

Creative Industry Workforce Grants

FAQ

Please refer to the RFP for complete eligibility and application guidelines at <https://ework.phila.gov/econtractphilly>. Please email creative@phila.gov if you have further questions.

Is the Public Meeting Mandatory? Do I need to RSVP to the Public Meeting?

No.

Where do I get the RFP? I am having trouble accessing the RFP on eContracts, can you email it to me?

You must access the RFP and the necessary attachments via eContracts. To find the RFP please go to <https://ework.phila.gov/econtractphilly>. Within the outlined box, under "In this contract you can," please click on contract opportunities. This will direct you to a list of opportunities by date. This opportunity was posted on 11/13/2009. To find this contract again, you can search by department under "Commerce" or scroll down to find opportunity # **21091112130103**. For technical assistance with eContracts Philly, please e-mail econtractphilly@phila.gov or call 215-686-4914.

Is this a one-time grant?

This is a new program, made possible through the American Recovery and Reinvestment Act of 2009. The grant program will be evaluated and proposed for consideration through the City's regular (annual) CDBG program and may continue in this or a similar form, if funding is available.

Can you send me a copy of the presentation made at the Public Meeting?

The presentation is available on Philadelphia's recovery website on the front page for a limited time and then will be moved under the CDBG section: <http://www.phila.gov/recovery/>. It is also available along with the RFP on the eContracts Philly website: <https://ework.phila.gov/econtractphilly>.

GENERAL ELIGIBILITY

What industries are eligible?

The industries listed in the RFP are: Advertising, Architecture & Landscape Architecture, Arts Education, Audio & Video, Broadcasting, Dance, Commercial & Industrial Design, Communications, Community Arts, Fine Artists (Painters, Sculptors & Illustrators), Graphic & Interior Design, Fashion Design, Film & Video, Literature, Marketing, Multimedia and Animation, Museums, Music and Music Production, Performing Arts, Photography, Sculpture, Theater, Video Gaming, Visual Artist, etc.

Can the grant go directly to fund salaries, rent or other operational costs? What about feasibility or planning studies?

No. This grant is restricted to funding direct capital costs for the construction or renovation of a facility, as well as: architect, engineer and other professional design and consultant fees associated with an active facility project.

My project is NOT located in the City of Philadelphia, can I still apply?

No.

Are colleges eligible to apply?

Yes. As long as the primary purpose of the project is related to creative industry.

Is the creation of public art eligible?

This program is for physical improvements to facilities only, i.e. physical buildings and sites. This grant cannot fund murals, sculpture, public art, outdoor furniture or any other non-facility related project.

If you serve people outside the city as well as in Philly, are you eligible?

Yes. The project itself needs to be located in the Philadelphia County.

PROJECT ELIGIBILITY

Can I apply for projects that have been completed?

No. Only expenses that occur after you are under contract with the City of Philadelphia will be eligible.

Is a project already in progress eligible?

It depends on how the project is phased. Your project may be eligible, but this grant can only cover expenses that occur after you are under contract with the City of Philadelphia.

The priority is projects that can begin within three months. When does that start?

It starts three months from the grant award. We expect to make awards after February 1, 2010.

How long is the grant period for?

Projects must be completed within 24 months of the award date.

Can you start later than the three months?

The American Recovery and Reinvestment Act (ARRA) states in its guidelines that the priority for all federal recovery money should be given to projects that can begin construction within three months of the award date. We expect to make awards in February.

Can grant funds be used for the installation of equipment and/or for the equipment itself? What about capital fixtures?

Because the goal of ARRA is to create jobs and stimulate the economy, capital projects must be linked to job creation. If the capital fixtures or equipment project is associated with installation that requires specialized services then it may be eligible. Additionally, if these items are associated with the larger project, they can be listed in your project budget and funds that you are allocating to them can serve as a match.

Will you fund 100% of a project?

Priority will be given to projects that have raised 50% or more of their project costs. We will consider some in-kind funding as part of this match.

Will we have to front the money and then invoice for the funds?

Yes. The City can only reimburse you after the work has been completed and paid for. We will reimburse you for payments once we receive evidence of payment, i.e. paid invoice.

Is demolition eligible?

Demolition would only be eligible if it is part of a larger project for which funding has been secured.

Is creating artist space eligible?

Yes.

JOBS/CDBG

What qualifies as low/mod income jobs?

We will be using the 2009 Section 8 Income Guidelines, which can be found in Appendix 4 (page 199) of the 2010 Consolidated Plan at <http://www.phila.gov/ohcd/consolplan.htm>. Additionally, the presentation at the public meeting outlines the CDBG requirements. The presentation is available on Philadelphia's recovery website on the front page for a limited time and then will be moved under the CDBG section: <http://www.phila.gov/recovery/>. It is also available along with the RFP on the eContracts Philly website: <https://ework.phila.gov/econtractphilly>.

