



CALIFORNIA VENUES GRANT PROGRAM

This Program is funded by the State of California and administered by CalOSBA.

A photograph of an empty theater with rows of red seats. The stage is visible in the background, and the text "We want to help you fill those seats again." is overlaid on the image.

We want to help
you fill those seats again.

PROGRAM AND APPLICATION GUIDE

(Rev. 10.28.21)

PROGRAM OVERVIEW

The California Venues Grant Program (“Program”) will support **eligible independent live events venues** that have been affected by COVID-19 in order to support their continued operation.

Eligible independent live events venues must have a physical address and operate in California, which will be validated through submitted business tax returns. If your business tax returns do not reference a California address, you will be deemed ineligible.

GRANT AWARD

Grants awarded under this Program shall be in an amount equal to **the lesser of two hundred fifty thousand dollars (\$250,000) or 20 percent of the applicant’s gross earned revenue** in California for the 2019 taxable year.

THE APPLICATION PROCESS

- Eligible independent live event applicants shall **complete a new and separate application** for the grants allocated under this section even if they already have submitted an application for the California Small Business COVID-19 Relief Grant Program established in California Government Code Section 12100.83.
- **If an eligible independent live event has been awarded a grant under the California Small Business COVID-19 Relief Grant Program established in California Government Code Section 12100.83, the amount of that grant will be subtracted from the grant amount to be awarded under this Program. If the grant amount awarded under the California Small Business COVID-19 Relief Grant Program is greater than the amount awarded under this Program, the eligible independent live event will not receive a grant under this Program.**



PROGRAM OVERVIEW

- Eligible applicants will be processed in three (3) stages:
 - **Stage 1:** Applicants complete a web application through Lendistry's Portal by providing basic information and uploading required selected financial documents, identification documents, and an Application Certification regarding accuracy and truthfulness of information submitted.
 - **Stage 2:** Applicants go through a preliminary validation process to determine if the business meets the program's minimum eligibility requirements.
 - **Stage 3:** Applicants that are selected to move forward in the validation process will be requested to provide additional documentation.
- Lendistry will distribute grants on behalf of the State of California to selected, validated, and approved eligible businesses and nonprofits.
 - Applicants that are selected, validated, and approved for funding will receive an email notification from Lendistry directing them to their Grantee Agreement on Lendistry's Portal dashboard. Applicants approved for funding will be able to execute their Grantee Agreement via DocuSign, an electronic signature platform, without leaving Lendistry's Portal. The Grantee Agreement must be fully executed before funds are released via ACH wire transfer.
 - During the application process, you will be requested to link your business banking account to Lendistry's Portal using Plaid, a third-party technology company which allows us to verify account information from your bank or credit union to an app like Lendistry's Portal. Alternative verification methods are available, including if your banking institution is not available through Plaid.



DEFINITIONS: ELIGIBLE VENUE

“Eligible Venue” means a venue with the following characteristics:

1. A defined performance and audience space.
2. Mixing equipment, a public address system, and a lighting rig.
3. Engages one or more individuals to carry out not less than two of the following roles:
 - A sound engineer.
 - A booker.
 - A promoter.
 - A stage manager.
 - Security personnel.
 - A box office manager.
4. For a venue owned or operated by a nonprofit entity that produces free events, the events are produced and managed primarily by paid employees, not by volunteers.



DEFINITIONS: ELIGIBLE INDEPENDENT LIVE EVENT

“Eligible Independent Live Event” means an entity that satisfies **all** of the following:

1. Is a sole proprietor, C-corporation, S-corporation, cooperative, limited liability company, partnership, limited partnership, or a registered 501(c)(3) nonprofit entity that satisfies the criteria defined in subparagraphs (B) through (G) inclusive of paragraph (1) of subdivision (f) of California Government Code Section 12100.82.
2. Began operating in the state prior to June 1, 2019
3. Is currently active and operating, or has a clear plan to reopen when the state permits reopening of the business
4. Has been impacted by COVID-19 and the related health and safety restrictions, such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
5. Provides organizing documents, including a 2019 and 2020 state and federal tax return or Form 990, and a copy of official filing with the Secretary of State or with the local municipality, as applicable, including, but not limited to, Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License.
6. Provides an acceptable form of government-issued photo identification.



DEFINITIONS: ELIGIBLE INDEPENDENT LIVE EVENT

8. Is in any of the following North American Industry Classification System codes:
- 711211: Sports Teams and Clubs.
 - 711310: Promoters of Performing Arts, Sports, and Similar Events with Facilities.
 - 711320: Promoters of Performing Arts, Sports, and Similar Events without Facilities.
 - 722410: Drinking Places (Alcoholic Beverages).
 - 722511: Full-Service Restaurants.

9. Is any of the following:
- An individual or entity that meets both of the following criteria:
 - As a principal business activity, organizes, promotes, produces, manages, or hosts live concerts, comedy shows, theatrical productions, or other events by performing artists at an eligible venue where both of the following take place:
 - i. A cover charge through ticketing or front door entrance fee is applied and
 - ii. Performers are paid.
 - At least 70 percent of the earned revenue of the individual or entity is generated through cover charges or ticket sales, production fees or production reimbursements, or the sale of event beverages, food, or merchandise.



DEFINITIONS: ELIGIBLE INDEPENDENT LIVE EVENT

- An individual or entity that, as a principal business activity, makes tickets to events available for purchase by the public an average of not less than 30 days before the date of the event, which shall meet both of the following:
 - As a principal business activity, organizes, promotes, produces, manages, or hosts live concerts, comedy shows, theatrical productions, or other events by performing artists at an eligible venue where both of the following take place:
 - i. A cover charge through ticketing or front door entrance fee is applied and
 - ii. Performers are paid.
 - Performers are paid in an amount that is based on a percentage of sales, a guarantee in writing or standard contract, or another mutually beneficial formal agreement
- An individual or entity that meets both of the following criteria:
 - As a principal business activity, organizes, promotes, produces, manages, or hosts live sporting events at an eligible venue where both of the following take place:
 - i. A cover charge through ticketing or front door entrance fee is applied
 - ii. Performers are paid.
 - At least 70 percent of the earned revenue of the individual or entity is generated through cover charges or ticket sales, production fees or production reimbursements, or the sale of event beverages, food, or merchandise.
 - The individual or entity is not a major league or professional sports team or club **and** is not owned by a major league or professional sports team or club.



INELIGIBLE BUSINESSES

Notwithstanding the four previous pages, “eligible independent live event” shall **not include** entities that satisfy any of the following:

- Is a publicly traded corporation, or is majority owned and controlled by a publicly traded corporation.
- Owns or operates entities in more than five states or in another country, or is owned by an entity that owns or operates entities in more than five states or in another country.
- Generates less than 75 percent of its gross earned revenue in California.
- Demonstrates a percentage gross earned revenue decline in California of less than 70 percent, based on a reporting period comparing Q2, Q3, and Q4 of 2020, compared to Q2, Q3, and Q4 of 2019.

- Is one of the following excluded entities:
 - i. Businesses without a physical presence in the state and not headquartered in the state.
 - ii. Nonprofit businesses not registered as a 501(c)(3), 501(c)(6), or 501(c)(19).
 - iii. Government entities (other than Native American tribes) or elected official offices.
 - iv. Businesses primarily engaged in political or lobbying activities, regardless of whether the entity is registered as a 501(c)(3), 501(c)(6), or 501(c)(19).
 - v. Passive businesses, investment companies, and investors who file a Schedule E on their tax returns.



INELIGIBLE BUSINESSES

- vi. Financial institutions or businesses primarily engaged in the business of lending, such as banks, finance companies, and factoring companies.
- vii. Businesses engaged in any activity that is unlawful under federal, state, or local law
- viii. Businesses that restrict patronage for any reason other than capacity
- ix. Speculative businesses.
- x. Businesses with any owner of greater than 10 percent of the equity interest in it who meets one or more of the following criteria:
 - 1. The owner has, within the prior three years, been convicted of or had a civil judgment rendered against the owner, or has had commenced any form of parole or probation, including probation before judgment, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local public transaction or contract under a public transaction, violation of federal or state antitrust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - 2. The owner is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local government entity, with commission of any of the offenses enumerated above.



INELIGIBLE BUSINESSES

- xi. Affiliated companies, as defined in Section 121.103 of Title 13 of the Code of Federal Regulations
- xii. Businesses of a prurient sexual nature, including businesses which present live performances of a prurient sexual nature and businesses which derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature
- xiii. Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses and check cashing businesses

- xiv. Churches and other religious institutions (regardless of whether such entities qualify as a 501(c)(3), 501(c)(6) or 501(c)(19)) , other than a school, child care, or other educational business affiliated where (i) greater than 50% of the gross annual revenue is derived from the school, child care facility or educational business and (ii) the grant will be used only for eligible costs and expenses directly related to the school, child care, or other educational business, and no portion of the grant will be used for any normal profit or overhead of the church or other religious institution

Owners of multiple business entities, franchises, locations, affiliations, etc. are **not** eligible for multiple grants and are only allowed to apply **once** using the eligible independent live venue with the highest revenue



ELIGIBLE USES OF FUNDS

Grant moneys awarded under this section shall only be used for costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred as a result of the COVID-19 pandemic, including the following:

- Employee expenses, including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums.
- Working capital and overhead, including rent, utilities, mortgage principal, and interest payments, but excluding mortgage prepayments, and debt obligations, including principal and interest, incurred before March 1, 2020.
- Costs associated with reopening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures.
- Costs associated with complying with COVID-19 federal, state, or local guidelines for reopening with required safety protocols, including, but not limited to, equipment, plexiglass barriers, outdoor dining, personal protective equipment (PPE) supplies, testing, and employee training expenses.
- Any other COVID-19-related expenses not already covered through grants, forgivable loans, or other relief through federal, state, county, or city programs.
- Any other COVID-19-related costs that are not human resource expenses for the state share of Medicaid, employee bonuses, severance pay, taxes, legal settlements, personal expenses, or other expenses unrelated to COVID-19 impacts, repairs from damages already covered by insurance, or reimbursement to donors for donated items or services.



