

# COVID-19 CULTURAL AND MUSEUM PRESERVATION GRANT

Program Guidelines | June 2020



# Table of Contents

---

<b>Section I – Statement of Purpose</b>	<b>1</b>
<b>Section II – Definitions</b>	<b>1</b>
<b>Section III – Eligibility</b>	<b>2</b>
A. Eligible Applicants	2
B. Other Eligibility Requirements	2
C. Ineligible Applicants	3
D. Eligible Use of Funds	3
E. Ineligible Use of Funds	3
<b>Section IV – Grants</b>	<b>3</b>
<b>Section V – Program Requirements</b>	<b>4</b>
A. Duplication of Benefits Requirement	4
B. Conflict of Interest Provision	4
C. Nondiscrimination	4
D. Project Records	4
E. Compliance Requirements	4
F. Financial Audit	5
G. Guidelines Provisions	5
<b>Section VI – Application Process</b>	<b>5</b>
A. Application Procedures	5
B. Evaluation Criteria	6
C. Accessing Funds	6
<b>Section VII – Program Inquiries</b>	<b>6</b>

## Section I – Statement of Purpose

---

The COVID-19 Cultural and Museum Preservation Grant Program (the “program”) was created to provide grants to cultural organizations and museums that experienced a loss of revenue from the closure by the proclamation of disaster emergency by the Governor on March 6, 2020 published at 50 PA.B. 1644 (March 21, 2020), and any renewal of the state of disaster emergency.

The act of May 29, 2020 (Act 2A of 2020), known as the COVID-19 Emergency Supplement to the General Appropriation Act of 2019, appropriated \$20,000,000 from the COVID-19 Response Restricted Account to DCED. The act of May 29, 2020 (Act No. 24 of 2020) amended the Fiscal Code to add Article I-C, Subarticle D, Section 132-C, which established the Cultural and Museum Preservation Grant Program. The program is administered by the Department of Community and Economic Development (“DCED”) under the direction of the Commonwealth Financing Authority (“CFA”).

## Section II – Definitions

---

For evaluating applications under this program, the following terms shall be defined as:

1. **Eligible Cultural Organization** – A facility or organization meeting the criteria for grant under Section III.A. and that was subject to closure by the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 PA.B. 1644 (March 21, 2020), and any renewal of the state of disaster emergency and that experienced a loss of revenue related to the closure.
2. **Museum** – An institution that cares for and presents owned or borrowed collections of artifacts and other objects of artistic, cultural, historical or scientific importance that presents the collection to the public for the purpose of education and enjoyment and that was subject to closure by the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 PA.B. 1644 (March 21, 2020), and any renewal of the state of disaster emergency and that experienced a loss of revenue related to the closure. The term shall include each organization within a tax-exempt organization that meets the criteria of this definition.

## **Section III – Eligibility**

---

### **A. Eligible Applicants**

Eligible cultural organizations or museums must be one of the following categories to be eligible for funding through the COVID-19 Cultural and Museum Preservation Grant Program:

1. Children’s Museum
2. General Museum with at least two equally significant disciplines
3. History Museum or Historical Site
4. Military or Maritime Museum
5. Natural History Museum
6. Accredited Zoo
7. Planetarium
8. Science and Technology Center
9. Orchestra
10. Art Museum
11. Performing Arts Organization

### **B. Other Eligibility Requirements**

Other applicant requirements for eligible cultural organizations and museums:

1. Must provide evidence that the eligible cultural organization or museum has received funding prior to the May 29, 2020 from the Pennsylvania Historical and Museum Commission or the Department of Community and Economic Development;
2. Must be located in Pennsylvania;
3. Must have tax-exempt status (501(c)(3) with the Internal Revenue Service;
4. Must have been incorporated and have been exhibiting to the public for at least two years prior to the submission of the grant application;
5. Must have an operating budget in excess of \$100,000 (excluding capital and in-kind services). If a museum receives operating support from another Pennsylvania agency or commission, please check with the Program Contact to verify if the museum has a discreet and itemized operating budget for its activities to be funded through the grant program;
6. Must have at least one full-time professional staff person (or approved equivalent);
7. Must be registered with the Pennsylvania Bureau of Corporations and Charitable Organizations, Charities Section.

### **C. Ineligible Applicants**

Cultural organization and museums and others that are not eligible to apply include:

- Museums and historic sites operated by the Pennsylvania Historical and Museum Commission
- Associate groups at museums and historic sites operated by the Pennsylvania Historical and Museum Commission
- Management groups at museums and historic sites operated by the Pennsylvania Historical and Museum Commission
- Museums and historic sites operated by state or federal government agencies
- Associate groups at museums and historic sites operated by state or federal government agencies
- Museums with annual operating budgets less than \$100,000
- Individuals

### **D. Eligible Use of Funds**

Grant funds may be used to offset lost revenue for eligible cultural organizations and museums that were subject to closure by the proclamation of disaster emergency issued by the Governor on March 6, 2020, published at 50 PA.B. 1644 (March 21, 2020), and any renewal of the state of disaster emergency and that experienced a loss of revenue related to the closure. The period for calculating lost revenue shall be from the date the applicant was subject to closure through July 31, 2020.

### **E. Ineligible Use of Funds**

Ineligible use of funds:

- The program grant funds cannot be used to offset revenue which has already been offset from other sources, including philanthropic and federal, state, and local government sources.

