

EVENT HOST NON-PROFIT ORGANIZATIONS

FREQUENTLY ASKED QUESTIONS

The City is providing general economic stimulus and ongoing support to non-profit organizations and businesses overcoming the longstanding impacts of COVID-19 with an emphasis on business retention and resiliency efforts.

This program has \$500,000 in funding to provide either a \$12,500 or \$20,000 grant as support for large-scale, signature arts and cultural events that are recognized as being part of the unique culture of St. Petersburg, and have been downsized, postponed, or canceled due to the pandemic. A signature event is a large-scale event that is locally recognized as a significant St. Petersburg event.

The submitted Application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. For additional information, see Request for Exemption from Public Records. Applicant acknowledges, understands, and agrees that all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the City will not be liable to Applicant for such disclosure.

If Applicant believes that information in its application, including attachments, contains information that is exempt from disclosure, Applicant must include a general description of the information and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request. The City does not warrant or guarantee that information designated by Applicant as exempt from disclosure is in fact exempt. The City offers no opinion as to the accuracy of the reference to the Florida statute or other law by Applicant.

Please be aware that the designation of information as a exempt may be challenged in court by any person or entity, and Applicant agrees to defend and indemnify the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against any and all claims, demands and actions (whether or not a lawsuit is commenced) arising out of or in connection with Applicant's designation and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim, demand or action arising out of or related to Applicant's designation of information as exempt from disclosure. There are limited exemptions to Florida's Public Record Law, please find a document here that summarizes them: stpetegreenhouse.com/wp-content/uploads/2020/04/Request-for-Exemption-from-Public-Records-0.pdf

Here are answers to frequently asked questions:

What makes a non-profit host organization eligible to apply?

1. Must be a non-profit 501(c).
2. Must be established as a non-profit by March 1, 2018.
3. The event must have been held in St. Petersburg for two consecutive years in the City during the period of January 1, 2018 through March 1, 2020.

4. The primary organization hosting the signature event must have experienced a loss of revenue caused by the pandemic that matches or exceeds the eligible grant amount between 2019 and 2020 financial reporting years as demonstrated by the difference in reported revenue on forms 990 from 2019 and 2020. Any federal pandemic relief funds received in 2020 may be excluded in calculating revenue for the purposes of this grant.
5. Organizations must provide evidence that majority control of the organization is based in St. Petersburg and that the organization is registered with or received an exemption letter from the City of St. Petersburg Business Tax Division.
6. A new event date must be scheduled, and the event held within 24 months of the application being submitted.

What are eligible business expenses that the funds may be used for?

Any expense that is required in planning, marketing and/or holding the event by the organization.

What if our organization meets the grant's criteria except for being the primary hosting organization?

Any organization that is not the primary host organization for the event is not eligible for this grant.

What pre-pandemic attendance is necessary for an event to qualify for this grant?

An event with attendance of 20,000 or more people pre-pandemic for at least two consecutive years between 2018-2020 is eligible for a maximum of \$20,000.

An event with attendance of 5,000 or more people pre-pandemic for at least two consecutive years between 2018-2020 is eligible for \$12,500.

Does our organization need to have been financially impacted due to Covid-19?

The organization must have had a loss in revenue in 2020 equal to or greater than the amount being applied for under this grant.

- An event with an attendance of 20,000 or more people pre-pandemic for at least two consecutive years between 2018-2020 with demonstrated revenue loss of at least \$20,000 in 2020 is eligible for a \$20,000 grant.
- An event with an attendance of 20,000 or more people pre-pandemic for at least two consecutive years between 2018-2020 with demonstrated revenue loss of at least \$12,500 but less than \$20,000 in 2020 is eligible for a \$12,500 grant.
- An event with an attendance of 5,000 or more people pre-pandemic for at least two consecutive years between 2018-2020 with demonstrated revenue loss of at least \$12,500 in 2020 is eligible for a \$12,500 grant.

Does Federal Covid-19 relief funds count as revenue?

Any federal pandemic relief funds received in 2020 may be excluded in calculating revenue for the purposes of this grant.

Our organization hosted multiple events during the grant time frame. Can we apply for each event?

No. Each non-profit organization is only permitted to apply for one event that meets the criteria.

Our organization is based outside of St. Petersburg but holds a qualifying event within the municipal limits of St. Petersburg. Are we eligible for this grant?

No. The organization needs to have a majority control of the organization based in St. Petersburg.

Does our organization need a dedicated physical office to apply for this grant?

Applicants do not need a brick-and-mortar office to apply for this grant, however, the organization must be based within the St. Petersburg municipal limits.

What if our organization does not have plans to hold the same event within the next 24 months?

Organizations are not eligible unless the organization has the intention of holding the same event held before the pandemic within 24 months after grant approval.

What are the required documents that a business must provide?

1. Copy of “active” organization’s registration from Florida Division of Corporations providing documentation of majority control in St. Petersburg.
2. Copy of applicant’s driver license or State ID
3. Proof of attendance records from last two consecutive events (as detailed in application)
4. Proof of scheduled event documentation within the next 24 months (if available)
5. Business Financials:
 - A. 2019 Return of Organization Free from Income Tax (Form 990)
 - B. 2020 Return of Organization Free from Income Tax (Form 990)
6. Updated and Current St. Petersburg Business Tax Receipt

What if my organization has not yet filed 2020 Form 990? Is there an alternative document that can be accepted?

If a 2020 Form 990 return is unavailable, the following alternative documents may be accepted:

- 2019 and 2020 Profit and Loss Statements.
- Receipt from IRS of Extension of Time To File an Exempt Organization Return (Form 8868)

Note, an alternative document will delay the review of a complete application. Any other alternative documents for consideration may not be reviewed in the order as received and may not be accepted. It is recommended to submit a complete application with the core required documents listed to guarantee your application is reviewed in the order received.

What happens if I do not include all of the required documents at the time the application is submitted?

Do not submit your application unless you are able to provide the required documents, it will not be eligible. Please collect ALL required documents and submit the application and all documents in entirety.

I received funds through the Fighting Chance Fund and/or Pinellas County CARES, am I eligible to apply?

Yes, businesses are eligible to apply if they have received previous funding assistance.

Where can I ask a specific question about my situation?

Please email: resilience@stpetgreenhouse.com with detailed information and your contact information for quickest response.

Open office hours will be held Tuesdays and Thursdays during the technical support period for 1-on-1 support. Visit stpetgreenhouse.com/resilience to review the office hours and connect into the virtual room.