PROGRAM PRIORITIES

Grants to eligible independent live events shall be prioritized on documented percentage gross earned revenue declines based on a reporting period comparing California gross earned revenues in Q2, Q3, **and** Q4 of 2020 **and** California gross earned revenues in Q2, Q3, **and** Q4 of 2019.



REQUIRED DOCUMENTATION

All of the following documents are required and must be uploaded to the Portal:

1. **Application Certification (PDF)**

Completed and signed to self-certify the truthfulness and accuracy of the information you provide in the web application and supporting documents.

2. **Business Financials (PDF)**

- All pages of the business 2019 federal tax returns
- All pages of the business 2019 California tax returns
- All pages of the business 2020 federal tax returns
- All pages of business 2020 California tax returns

3. **Government-Issued ID (PDF or JPEG)**

Driver's License or Passport (Expired IDs will not be accepted)

4. **Interim Financial Statements (PDF)**

- Interim financials statement covering Q2, Q3 & Q4 for 2019
- Interim financials statement covering Q2, Q3 & Q4 for 2020

5. **Official filing with the California Secretary of State** (which must be active) or local municipality, as applicable, for your business such as one of the following **(PDF)**:

- Articles of Incorporation
- Certificate of Organization
- Fictitious Name of Registration
- Government-issued Business License (sole proprietors without fictitious name)

6. **Nonprofits Only: Most Recent IRS Tax Exemption Letter (PDF)**

7. **NOTE: Must provide a California Secretary of State filing evidencing that the business was legally doing business in the State of California prior to June 1, 2019.**



HOW TO COMPLETE THE APPLICATION CERTIFICATION



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APPLICATION CERTIFICATION

As part of the application process, you will be required to self-certify the truthfulness and accuracy of the information you provide in the web application and supporting documents by signing an Application Certification.

The Application Certification will be available in electronic form for you to download and complete. A signed Application Certification is a required document in this grant process and will need to be uploaded to the Portal.

You can complete the Application Certification in two ways:

1. Download and sign the certification electronically or
2. Print and complete the form by hand.

FOR-PROFIT APPLICANT CERTIFICATION

[CLICK HERE TO DOWNLOAD](#)

NONPROFIT APPLICANT CERTIFICATION

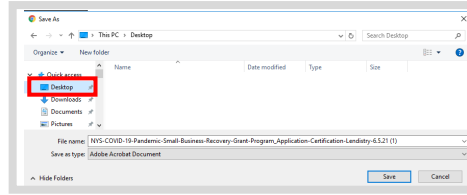
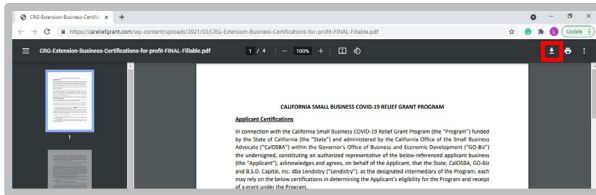
[CLICK HERE TO DOWNLOAD](#)



HOW TO COMPLETE THE FORM ELECTRONICALLY

STEP 1

Click the download 📄 icon to download and save the Application Certification your device.

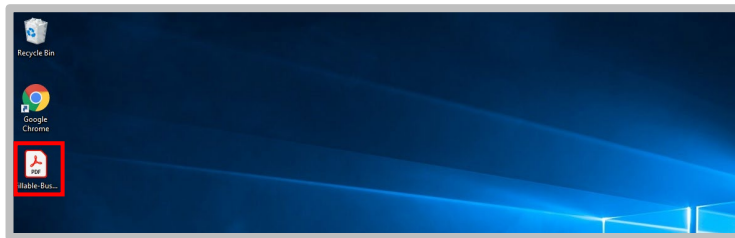


1 Download.

2 Save.

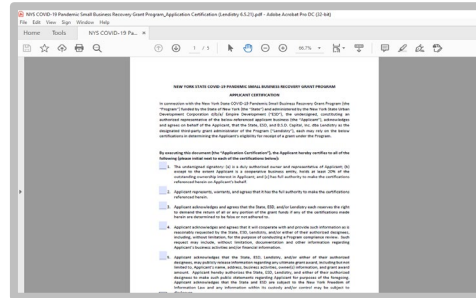
STEP 2

Locate Application Certification on your device and open the file from there. Your Application Certification will open as a PDF file.



STEP 3

Complete the Application Certification by entering your initials next to all numbered items and then entering your signature and business information on the last page.



STEP 4

After completing the Application Certification, save it again by going to File > Save or pressing CTRL+S on your keyboard to save your fully executed Application Certification.

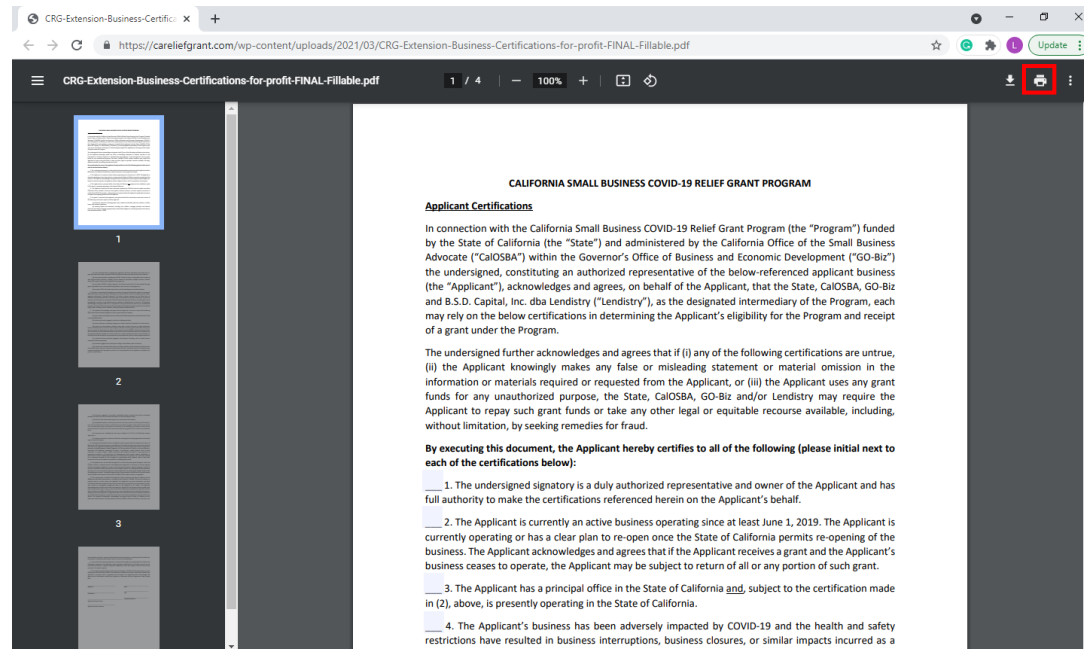
STEP 5

Upload the completed Application Certification in the Portal during the application process.

HOW TO COMPLETE THE FORM BY HAND

STEP 1

Print the Application Certification by clicking the printer icon.



STEP 2

Fill out the Application Certification using a dark pen and legible handwriting.

STEP 3

Scan the completed Application Certification and upload it to the Portal.

EXAMPLES OF DOCUMENTATION



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EXAMPLE: FEDERAL TAX RETURNS

FOR-PROFIT BUSINESS

Form 1120

Form 1065

Form 1040

2019

Form 1120

Form 1065

Form 1040

2020

NONPROFIT ORGANIZATION

2019

2020



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EXAMPLE: CALIFORNIA TAX RETURNS

FOR-PROFIT BUSINESS

Form 100

Form 565

Form 540

2019

Form 100

Form 565

Form 540

2020

NONPROFIT ORGANIZATION

Form 199

RRF-1

CT-TR-1

2019

Form 199

RRF-1

CT-TR-1

2020



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EXAMPLE: GOVERNMENT-ISSUED ID



UNITED STATES PASSPORT

**RESIDENT PERMANENT ALIEN CARD**

DRIVERS LICENSE

- The following forms of ID will **NOT** be accepted:

- Expired IDs
- Bus Passes
- School IDs
- Union IDs
- Job Badges
- Library Cards

EXAMPLE: OFFICIAL FILING WITH THE CALIFORNIA SECRETARY OF STATE OR LOCAL MUNICIPALITY

3767456

FILED
Secretary of State
State of California
16 MAR 16 2016

ARTICLES OF INCORPORATION
OF

ARTICLE I

The name of this corporation

ARTICLE II

A. This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes. The specific purpose of this Corporation is to manage, operate, guide, direct and promote the Corporation.

B. This Corporation is organized and operated exclusively for educational and charitable purposes pursuant to and within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code" or "I.R.C."), or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provision of these articles, the Corporation shall not, except to an insubstantial degree, engage in other activities or exercise of power that do not further the purpose of the Corporation. The Corporation shall not carry on any or other activities not permitted to be carried on by: (i) a corporation exempt from federal income tax under Section 501(c)(3) of the Code, or the corresponding section of any future federal tax code; or (ii) by a corporation, contributions of which are deductible under Section 170(c)(2) of the Code, or the corresponding section of any future federal tax code.