## **Section IV – Grants**

---

1. The maximum grant is \$500,000 per eligible cultural organization or museum. The minimum grant is \$25,000 per eligible cultural organization or museum.
2. The awards for eligible cultural organizations and museums are based on a calculation that uses the operating budget from the most recently completed fiscal year.
3. Tax-exempt organizations with multiple cultural organizations or museums must submit a separate Single Application for Assistance for each eligible cultural organization and museum within the organization.
4. To be eligible for reimbursement, the offset revenue must be within the time frame established by the grant agreement.

## **Section V – Program Requirements**

---

### **A. Duplication of Benefits Requirement**

Applicants cannot apply for grant funds which have already been offset by other sources. The following sources may be considered a duplication and thus should be deducted from the award for the offset revenue:

- a. Federal Emergency Management Agency (FEMA) assistance payments
- b. US Department of Agriculture loans and/or Small Business Administration loans
- c. Grants from philanthropic sources
- d. Other state or federal funding
- e. Funds received from local government

### **B. Conflict of Interest Provision**

An officer, director, or employee of an applicant who is a party to or has a private interest in a project shall disclose the nature and extent of the interest to the governing body of the applicant, and may not vote on action of the applicant concerning the project, nor participate in the deliberations of the applicant concerning the project.

### **C. Nondiscrimination**

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws. All contracts for work to be paid with grant funds must contain the commonwealth's official nondiscrimination clause.

### **D. Project Records**

The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. The program office requires access to such records, as well as the ability to inspect all work, invoices, materials, and other relevant records at reasonable times and places. Upon request of the program office, the applicant must furnish all data, reports, contracts, documents, and other information relevant to the project.

### **E. Compliance Requirements**

Fund payments are subject to the following requirements in the Uniform Guidance (2 C.F.R. Part 200): 2 C.F.R. § 200.303 regarding internal controls, 2 C.F.R. §§ 200.330 through 200.332 regarding subrecipient monitoring and management, and subpart F regarding audit requirements.

## **F. Financial Audit**

A Recipient or Sub-Recipient that expends \$750,000 or more in federal awards during its fiscal year is required to provide the appropriate single or Program-Specific Audit in accordance with the provisions outlined in 2 CFR § 200.501.

## **G. Guidelines Provisions**

The program guidelines may be modified or waived by the CFA unless otherwise required by law.

# **Section VI – Application Process**

---

## **A. Application Procedures**

Applications will be accepted between June 29, 2020 and July 31, 2020 through the on-line Department of Community and Economic Development Electronic Single Application for Assistance located at [www.esa.dced.state.pa.us](http://www.esa.dced.state.pa.us). In addition to the Electronic Single Application for Assistance, the applicant should include the following items when applying for grant funds:

1. Organization information:
  - a. Category of cultural organization or museum from Section III.A
  - b. Brief description about the cultural organization or museum
  - c. Mission Statement of the organization
  - d. Address for the organization's website
  - e. Year the organization was incorporated
  - f. Date IRS exemption was received
  - g. Current registration date with the Pennsylvania Bureau of Charitable Organizations, if applicable
  - h. Total number of days open to the public annually
  - i. Total number of hours open to the public weekly
  - j. Total number of annual visitations
  - k. Total number of full-time paid staff
  - l. Total number of part-time paid staff

2. Grant amount Requested
  - a. Calculations for estimating lost revenue from closure through July 31, 2020 (“revenue period”), which should be calculated by the average revenue over the same revenue period for the previous three years compared to the actual revenue for the current revenue period.
  - b. Operating budget for the most recently completed fiscal year. Please do not include capital funds or in-kind contributions.
  - c. Funds received from other sources for the purpose of offsetting lost revenues
3. Letter from IRS documenting Tax-Exempt 501(c)3 status
4. Evidence that the applicant is registered with the PA Bureau of Charitable Organizations
5. Evidence that the applicant has received funding from PHMC or DCED in the past (grant contract or commitment letter)

The COVID-19 Cultural and Museum Preservation Grant Program is a federally funded program. Applicants will need a Data Universal Number System (DUNS) number in order to apply for funding and be registered with the System for Award Management (SAM) in order to receive funding under the program.

## **B. Evaluation Criteria**

Applicants must meet the eligibility requirements outlined in the program guidelines and awards are based on a calculation that uses the operating budget from the most recently completed fiscal year.

## **C. Accessing Funds**

Following approval of an application by the CFA, a grant agreement and commitment letter will be electronically issued by the CFA to the applicant explaining the terms and conditions of the grant along with a Federal Funding Accountability & Transparency Act (FFATA) Form. The grant agreement and commitment letter must be electronically signed and returned to the CFA within 30 days of the date of the commitment letter or the offer may be withdrawn by the CFA. The FFATA Form must be returned with the signed grant agreement or the grant contract will not be processed.

One fully-executed copy of the grant agreement will be returned to the applicant with a payment request form and instructions for requesting payment. Support documentation will include general ledgers showing actual revenue for the three previous revenue periods along with the actual revenue received from closure through July 31, 2020. Final payments will be made by November 30, 2020.

# **Section VII – Program Inquiries**

---

Program inquiries should be directed to:

Phone: (717) 787-6245  
Email: ra-dcedcbf@pa.gov