

Introduction to Shuttered Venue Operators Grant (SVOG) and How to Prepare

Pre-guidelines readiness

Shuttered Venue Operators Grant Program details (SVOG)

The Shuttered Venue Operators Grant (SVOG) program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, signed into law on December 27, 2020. The program includes \$15 billion in grants to shuttered venues, to be administered by the SBA's Office of Disaster Assistance.

Eligible applicants may qualify for SVOG equal to 45% of their gross earned revenue, with the maximum amount available for a single grant award of \$10 million.



Who May Apply For SVOG

Eligible entities include:

- Live venue operators or promoters
- Theatrical producers
- Live performing arts organization operators
- Relevant museum operators, zoos and aquariums who meet specific criteria
- Motion picture theater operators
- Talent representatives, and
- Each business entity owned by an eligible entity that also meets the eligibility requirements

Other requirements:

- Must have been in operation as of February 29, 2020
- Venue or promoter must not have applied for or received a PPP loan on or after December 27, 2020

Steps to get ready to apply to SVOG

- The SVOG application is currently not open. As the SBA works on building the application platform:
 - **Register for or Recall your organization's** Dun and Bradstreet (DUNS) number (a prerequisite for SAM registration) if your organization doesn't already have one.
 - **Organize documents** that demonstrate the number of employees and monthly revenues so the average number of qualifying employees your organization has had over the over the prior 12 months.
 - **Determine the exact amount of gross earned and revenue loss your organization experienced between 2019 and 2020.** This and additional information such as floor plans, contract copies and other evidence will be needed to apply for an SVOG.
 - **Register** for SAM.gov (this is a requirement for applying to SVOG)
 - **Check** SBA SVOG site for application opening date



SAM

(System For Award Management)

REGISTRATION PROCESS

To apply, SVOG applicants need to register with the federal government's SAM at

<https://login.gov/>

Completed registration with SAM is required in order to apply to SVOG.

Applicants cannot use an Individual Taxpayer Identification Number, Employer Identification Number, or other means of identification or registration.

Readiness Tip # 1

SAM registration may take approximately two weeks or more once submitted.

PLEASE confirm that your organization uses the same name and consistent numbers throughout the application process. If the information does not match, the application will be returned, and you will need to start over causing a delay in the registration process.



What you need to know for SAM.gov Registration

- SAM Registration is through login.gov
- Why are you registering?

Response: I only want to apply for federal assistance opportunities like grants loans and other financial assistance programs.

- Ownership Information
- Bank Account Information
- Executive Compensation information (as required)
- (Prerequisite) DUNS number (Dun and Bradstreet)

- Taxpayer Identification Number (TIN) Employer Identification Number(EIN)
- Commercial and Government Entity Code (CAGE number)

If you do not have one, this will be assigned during the registration process

- Obtain your NAICS code
- Notarized letter for entity administrators submitted to the Federal Service Desk
- Review of required representations and certifications.



SAM.GOV Details

- You must have an active registration in SAM to do business with the Federal Government. You must renew your registration each year. To register in SAM, at a minimum, you will need the following information:
- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).



SAM.GOV Details continued

- Know your NACIS Codes. You will be required to provide the North American Industry Classification Codes that pertain to your business.
- Be Patient. There are numerous sections that need to be completed, verified and accepted. Each section must be completed in order to proceed to the next. Each section needs to be completed accurately, as there are outside verifications in order to finalize the registration. Registrants will need to pass the CAGE Code security process as well.
- Registrants will have to complete the "Reps and Certs" (Representations & Certifications) section of the SAM Registration. This additional section is primarily comprised of multiple legal questions, notarized documents and possible additional documentation request.

Readiness Tip #2

SVOG support can be used for the following:

- Payroll costs
- Rent payments
- Utility payments
- Scheduled mortgage payments (not including prepayment of principal)
- Scheduled debt payments (not including prepayment of principal) on any indebtedness incurred in the ordinary course of business prior to 02-15-20
- Worker protection expenditures
- Payments to independent contractors (not to exceed \$100K in annual compensation per contractor)
- Other ordinary and necessary business expenses, including maintenance costs
- Administrative costs (including fees and licensing)
- State and local taxes and fees
- Operating leases in effect as of 02-15-20
- Insurance payments
- Advertising, production transportation, and capital expenditures related to producing a theatrical or live performing arts production. (May not be primary use of funds.)

SVOG support cannot be used for the following types of expenses:

- Purchase of real estate
- Make payments on loans originated after 02-15-20
- Make investments or loans
- Make contributions or other payments to, or on behalf of, political parties, political committees, or candidates for election
- Any other use prohibited by the Administrator



U.S. Small Business
Administration

Shuttered Venue Operators Grant



ADDITIONAL RESOURCES:

- SBA Shuttered Venue Operators Grant Website

<https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/shuttered-venue-operators-grant#section-header-0>

- SBA Shuttered Venue Operators Grant FAQ as of 2/12/21

<https://www.sba.gov/document/support-shuttered-venue-operators-grants-faq>

- YouTube link for Login.gov registration process

<https://youtu.be/36ty-t-xskc>

- SAM Registration Handbook for Non-federal Users

https://www.sam.gov/SAM/transcript/SAM_Non_Federal_User_Guide.pdf

- SAM Notarized letter instructions

https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=6b5fdb721b38601405f9a93ce54bcbf4

- Federal Service Desk at www.fsd.gov or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally)

- Local Assistance Resources – www.sba.gov/local-assistance

- NAICS Code information <https://www.naics.com/six-digit-naics/?code=71>

- Dun & Bradstreet Help Line - 844-542-6070

- Dun & Bradstreet DUNS information

<https://www.dnb.com/duns-number.html>



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