ARTICLE III

The name and address in the State of California of this Corporation's initial agent for service of process is: Registered Agents Inc.

ARTICLE IV

The initial street address of the corporation is:

The initial mailing address of the corporation is:

ARTICLES OF INCORPORATION
MIDDLE TREE INCORPORATED

PAGE 1 OF 3

ARTICLES OF INCORPORATION

State of California
Bill Jones
Secretary of State

300224710133

FILED
In the Office of the Secretary of State
of the State of California
AUG 8 2002
BILL JONES, Secretary of State

A \$70.00 filing fee must accompany this form.
IMPORTANT - Read instructions before completing this form.

This Space For Filing Use Only

1. Name of the limited liability company (and the name with the words "Limited Liability Company," "LLC," "Liability Co.," or the abbreviations "LLC" or "LLC")

2. The purpose of the limited liability company is to engage in any lawful act or activity for which a limited liability company may be organized under the Beverly-Killea limited liability company act.

3. Name the agent for service of process and check the appropriate provision below:

[] an individual residing in California. Proceed to item 4.
[X] a corporation which has filed a certificate pursuant to section 1505. Proceed to item 5.

4. If an individual, California address of the agent for service of process:
Address:
City: State: CA Zip Code:

5. The limited liability company will be managed by: (check one)
[] one manager [] more than one manager [X] single member limited liability company [] all limited liability company members

6. Other matters to be included in this certificate may be set forth on separate attached pages and are made a part of this certificate. Other matters may include the latest date on which the limited liability company is to dissolve.

7. Number of pages attached, if any: 0

8. Type of business of the limited liability company. (For informational purposes only)
Treatment centers and services for at-risk youth

9. DECLARATION: I am hereby declared that I am the person who executed this instrument, which execution is my act and deed.

Signature of Organizer: Type or Print Name of Organizer

August 7, 2002
Date

10. RETURN TO:
NAME
FIRM
ADDRESS
CITY/STATE
ZIP CODE

SECRETARY (REV. 12/99)

FORM LLC-1 - FILING FEE \$70.00
Approved by Secretary of State

CERTIFICATE OF ORGANIZATION

THIS STATEMENT IS A PUBLIC RECORD
(SEE REVERSE SIDE FOR LEGAL REQUIREMENTS AND INSTRUCTIONS)

FILED STAMP ONLY

Any alterations, deletions, or other format to this two-page form will not be accepted for filing by the Office of the SF County Clerk.

FILING FEE: (see website for methods of payment)
\$65.00 For "Business Name and Fictitious Name Statement"
\$75.00 For each additional business name or each additional registered owner on "Fictitious Name Statement" or "Fictitious Name Statement" and "Fictitious Name Statement" to be filed together.

FICTITIOUS BUSINESS NAME STATEMENT

1. Fictitious Business Name(s):

2. Street Address, City, State and Zip code of Principal Place of Business (P.O. Box NOT allowed):

3. Full name of registered owner (if Corporation or Limited Liability Company, also indicate State of incorporation or organization, e.g. (SBA), (SBC), etc.)

Full name of registered owner (if Corporation or Limited Liability Company, also indicate State of incorporation or organization, e.g. (SBA), (SBC), etc.)

Residence Address (P.O. Box NOT allowed):

City, State and Zip Code:

4. The business is conducted by: [] an individual [] a general partnership [] a corporation [] a limited partnership [] an unincorporated association other than a partnership [] a trust [] no partners [] a married couple [] a limited liability company [] a limited liability partnership [] a limited liability company [] a limited liability partnership

5. The registered owner(s) intend to conduct business under the fictitious business name or names listed above on: (check EXACT date OR if future date, enter "not applicable")

6. I declare that all information in this statement is true and correct. (A registered owner who declares as true any material matter pursuant to Section 1502 of the Business and Professions Code that the registered owner is not liable to pay a fine not to exceed one thousand dollars (\$1,000).)

If registered owner other than Corp. or LLC, sign below: If registered is a Corporation or Limited Liability Company, sign below:

Signature: Corporation or LLC Name:

Printed Name: Signature:

Printed Name & Title:

This statement was filed with the San Francisco County Clerk on date indicated by the file stamp above.

NOTICE: This statement is a public record and is subject to public inspection. A person who knowingly and intentionally provides false information in this statement is subject to criminal penalties under the Penal Code, including imprisonment in the state prison for up to three years and a fine of up to \$100,000. A person who knowingly and intentionally provides false information in this statement is also subject to civil penalties under the Civil Code, including a fine of up to \$10,000. A person who knowingly and intentionally provides false information in this statement is also subject to civil penalties under the Civil Code, including a fine of up to \$10,000.

I hereby certify that the foregoing is a correct copy of the original on file with the San Francisco County Clerk.

By: Deputy County Clerk

Rev. 01/01/2014

FICTITIOUS NAME OF REGISTRATION

CITY OF LONG BEACH, CALIFORNIA
BUSINESS LICENSE
OWNERSHIP NON-TRANSFERABLE

PREPARED: 11/06/2018
P120

THE LICENSEE NAMED BELOW IS AUTHORIZED TO OPERATE THE FOLLOWING:

ACCOUNT NUMBER: 1
OWNER: ACTION INVESTIGATORS
LOCATED AT: 3860 CHERRY AVE

BUSINESS TYPE: BUSINESS OFFICE
DBA NAME: ACTION AUTO RECOVERY
PRODUCT: BUSINESS

AUTHORIZED BY: JOHN GROSS
DIRECTOR OF FINANCIAL MANAGEMENT

GOVERNMENT-ISSUED BUSINESS LICENSE

For Sole Proprietors
without Fictitious Name



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EXAMPLE: TAX EXEMPTION LETTER (NONPROFITS ONLY)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 26 2016

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or FORM 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



TIPS FOR APPLYING



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TIP #1

USE GOOGLE CHROME

For the best user experience, please use Google Chrome throughout the entire application process.

Other web browsers may not support our interface and can cause errors in your application.

If you do not have Google Chrome on your device, you can download it for free at <https://www.google.com/chrome/>

Before you begin the application, please do the following on Google Chrome:

- 1. Clear Your Cache**
- 2. Use Incognito Mode**
- 3. Disable Pop-Up Blocker**

CACHED DATA

Cached data is information that has been stored from a previously used website or application and is primarily used to make the browsing process faster by auto-populating your information. However, cached data may also include outdated information such as old passwords or information you have previously entered incorrectly. This can create errors in your application and may result in it being flagged for potential fraud.

INCOGNITO MODE

Incognito mode allows you to enter information privately and prevents your data from being remembered or cached.

POP-UP BLOCKER

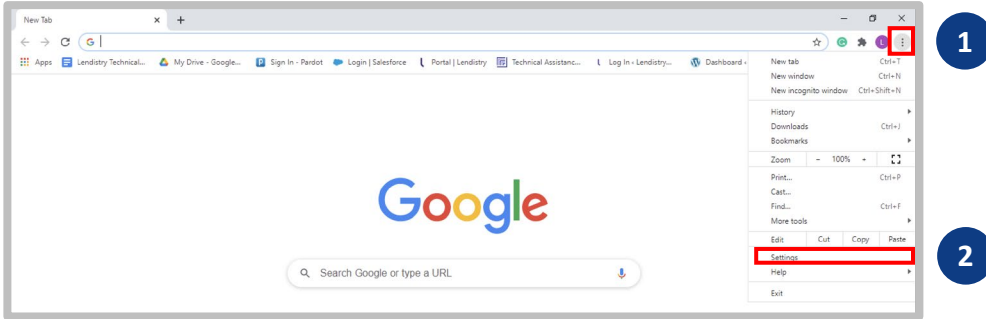
Our application includes multiple pop-up messages that are used to confirm the accuracy of the information you provide. You must disable the pop-up blocker on Google Chrome to see these messages.



HOW TO CLEAR YOUR CACHE

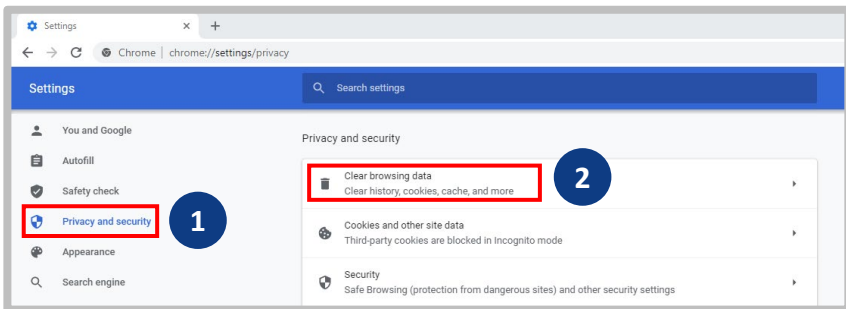
STEP 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to “**Settings**”.