Where can I find more information on the City's overall (\$14 million) CDGB-R program?

You can find more information about this at <http://www.phila.gov/recovery/>. Additionally, the 2010 Consolidated Plan is available at: <http://www.phila.gov/ohcd/consolplan.htm>

Can you get a grant for just serving a low-mod community or just for creating low-mod jobs?

Yes. As long as you meet one of these criteria, you will be CDBG eligible. However, for your application to be competitive you should be creating permanent jobs as part of your project.

Do you have to show that you can sustain the permanent job that you create?

Yes, there must be a realistic plan for how you will sustain jobs. Additionally, you will be required to report to the City and federal government about jobs created.

Is there a specific threshold for the grant dollars given per job created?

No. ARRA guidelines are less strict than the regular CDBG guidelines, which rule that for each job created a maximum of \$35,000 can be granted. We will still be using this guideline as a reference.

Should we include the number of jobs created in the application?

Yes. Section 2.A of the Application asks for specific job creation information.

Must jobs created be full time – can you combine part time jobs? Do independent contractors count as jobs?

Yes. We will be calculating jobs as FTE (full time equivalent)

Do we need to know who we are going to hire before applying?

No.

Is there flexibility in low-mod neighborhood are/map requirements?

No, however, keep in mind there are other ways to meet the CDBG eligibility.

APPLICATION REQUIREMENTS

Can you get a waiver of the 2-year audit if you have only existed for one year?

If audited financials are not available, we will need a written explanation of why. You will need to submit 990s or other financial statements.

For an individual artist – will tax returns work instead of an audit – with a business privilege license?

Yes.

Can you apply without 501-C3 status?

Being a 501-C3 is not a requirement of this grant. We are however, looking for an entity that can demonstrate capacity to carry out the proposed project.

Should you apply without a lease?

Site control is mandatory, either through ownership, an agreement of sale or a lease with 10 years remaining on it. Applicants must be able to demonstrate this at the time of application.

Must construction documents be complete before the application deadline?

We are looking for projects that can demonstrate readiness. Construction documents should be complete or as close to complete as possible.

Will you place any emphasis on granting funds to minority-owned businesses?

We expect there to be range in the grants we make by size of organization, location, creative discipline, with diversity in mind. Additionally, we are requiring that awardees make best and good faith efforts to solicit the participation of Minority Owned, Women Owned and Disabled Owned businesses for the projects themselves.

If I own the property but I need a zoning change for the project, must that be in place before applying?

Your project will be more competitive if it is feasible that it can occur within three months of your award date. Please call our business services hot line to help with regulatory issues relating to zoning or licensing and inspections. (215)-683-2100.

Will you make grants to smaller projects or larger projects?

The range of grants is \$20,000 to \$100,000 and we expect to use the full extent of that range.

What if our application is a collaboration between profit and non-profit – who would apply – both or together?

There should be a lead applicant. The lead applicant should represent the entity primarily responsible for the construction/renovation project. Other co-applicants should make sure they are represented in the application and fill out the necessary paperwork included in the application.

Do we need to have matching funds in place before application date? Must you and how do you demonstrate your match?

You need to demonstrate that you can begin your project within three months. In order to judge feasibility, we will need to be sure you have the funding to complete your project. Matching funds in place will make your project more competitive. Evidence of matching funds can be shown in financial statements, letters of intent, or loan documentation, etc.

How do I know how much to apply for? Will you partially fund grant requests?

You need to demonstrate both a need/gap in funding, as well as your ability to finance the project in full. Your grant-ask should reflect your needs, relevant to the number of jobs you are creating and your ability to meet the priorities outlined in the RFP. For example, a project with a modest job creation impact should apply on the lower range, whereas a project that is creating many jobs would qualify for more significant funding.

Can work completed count toward your match?

Yes, as long as it is part of or related to the project you are applying for.

OTHER

Is there a scoring mechanism?

A document "selection criteria" is posted under the contract opportunity on eContracts Philly.

Will a portion of the grants be designated solely to non-profits vs. for-profit organizations?

There is no predetermined split. The committee will be looking for a good balance between nonprofit and for profit projects.

Will projects receiving financing through this product be subject to Prevailing Wages?

Yes.

Can Minority/Female/Disabled Business Enterprises (M/W/DBEs) that are NOT yet certified with the Office of Economic Opportunity (OEO) be counted towards EOP goals?

No, but please inform us of these situations as we may then work with the firm and OEO in initiating and expediting their certification process so they may be counted towards EOP goals.

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. E.S.T. ON
DECEMBER 18th, 2009.**