



2023 Cultural Incentive Grant NOFA FAQs

Is this a federal, state, or local grant?

- Federal, this grant is part of the Federal American Rescue Plan Act (ARPA) funds received by the City of Spokane.

Where can I apply for these ARPA funds?

- You will apply through the city of Spokane's Neighborly Portal. Please follow the provided link to set up your free account and get started. <https://portal.neighborlysoftware.com/SPOKANEWA/Participant#>
 - You can also get more information on ARPA grants on the city of Spokane's website. <https://my.spokanecity.org/covid19/arpa/>

How long do I have to complete the application for this grant?

- The application deadline is May 24, 2023 5pm.

Is this grant eligible for an event scheduled in 2024?

- No, only events that have been held between January 2023 to December 2023 are eligible.

Who is eligible for this grant?

- Any nonprofit organization (with a determination letter by IRS) who;
 - Has not been debarred from receiving federal funds in the last 5 years,
 - Has fulfilled current and previous grant requirements administered by the City of Spokane,
 - Whose event is NOT conducted primarily as a fundraiser,
 - Whose event does NOT convey a religious message or advocate a political position,
 - Whose event is held in the 2023 calendar year,
 - Whose event must be within City Limits of Spokane,
 - Whose event is free and open to the general public.
 - Will submit a Post Event evaluation form no later than 90 days after the completion of the event,
 - Will submit proof of payment for all expenses upon completion of the event,

Can I submit one application for multiple events hosted by the same organization?

- No, you must submit a separate application for each distinct event.

Is it necessary to submit a separate application for each day of a multiple day event that my organization is planning to host?

- No, you can submit a single application that explains the event's series if you are organizing an event that spans multiple days.

Can my organization receive upfront payments for my event?

- Yes, you are eligible for an advance payment of 25% of your total award. To receive this upfront payment, you must provide an invoice that is then followed up with proof of payment within 14 days.

What happens if I don't meet the 14 days deadline for providing proof of payment for the City's upfront payment?

- If you do not provide proof of payment within 14 days, you will not be eligible to receive further funding for your award and will be required to return the funds.

If my organization has already hosted one event of a two-event series, can we apply for retroactive funding for the previous event and reimbursement for the upcoming one?

- Yes, you can apply for both by specifying in your application that you are organizing a two-event series and requesting retroactive funding for the previous event.

Does my nonprofit need a 501c3 to be eligible?

- No, any classification of the following is eligible: 501c1-501c29 (other nonprofit classifications). To obtain a 501c3 fill out either a 1023 or 1023-EZ for with the IRS on Pay.gov follow this link to start the process: [501c3 Application](#).

Does my nonprofit need a UEI (Unique Entity Identifier) number?

- Yes, any entity receiving Federal grant dollars is required to obtain a UEI number through SAM.gov. Follow the link to setup your free account now: [Sam.gov New Registration](#)

Can fundraising be conducted during events?

- Yes, so long as the event is not conducted primarily as a fundraiser.

Does my organization qualify if the event is not located within the city limits of Spokane?

- No, the events for this grant must be held within city limits. Follow link for Spokane City limits: [Spokane City Limits](#)

If an organization has already received ARPA funds for the 2022 Cultural Incentive Grant, can they still apply for this 2023 Cultural Incentive Grant?

- Yes, you can apply for this grant even if you have received previous ARPA or other covid relief funds.

Can organizations who are fiscally sponsored by a 501c3 apply?

- Yes, there is a section in the application for fiscal sponsor information.

Does my nonprofit need proof of insurance?

- If your organization is selected for funding, then you will need to provide either proof of insurance, or a valid exemption.

In the Neighborly application, is “proof of Insurance Certificate” the same as “General Liability Insurance?”

- Yes.

Does my nonprofit need a Business License?

- If a nonprofit organization conducts taxable business activities in Washington, then you must have appropriate licensing. The application can be obtained from any Department of Revenue office or online at dor.wa.gov follow this link to start the business licensing process: [Business Licensing Wizard](#). You may also complete a [Business Registration Exemption Form](#) by visiting the City webpage to see if you qualify: <https://my.spokanecity.org/business/doing-business/>

How long does my nonprofit need to keep record of the spending of ARPA replacement grant funds?

- According to the government you must hold on to your records for 6 years.

Workshop related questions:

When does the countdown begin for the 14-day invoice payment?

- The 14-days start when the 25% advance payment has been disbursed.

If you’re receiving a partial grant, can you still apply to this one?

- Yes, you are eligible to apply for this grant even if you’re receiving funds from another grant. However, if it’s another grant through the City of Spokane, you must first fulfill previous and current requirements of that grant before being approved for this grant.

Is an honorarium or stipend allowed as an invoice for documentation?

- Yes, so long as it shows proof of payment.

Are student scholarships allowed as a form of documentation for reimbursement?

- Yes, a scholarship award followed by a check is an appropriate form of documentation to provide.

Can I provide a copy of individual purchase receipts or am I required to provide the original receipt?

- You are allowed to provide scanned or photocopied receipts.

If an event is not specifically about fundraising but we do some fundraising, is that allowed?

- Yes, however, the event must not be conducted primarily as a fundraiser.

Is the Cultural Incentive Grant the same as the Assistance for Non-profits grant?

- No, those are two different grants coordinated by the City of Spokane.

Who counts as part of staff for an organization that needs to be added to the Neighborly application?

- Any key staff member on payroll.

If my organization has over 300 employees, do I have to provide information for all 300 staff members in the application?

- No, only information for key staff.

Is there a word limit in Neighborly for application questions?

- Yes, Neighborly indicates a maximum of 1500 characters on specified questions.

Can you clarify the difference between entrance fees and registration fees?

- Entrance fees are required to gain access to the event, while a registration fee is required to participate in a specific aspect of the event, while still allowing free access of the event to the public.

If we are offering a meal at the end of the event, can we charge for the meal?

- Yes, however, you will not be allowed to submit the meal expense for reimbursement.

Is the UEI number the same as the UBI?

- No, UBI stands for Unified Business Identifier and is issued by Washington State Department of Revenue for any organization doing business in Washington. The Unique Entity Identifier (UEI) is issued by the federal government in order to track all federal awards.

If I add an additional user to my Neighborly account, will they automatically have access to the account and application?

- No, anyone added as a user in Neighborly must register their email when logging in for the first time. Only then will they have access to account details.

Can the same organization apply for two different events?

- Yes, however, each distinct event requires a separate application through Neighborly.

Provide an example of when an organization would be using a fiscal sponsor?

- A fiscal sponsor is a non-profit organization that has a written agreement to provide some measure of administrative or financial oversight to another organization that does not have a nonprofit (501 c1-c29) status.

If you're hosting an event for attendees of over 20k, how can you quantify racial and cultural significance of the attendees?

- Identify the expected attendance based on the description of your event, focusing on your target audience and specifics of the event.

Regarding the draw process, if we are waiting for an invoice from a vendor, do we provide just the basic quote or the fully paid invoice?

- When you are ready to submit your draw for reimbursement, you should submit all documentation with proof of payment.

Is the 90-day post event form one page?

- The form template is one page, however, your responses to the questions may be more than one page.

Once you submit the application, can you make additional changes?

- No, you will not have access to your application once you submit it for review. Therefore, it is important to review everything before final submission.

Any More Questions?

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