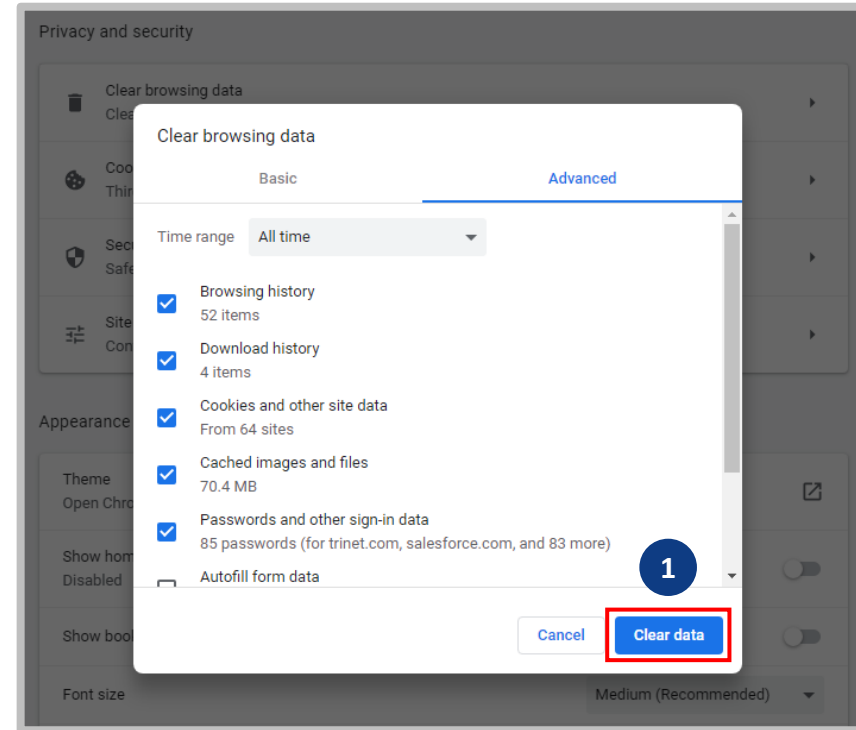
STEP 2

Go to “**Privacy and Security**”, and then select “**Clear Browsing Data**”.



STEP 3

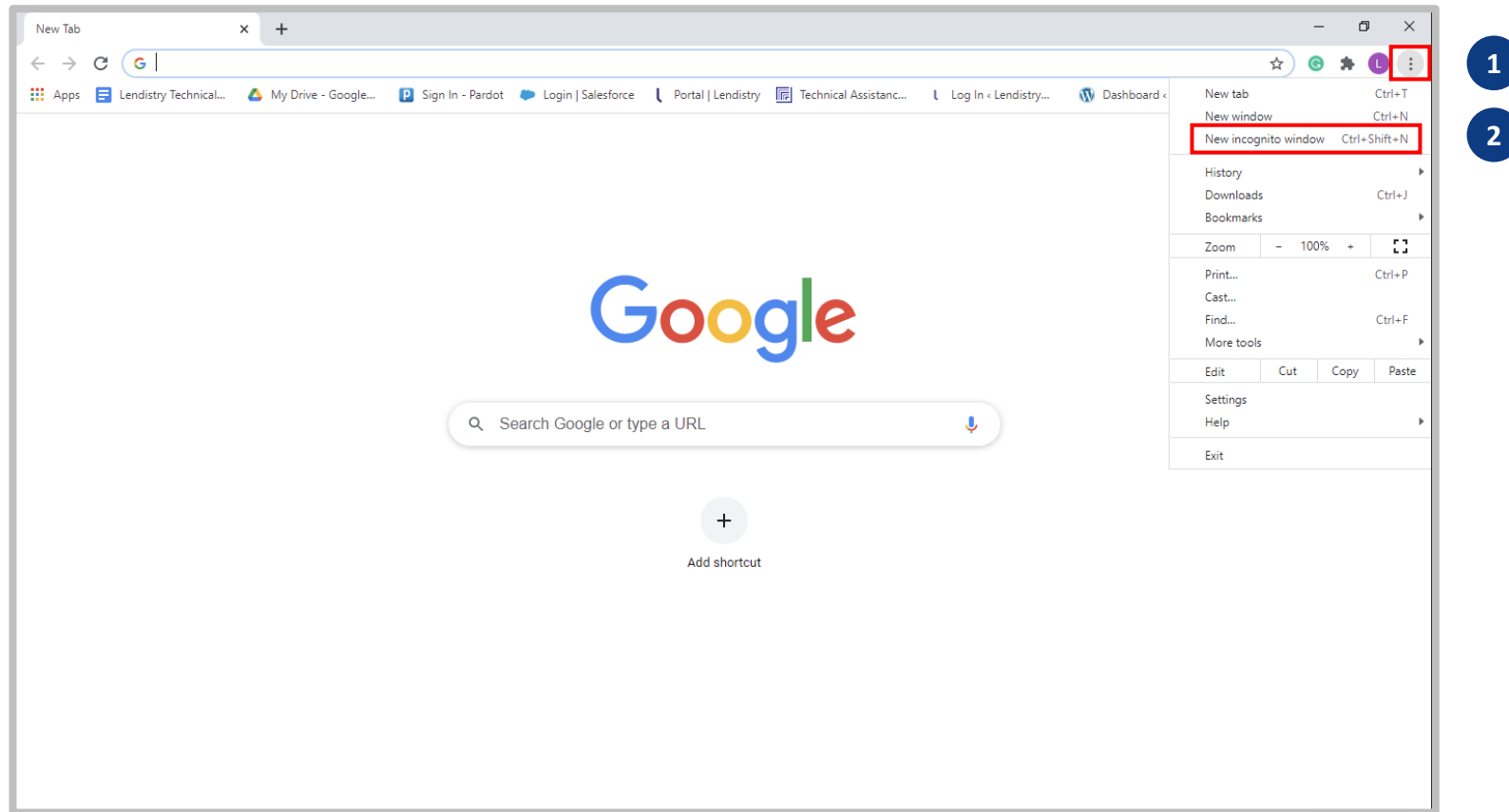
Select “**Clear Data**”.



HOW TO ENABLE INCOGNITO MODE

STEP 1

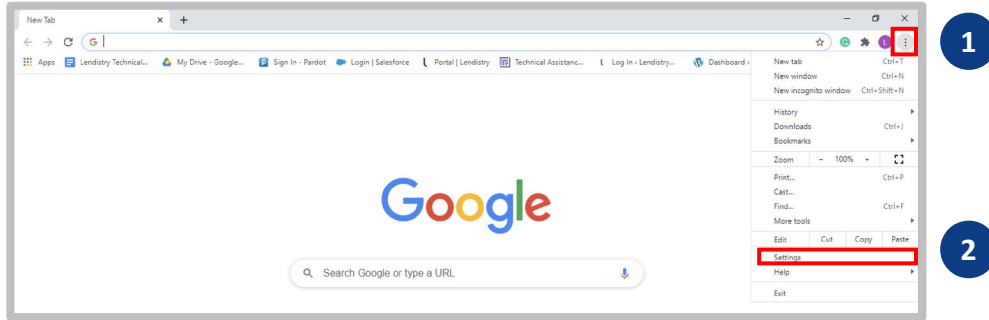
Click the three dots in the upper right corner of your web browser, and then select “**New incognito window.**” Your browser will open a new window.



HOW TO DISABLE POP-UP BLOCKER

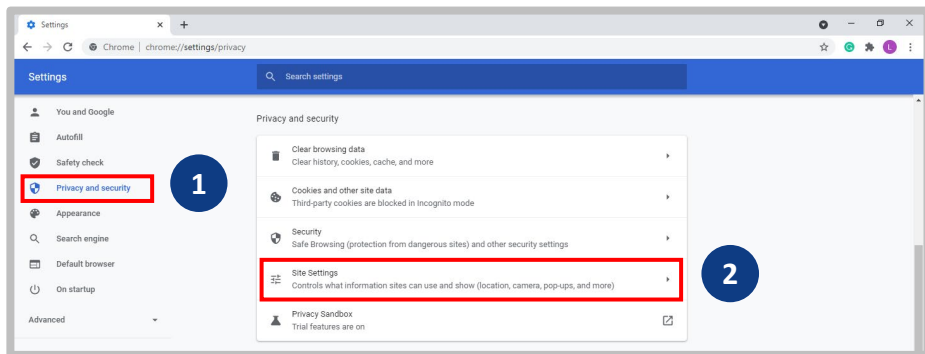
STEP 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to “**Settings**”.



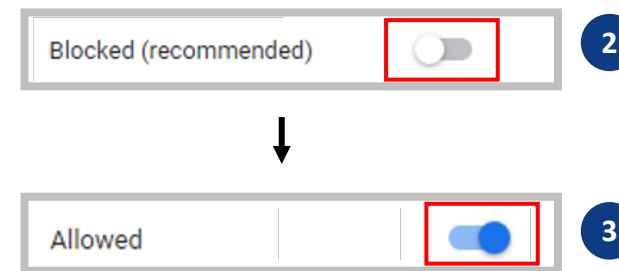
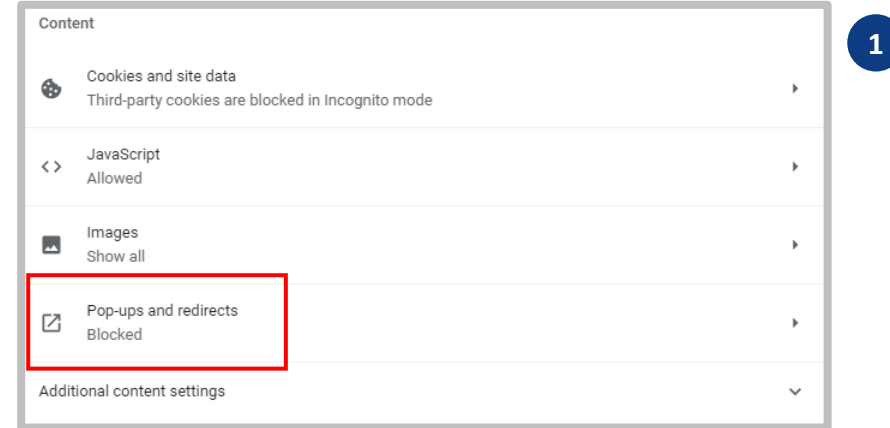
STEP 2

Go to “**Privacy and Security**”, and then select “**Site Settings**”.



