Bridge Fund?**

You are eligible to apply but the other grants may impact your funding amount.

## Application Process

**How do I apply?**

Applications for the Bridge Fund must be submitted online via the application portal located on <https://coronavirus.dc.gov/bridgefund>.

**When will I receive my funds?**

A disbursement of funds will occur upon completion of the award recommendation, receipt of required documents, and a signed grant agreement.

**I have submitted my application. Will I receive a grant?**

A submitted application does not automatically mean a grant will be awarded. The application needs to be reviewed and then selected for an award.

**What documents do I need to apply for the Entertainment Bridge fund?**

You will need to provide the following documents with your application:

1. 2018 & 2019 tax returns
2. 2019 Monthly Income Statement showing revenue less expenses
3. 2020 Monthly Income Statement to date, showing revenue less expenses with core expenses displayed clearly (rent, payroll, utilities, equipment leasing/purchases)
4. Certificate of Clean Hands (dated within 90 days prior to application or provide prior to receiving award)
5. Supporting documentation for operational expenses in 2020: copy of lease, mortgage statements, utility bills, and/or equipment lease/purchase
6. Current Payroll Roster (including status (full-time, part-time, and independent contractor) and residency for each employee)
7. Valid Identification for business owner (driver's license, or other state-issued identification)
8. Copy of DC Basic Business License, if applicable

**Can I submit the same Certificate of Clean Hands that I used for the Microgrant Program?**

No. A current Certificate of Clean Hands (dated within 90 days prior to application date) must be submitted at the time of the application. If an applicant is unable to acquire a Certificate of Clean Hands before the application deadline, they will be allowed to submit after their application has been submitted, but must be provided before their grant award will be disbursed. You can view instructions on how to request your updated certificate online: <https://otr.cfo.dc.gov/page/certificate-clean-hands>.

**How do I request an updated Certificate of Clean Hands?**

As of this summer, businesses can request a Certificate of Clean Hands through the MyTax.DC.gov portal. Learn how to navigate this new process by visiting OTR's website: [www.otr.cfo.dc.gov/page/certificate-clean-hands](http://www.otr.cfo.dc.gov/page/certificate-clean-hands).

**My business had more than \$20,000 of annual operating expenses in 2019, but not in 2020. Am I still eligible to apply?**

No. Your business must have at least \$20,000 of annual operating expenses (rent, payroll, utilities, equipment leasing/purchasing) between January 2020 and December 2020.

**What if I can't provide my documents in time?**

To be eligible for funding, businesses must provide all required documentation at the time of their application. If an applicant is unable to acquire a Certificate of Clean Hands before the application deadline, they will be allowed to submit after their application has been submitted, but must be provided before their grant award will be disbursed.

**Can I submit the application via email?**

No. All applications must be submitted on the designated online portal no later than Friday, February 12, 2021 at 12:00 PM/ET. DMPED and its program partners are not responsible for unreadable, incomplete, and/or out-of-order submissions.

**Can I ask a question about my materials before submitting my application?**

Yes. Please email [EntertainmentBridgeFund@dc.gov](mailto:EntertainmentBridgeFund@dc.gov) with your question in as much detail as possible.

**Can I ask a question about my application after it has been submitted?**

Yes. Please email [EntertainmentBridgeFund@dc.gov](mailto:EntertainmentBridgeFund@dc.gov) or [BFentertainment@ledcmetro.org](mailto:BFentertainment@ledcmetro.org) for specific questions regarding your application.

## Grant Funds

### **How much are the grant awards?**

Grant awards vary from \$5,000 - \$50,000 for Entertainment Bridge Fund - Supporting Businesses Program.

### **How will you determine how much I'm awarded?**

This is a competitive grant opportunity. The factors taken into consideration for the award amount include revenue, operational expenses, number of employees, and other local relief funds received.

### **When will I receive my award notification letter?**

We anticipate award notifications will begin in mid-February.

### **What can I spend grant funds on?**

Eligible uses for grant funds are as follows:

- Rent and mortgage payments
- Payroll
- District taxes and fees
- Operational expenses
- Insurance
- Utilities
- COVID-19 related supplies and preparation (e.g. PPE, ventilation system upgrades, etc.)
- Equipment Leasing / Purchasing

### **How long do I have to spend the grant funds?**

Grant funds must be spent before July 31, 2021.

### **What happens after I receive the grant funds?**

After spending the funds on eligible expenses, you will send a report sharing information on how your business used the funds. Your grant agreement will provide guidance on reporting requirements.