STEP 3

Select “**Pop-up and Redirects**”. Click the button so that it turns blue and the status changes from “**Blocked**” to “**Allowed**”.



TIP #2

PREPARE YOUR DOCUMENTS

In order for you to submit your application, all required documents must be uploaded to the Portal.

The documents must be clear, aligned straight, and contain no disruptive backgrounds when uploaded to the Portal.

Important Notes for Uploading Documents:

- All documents must be submitted in **PDF format**. All documents must be submitted in PDF format. Your government-issued ID may be uploaded as a JPEG or PDF. File size must be under 15MB.
- The file name CANNOT contain any special characters (!@#\$%^&*()_+).
- If your file is password protected, you will need to enter it in.

SAMPLE



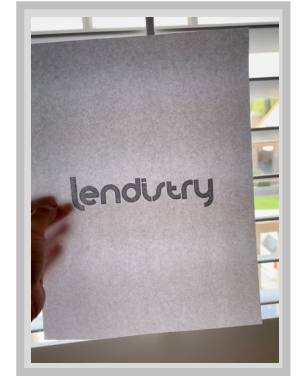
Correct:

Document is clear and aligned straight.



Incorrect:

1. Document not aligned straight.
2. Document is in front of window (busy background) and a hand is seen in the photo.



MOBILE SCANNING APPS

If you do not have a scanner, we recommend using the following free mobile apps:

Genius Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Adobe Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)



TIP #3

USE A VALID EMAIL ADDRESS

Please make sure you are using a valid email address and that it is spelled correctly in the application. Updates and additional guidance for your application will be sent to the email address you provide.

DO NOT submit a new application if you have used an incorrect or invalid email address. **Submitting multiple applications or using an invalid email address will be detected as potential fraud and will disrupt the review process for your application.**

Please contact our call center at (888) 984-1173 for assistance.

INVALID EMAIL ADDRESSES

The following email addresses **will not** be accepted or recognized in our system:

Emails *beginning* with **info@**

Example: info@mycompany.com

Emails *ending* with **@contact.com** or **@noreply.com**

Example: mycompany@contact.com

Example: mycompany@noreply.com



TIP #4

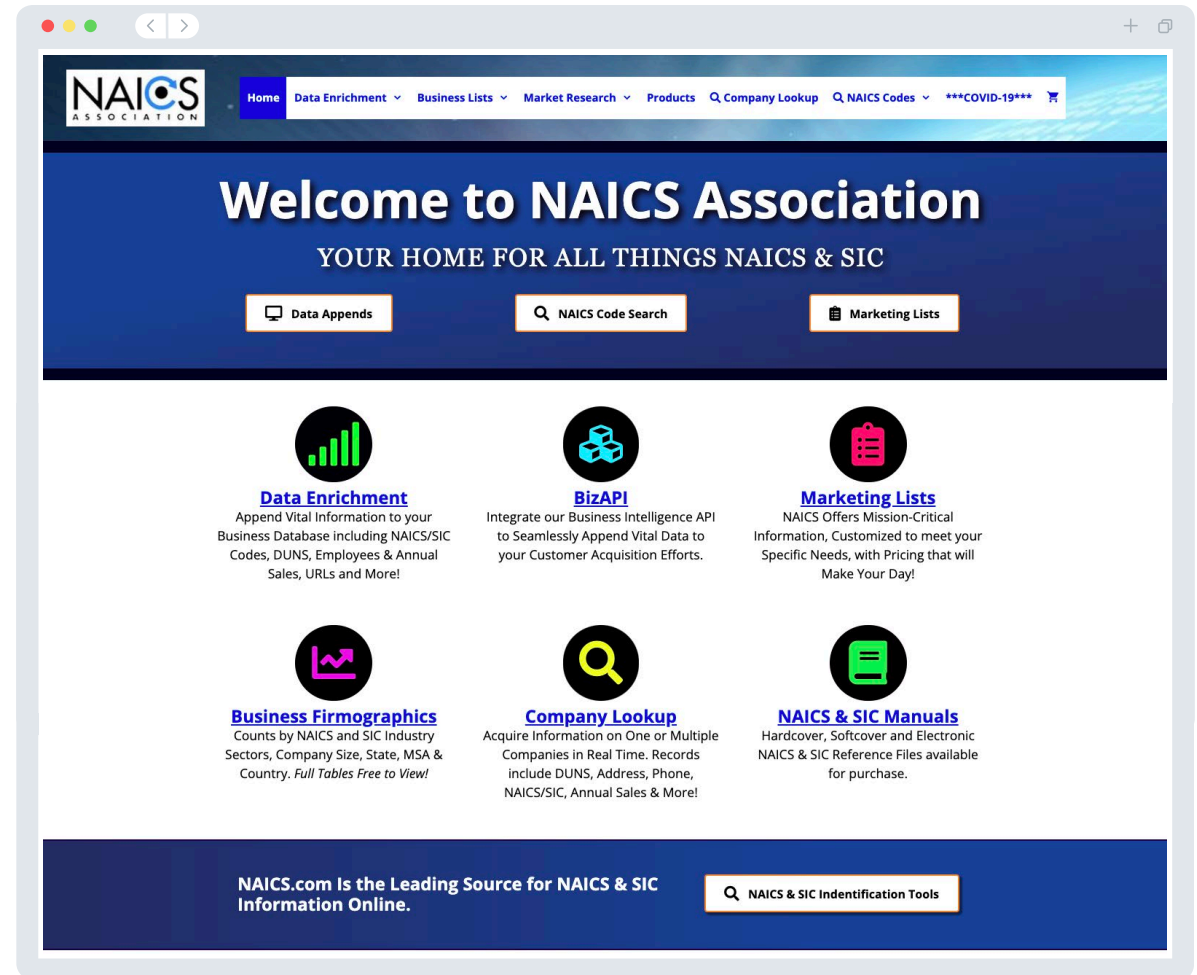
FIND YOUR NAICS CODE

You will need to enter a NAICS code during the application process.

To be eligible for this grant, **your business must be in one of the following NAICS Codes:**

- 711211: Sports Teams and Clubs.
- 711310: Promoters of Performing Arts, Sports, and Similar Events with Facilities.
- 711320: Promoters of Performing Arts, Sports, and Similar Events without Facilities.
- 722410: Drinking Places (Alcoholic Beverages).
- 722511: Full-Service Restaurants.

To confirm your NAICS code, go to www.naics.com.



TIP #5 FIND A PARTNER

Lendistry's partners include mission-based lenders and small business advisory and technical assistance providers who are available to help small businesses with the application process, uploading documents, and more. This includes many of the State of California supported small business centers who prioritize the expansion of technical assistance to underserved business groups.

You may select any Partner that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, as well as technical assistance to help you and your business.

Please note that your decision will not affect your chances of receiving a grant.

OUR PARTNERS



To learn more about our partners, visit:

<https://cavenuesgrant.com/>



CALIFORNIA VENUES GRANT PROGRAM

This Program is funded by the State of California and administered by CalOSBA.

THE APPLICATION PROCESS



CALIFORNIA VENUES GRANT PROGRAM

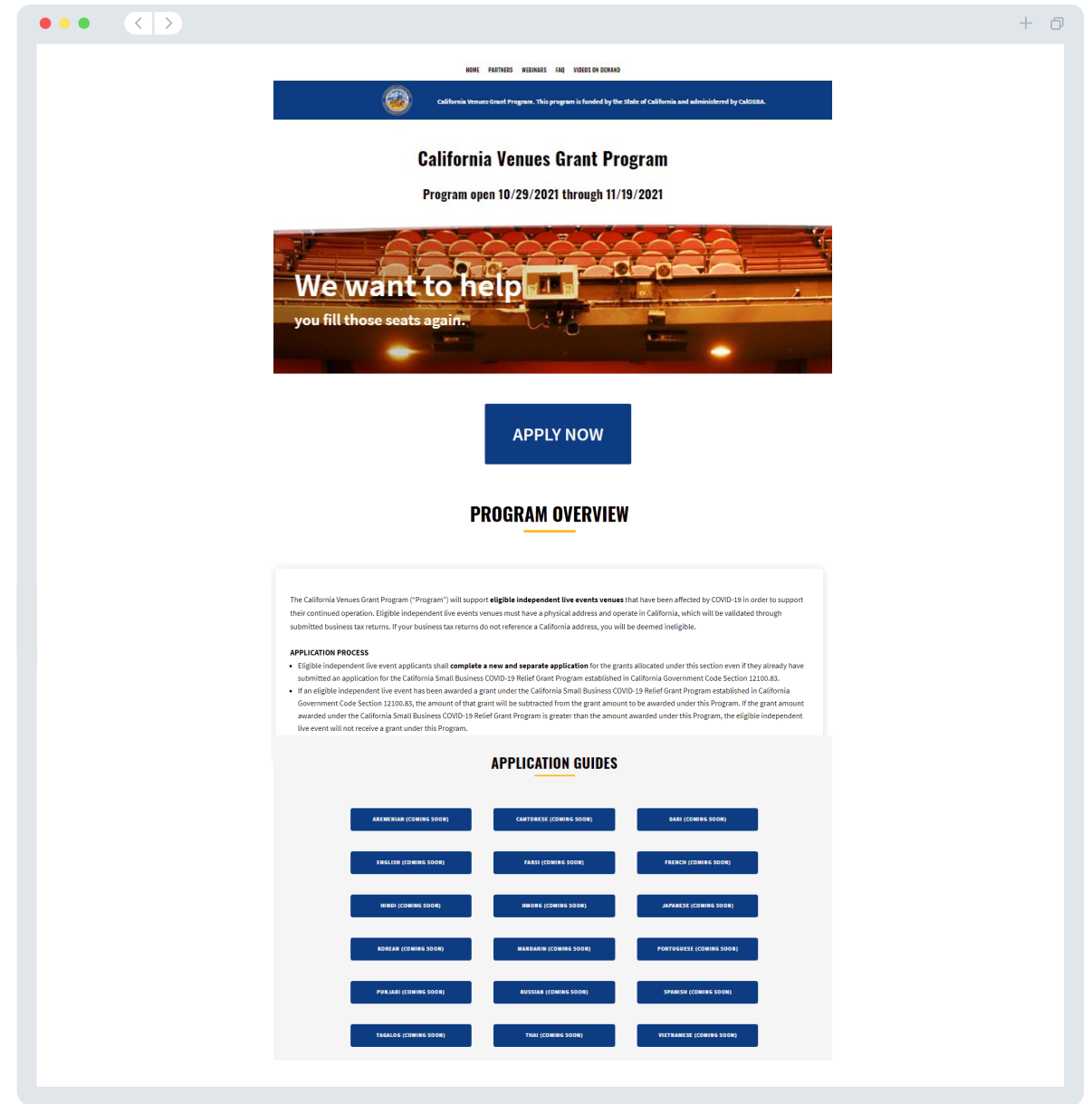
This Program is funded by the State of California and administered by CalOSBA.

APPLY AT WWW.CAVENUESGRANT.COM

To apply for a grant, visit www.cavenuesgrant.com and click “**Apply Now**”. You will be redirected to the application Portal.

Our website also contains various resources to help guide you through the entire application process. Resources include:

- **Guidelines for the Program**
- **Program and Application Guide**
- **Application Certification Download**
- **Call Center Number and Hours**
- **A list of our Partners**
- **Scheduled Webinars from Partners (open to all applicants)**
- **FAQ: Videos-on-Demand**



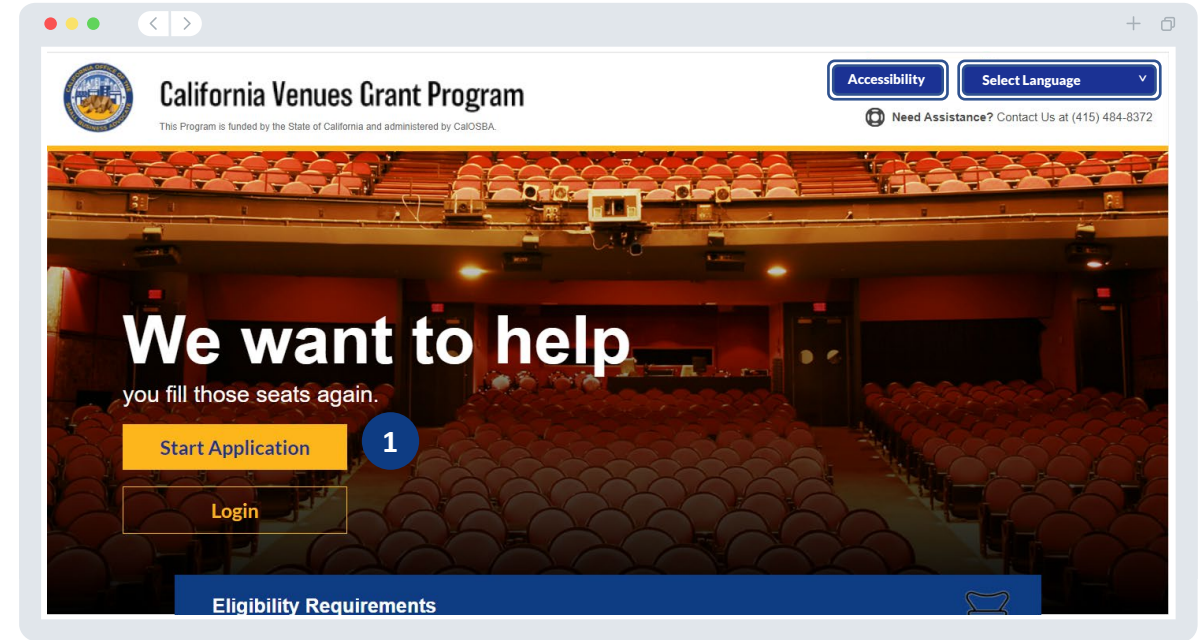
CALIFORNIA VENUES GRANT PROGRAM

This Program is funded by the State of California and administered by CalOSBA.

CREATE A NEW PORTAL ACCOUNT

All eligible applicants are required complete **a new and separate application** for the California Venues Grant Program even if they already have submitted an application for the California Small Business COVID-19 Relief Grant Program.

1. To start a new application, you will need to create a new Portal Account. Click “**Start Application**” to begin this process.
2. Register your email address and phone number. The email and password you use here will be your **login credentials for the Portal**, so it is very important that you make note of them. You will also need to enter a **real and working mobile number** in this section.
3. A confirmation code will be sent to you via SMS/Text, which you need in order to complete your account registration. To protect your privacy and the information you provide, you will also need a confirmation code every time you log into the Portal. Data and messaging rates may apply.



2

Register your email and phone number.

3

Enter the confirmation code.

SECTION 1:

OWNER DETAILS

WHAT INFORMATION IS NEEDED?

- First Name
- Last Name
- E-mail
- Residential Address
- Date of Birth
- Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)¹
- Percent of Ownership
- Referral Partner²
- Preferred Phone Number
- SMS/Text Policy³

1. Required to make sure applicant is not on the OFAC list.
2. The referral partner you choose will not affect your application.
3. Check the box if you would like to receive updates on your application during the review process via SMS/Text.

Owner Details Business Info -1 Business Info 2 Demographics Disclosure Q&A Financial Info Upload Docs

Let's discuss owner details for your business

We want to get to know you. Please fill out the information below:

Owner First Name: Luu Owner Last Name: Test

Owner Email: cavenues3@yopmail.com Owner Address Line 1 (Do not list PO Box):

Owner Address Line 2: Owner City:

Owner State: Owner Zip Code:

Owner Date of Birth: Month Day Year Owner Social Security or ITIN Number (#SSN or #ITIN): XXX-XX-XXXX

Percent of Ownership (%): Referral Partner: Select

Owner Preferred Phone Number: +1-555-555-5555 I accept the SMS/Text Policy

Submit Owner Details and Continue



SECTION 2:

BUSINESS INFORMATION PART 1

WHAT INFORMATION IS NEEDED?

- Legal Business Name
- Doing Business As/“DBA” (if applicable)
- Business EIN (or SSN for sole props only)
- Business Address
- Business Number
- Business Type (For-Profit or Nonprofit)
- Business Entity Type
- State of Incorporation
- Business Start Date
- Business Website (if applicable)

Note: For the purpose of our web application, “business” refers to a for-profit business or nonprofit organization.

The screenshot shows a web application interface for the 'California Venues Grant Program'. The top navigation bar includes tabs for 'Owner Details', 'Business Info -1', 'Business Info 2', 'Demographics', 'Disclosure Q&A', 'Financial Info', and 'Upload Docs'. The 'Business Info -1' tab is currently selected. The main heading is 'Tell us about your company' with the subtext 'We want to get to know you.' The form contains the following fields:

- Legal Business Name**: Text input field.
- Doing Business As (DBA) - (Please type N/A if not applicable)**: Text input field.
- Business EIN or SSN (For Sole Proprietorships Only)**: Text input field with placeholder 'XXXXXXXX'.
- Business Address Line 1 (Do not list PO Box)**: Text input field.
- Business Address Line 2**: Text input field.
- Business City**: Text input field.
- Business State**: Text input field.
- Business Zip Code**: Text input field.
- Business Phone Number**: Text input field with placeholder '+1-__-__-__'.
- Are you a non-profit or for-profit business?**: Dropdown menu with 'Select' option.
- Business Entity Type**: Dropdown menu with 'Select' option.
- State of Formation**: Dropdown menu with 'Select' option.
- Date Business Established**: Three input fields for 'Month', 'Day', and 'Year'.
- Business Website URL - (Please type N/A if not applicable)**: Text input field.

A 'Continue' button is located at the bottom right of the form.



SECTION 3:

BUSINESS INFORMATION PART 2

WHAT INFORMATION IS NEEDED?

- Purpose of Grant
- Amount Requested (**Note: The amount you request may differ from the amount that is approved.**)
- Will this Grant create new jobs?
- Annual Revenue for 2019 (this must match your tax returns)
- # of Full-Time Employees
- # of Part-Time Employees
- # of Jobs Created
- # of Jobs Retained

Note: For the purpose of our web application, “business” refers to a for-profit business or nonprofit organization.

The screenshot shows a web application interface for the California Venues Grant Program. The top navigation bar includes tabs for 'Owner Details', 'Business Info -1', 'Business Info 2' (which is the active tab), 'Demographics', 'Disclosure Q&A', 'Financial Info', and 'Upload Docs'. The main heading is 'How can we help you'. Below this, there are several input fields and dropdown menus arranged in a grid. The fields include: 'Purpose of grant' (a dropdown menu with 'Select' as the current value), 'Amount Requested' (a text input field with a small information icon), 'Annual Gross Receipts for 2019 (this should match your tax return)' (a text input field), 'Will this grant create new jobs?' (a dropdown menu with 'Select' as the current value), '# of Full-time Employees (2020)' (a text input field), '# of Part-time Employees (2020)' (a text input field), '# of jobs created (2020)' (a text input field), and '# of jobs retained (2020)' (a text input field). At the bottom right of the form is a blue 'Continue' button.



SECTION 4:

DEMOGRAPHICS

WHAT INFORMATION IS NEEDED?

- Who is your customer base?
 1. **B2B:** Business to Business
 2. **B2C:** Business to Consumer
- What does your business do?
- What type of business is it?
- NAICS Code
- Women-Owned? (Yes or No)*
- Veteran-Owned? (Yes or No)*
- Disabled-Owned? (Yes or No)*
- Applicant's Race*
- Applicant's Ethnicity*
- Franchise? (Yes or No)*
- Rural? (Yes or No)*

*Response will not affect eligibility.

The screenshot shows a web browser window with a navigation bar at the top containing the following tabs: Owner Details, Business Info -1, Business Info 2, Demographics (which is highlighted), Disclosure Q&A, Financial Info, and Upload Docs. The main heading is 'Tell us about your company' with the subtext 'We want to get to know you.' Below this, there are two columns of dropdown menus. The left column includes: 'Who is your customer base?' (with a 'Select' option), 'What type of business is it?' (with a 'Select' option), 'NAICS code (Click here to find your NAICS code)' (with a 'Select' option), 'Veteran Owned' (with a 'Select' option), 'Race' (with a 'Select' option), and 'Franchise' (with a 'Select' option). The right column includes: 'What does your business do?' (with a 'Select' option), 'Tell us more.' (with a 'Select' option), 'Women Owned' (with a 'Select' option), 'Disabled Owned' (with a 'Select' option), 'Ethnicity' (with a 'Select' option), and 'Rural' (with a 'Select' option). Each dropdown menu has a small information icon (i) to its left. At the bottom right of the form is a blue 'Continue' button.



SECTION 5: DISCLOSURES

WHAT INFORMATION IS NEEDED?

- The disclosure questions will help us determine your eligibility. Complete all questions.

Owner DetailsBusiness Info -1Business Info 2DemographicsDisclosure Q&AFinancial InfoUpload Docs

A few more questions to help determine your eligibility

We want to get to know you.

1) Does the individual or entity operate an "eligible venue"? For the purposes of this Program, an "eligible venue" is defined as one that meets the following characteristics:

Select

1. is a defined performance and audience space;

2. has mixing equipment, a public address system, and a lighting rig;

3. engages one or more individuals to carry out not less than two of the following roles:

a. sound engineer

b. booker,

c. promoter,

d. stage manager,

e. security personnel, and/or

f. box office manager; and

4. if such venue is owned or operated by a nonprofit entity that produces free events, such events are produced and managed primarily by paid employees, not by volunteers.

2) Is the individual or entity's principal business activity to organize, promote, produce, manage, or host live concerts, comedy shows, theatrical productions, or other events by performing artists at an eligible venue (as defined in California Government Code Section 12100.83.5(f)(2))" where both of the following take place?(1) A cover charge through ticketing or front door entrance fee is applied; and (2) performers are paid.

Select

3) Is at least 70 percent of the earned revenue of the individual or entity generated through cover charges or ticket sales, production fees or production reimbursements, or the sale of event beverages, food, or merchandise?

Select

4) Does the individual or entity, as a principal business activity, make tickets to events available for purchase by the public an average of at least 60 days prior to the date of the event and meet both of the following requirements?

Select

1. As a principal business activity, organizes, promotes, produces, manages, or hosts live concerts, comedy shows, theatrical productions, or other events by performing artists at an eligible venue (as defined in California Government Code Section 12100.83.5(f)(2))" where both of the following take place:

a. a cover charge through ticketing or front door entrance fee is applied; and

b. performers are paid; and

2. Performers are paid in an amount that is based on a percentage of sales, a guarantee in writing or standard contract, or another mutually beneficial formal agreement.

5) Does the individual or entity, as a principal business activity, organize, promote, produce, manage, or host live sporting events at an eligible venue (as defined in California Government Code Section 12100.83.5(f)(2))" where all of the following take place: (a) a cover charge through ticketing or front door entrance fee is applied; (b) performers are paid; and (c) the requirements of Question 3 above are met.

Select

6) Is the individual or entity a major league or professional sports team or club, and/or owned by a major league or professional sports team or club?

Select

7) Is the individual or entity a publicly traded corporation, or majority owned and controlled by a publicly traded corporation?

Select

8) Does the individual or entity own or operate entities in more than five states or in another country, or is it owned by an entity that owns or operates entities in more than five states or in another country?

Select

9) Does the individual or entity generate more than or equal to 75 percent of its gross earned revenue in California?

Select

10) Did the individual or entity have at least a 70% drop in gross earned revenue in California between 2019 and 2020?

Select

CALIFORNIA VENUES GRANT PROGRAM
This Program is funded by the State of California and administered by CalOSBA.

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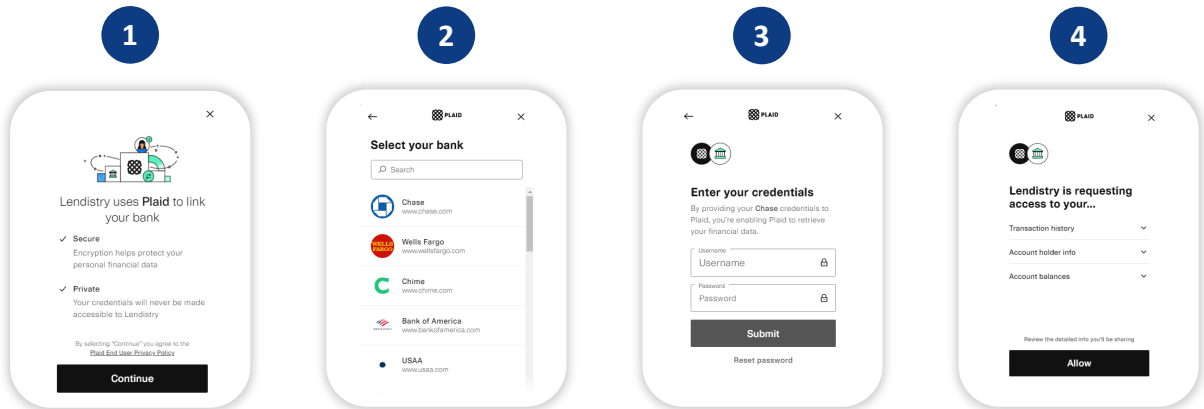
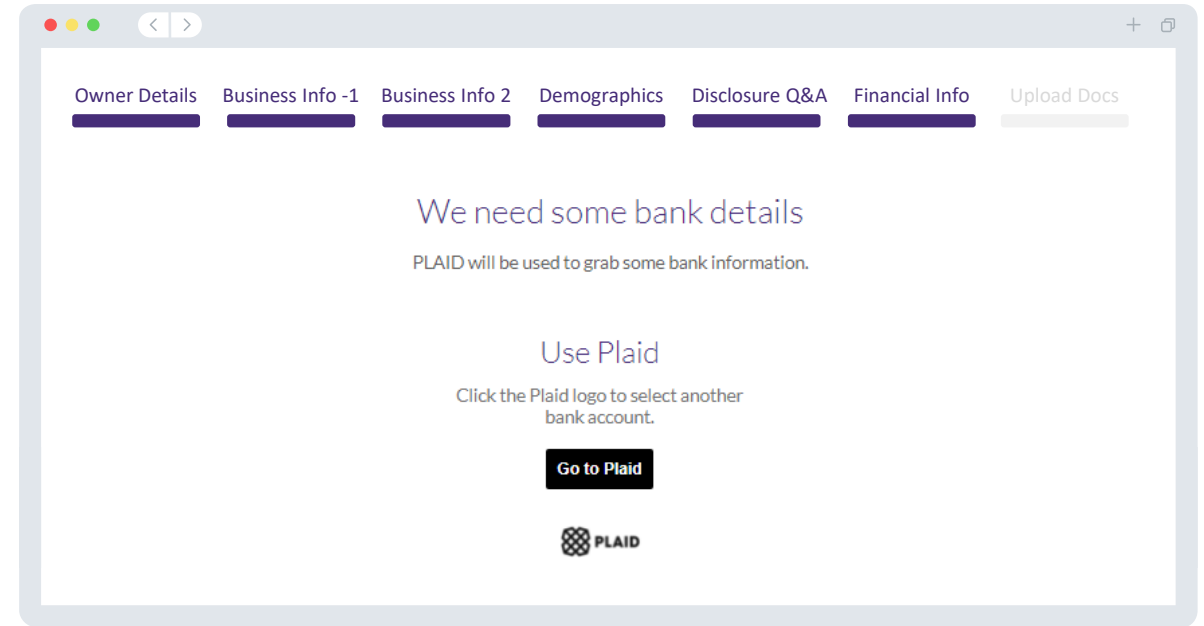
SECTION 6: FINANCIALS

WHAT IS YOUR FINANCIAL INFORMATION NEEDED?

Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements. This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account using the other proceeding methods.

IMPORTANT NOTE

All applicants, except for sole proprietors, are required to use a **business banking account**. Sole proprietors may use a personal banking account, but it must match the name listed in the application.



Continue to
Plaid.

Locate your
banking
institution.

Sign into your
online banking
account.

Confirm
permission.




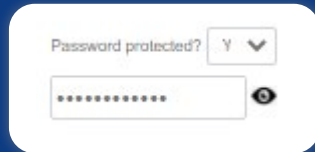
CALIFORNIA VENUES GRANT PROGRAM

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SECTION 7: UPLOAD DOCS

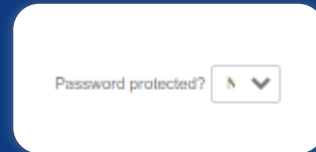
WHAT INFORMATION IS NEEDED?

- Select the upload  icon to locate the document file on your device.
- If the file is password protected, select YES from the dropdown menu titled, “**Password Protected?**”, and enter the file’s password. If the file is not password protected, select NO.





Password protected? Y ▼

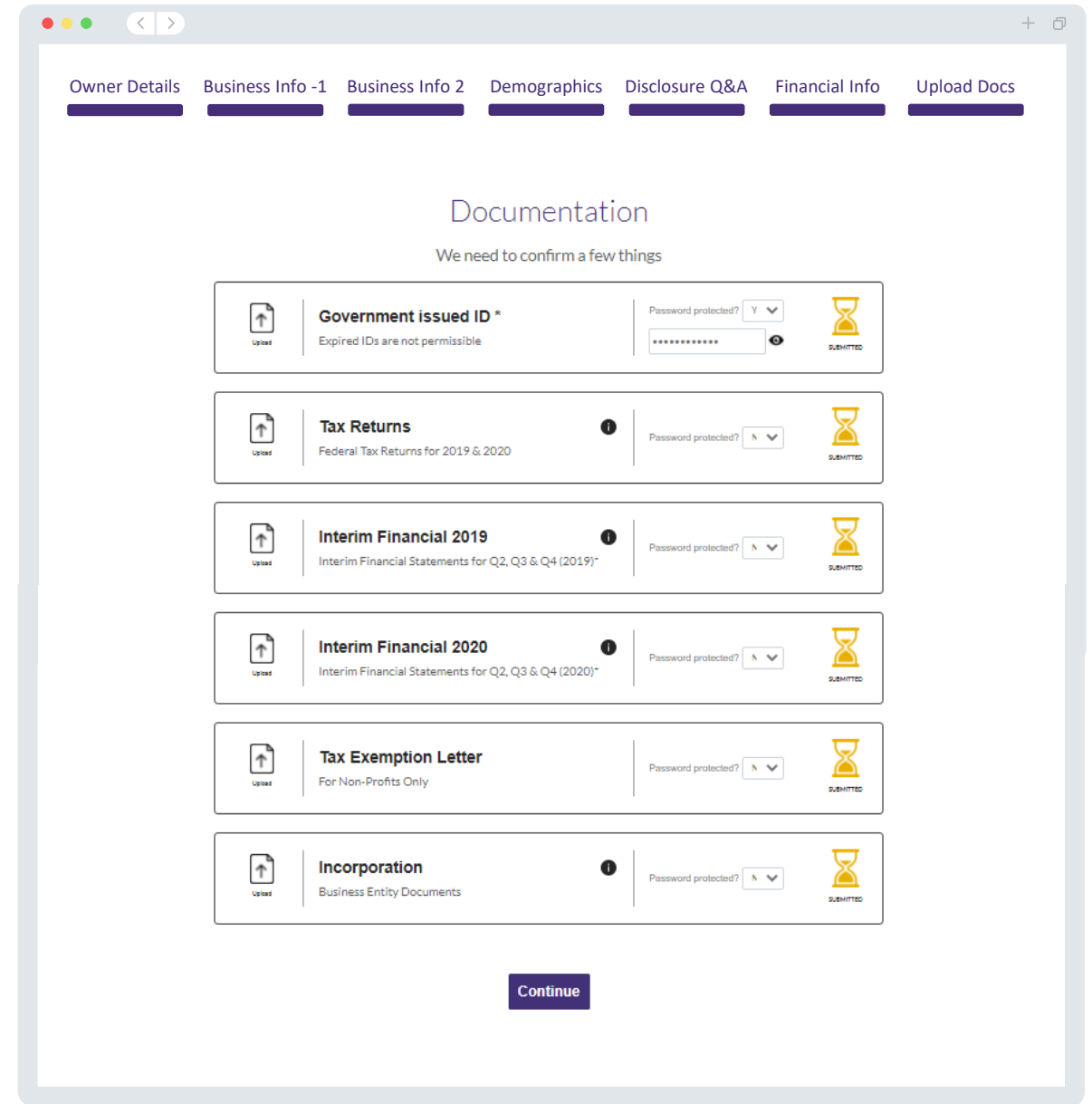
Selected YES if the file is password protected.



Password protected? N ▼

Selected NO if the file has no password.













- The status of should change from  “**Requested**” to  “**Submitted**”.
- Repeat the steps above until all documents have been uploaded. Note: A Tax Exemption Letter is required only for nonprofits.



Owner Details Business Info -1 Business Info 2 Demographics Disclosure Q&A Financial Info Upload Docs

Documentation

We need to confirm a few things

	Government issued ID * Expired IDs are not permissible	Password protected? Y ▼ *****	 SUBMITTED
	Tax Returns Federal Tax Returns for 2019 & 2020	Password protected? N ▼	 SUBMITTED
	Interim Financial 2019 Interim Financial Statements for Q2, Q3 & Q4 (2019)*	Password protected? N ▼	 SUBMITTED
	Interim Financial 2020 Interim Financial Statements for Q2, Q3 & Q4 (2020)*	Password protected? N ▼	 SUBMITTED
	Tax Exemption Letter For Non-Profits Only	Password protected? N ▼	 SUBMITTED
	Incorporation Business Entity Documents	Password protected? N ▼	 SUBMITTED

Continue



REVIEW YOUR APPLICATION BEFORE SUBMITTING

Once you have completed all sections of the web application **and** have uploaded required documents, you will be able to review your responses before submitting your application.

1. If you need to edit your application, click on **“I have some edits”** and fix any errors.
2. Read the **Terms and Condition** and check the box to agree.
3. If you would like to review and submit your application at a later time, click on **“Save and come back later”**. You can sign into the Portal at any time to manage your application. In the Portal, you will be able to submit an unfinished application, upload documents, link your bank information, and check for status updates.
4. After you have reviewed your application and have confirmed that all information you have provided is accurate, click on **“Everything is good, Submit Application”** to submit your application. **Once you submit your application, you will NOT be able to edit your responses.**

The screenshot shows a web application review interface. At the top, it asks "Do you need to change anything?" and instructs the user to "Please review your application and ensure all information is correct." Below this is a form titled "Business info - 1" containing fields for Business Address Line 1, Address Line 2, City, State, Zip, Legal Business Name, Doing Business As (DBA), Business EIN or SSN, Business Phone Number, Are you a non-profit or for-profit business?, Business Entity Type, State of Formation, Date Business Established, and Business Website URL. At the bottom of the form, there are three buttons: "Save and Come Back Later", "Everything is Good, Submit Application", and "I have some edits!". Below the buttons, there is a checkbox labeled "By checking this box, you agree to these terms and conditions". Four numbered callouts are present: 1 points to the "I have some edits!" button, 2 points to the checkbox, 3 points to the "Save and Come Back Later" button, and 4 points to the "Everything is Good, Submit Application" button.

Important Note: You will not be able to submit your application until all sections have been completed **and all required documents have been uploaded. Unsubmitted applications **will not** move to the next stage and **will not** undergo preliminary review for Program eligibility.**

APPLICATION STATUS

WHAT THEY MEAN AND WHAT YOU SHOULD DO



CALIFORNIA VENUES GRANT PROGRAM

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APPLICATION STATUSES IN THE PORTALS

At any time during the application process, you can log into your Portal account to find the status of your application. Once signed in, the status of your application can be found on the dashboard.

That status of your application is determined by Lendistry's validation team based on your web application and the required documents you upload. Our call center **does not** have the capabilities to validate your application and cannot change your status.

INCOMPLETE

What it means: You started an online application but did not complete it.

What you should do: Sign into the Portal and complete all fields in the application. You must submit a finished application in order to be considered for the grant.

AWAITING SELECTION PROCESS

What it means: You have submitted a complete application and it is currently under review for eligibility.

What you should do: Check your email for notification about your selection decision. You will be either selected, waitlisted, or not selected to move forward in the application process.

IN REVIEW, PENDING VALIDATIONS

What it means: You meet the program's minimum eligibility requirements and have been selected to move forward in the application process. Being selected does not guarantee funding. Lendistry will email or call you with updates about your application.

What you should do: Upload all required documents in PDF format and keep an eye on your email for updates and/or follow up requests (don't forget to check your spam and trash folders).

NOT SELECTED

What it means: You do not meet the program's minimum eligibility requirements and your application has been disqualified.

What you should do: If you think your application was disqualified in error, please reach out to our Call Center for assistance.

INACTIVE

What it means: You have started an application but have failed to complete it and upload all required documents within 60 days. Your application has been deemed inactive and will no longer be reviewed.

What you should do: If you would like to continue with the application process, please reach out to the Call Center to reactivate your application.

