Shuttered Venue Operators Grant

This grant provides emergency assistance for eligible venues affected by COVID-19

Applicant User Guide

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1.0 Welcome to Shuttered Venue Operators Grant

www.sba.gov/svogrant

The Shuttered Venue Operators Grant (SVOG) program was established in Section 324 of the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act (Economic Aid Act) signed into law on Dec. 27, 2020, as part of H.R. 133 Consolidated Appropriations Act, 2021 (Public Law No: 116-260). Section 324 of the Economic Aid Act was amended by Section 5005 of the American Rescue Plan Act (Public Law No.: 117-2) signed into law on March 11, 2021.

This Applicant User Guide is a tool for technical assistance to guide applicants through the SVOG application portal with step-by-step instructions. For information on the documentation required for an SVOG application, see the Application Checklist. For answers to common questions and definitions, see the SVOG Frequently Asked Questions (SVOG FAQ). Please refer to and carefully review the SVOG FAQs for guidance as you complete the SVOG application (SBA Form 3515).

1.1 Background

1.2.1 Who is the Shuttered Venue Operators Grant for?

Shuttered Venue Operators Grant is for:

- Live venue operators or promoters
- Theatrical producers
- Live performing arts organization operators
- Museum operators
- Motion picture theater operators
- Talent representatives

1.2.2 DUNS Registration

Applicant must obtain a Data Universal Number System (DUNS) Number to apply for SVOG funding.

A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track federal money allocation.

(1) Before Registering for a DUNS Number
   - Check if your organization already has a DUNS number. Most large organizations, libraries, colleges, and research universities already have a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

(2) If your organization does not yet have a DUNS number, or no one knows it, visit the Dun & Bradstreet (D&B) website or call 1-866-705-5711 to register or search for a DUNS number.

(3) Registering for a DUNS number is free of charge, so if you encounter any organizations or websites soliciting a fee or charge to acquire a DUNS number it is likely a scam or fraudulent.

(4) You will need all the information listed below to obtain a DUNS number:
- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part-time)

(5) Allow up to two business days to obtain a DUNS number.

1.2.3 SAM.gov Registration

Applicant must register with the System for Award Management (SAM) to apply for federal grants.

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

(1) Before Registering with SAM
- Use the SAM Status Tracker to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).
- Check out any of the following resources provided by the General Services Administration (GSA) on SAM.gov:
  - System for Award Management User Guide
  - Federal Support Desk
- If your organization does not have an EIN, request and obtain an EIN from the IRS.

(2) To register with SAM, go to the SAM website with the following information:
- DUNS number
- Taxpayer Identification Number (TIN) or Employment Identification Number (EIN)
- A notarized letter stating you are the authorized entity
- You must designate an EBiz POC

(3) Your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional 5 weeks to request and obtain an EIN from the IRS.

1.2.4 North American Industry Classification System (NAICS) Code

To obtain your NAICS code visit

Six Digit NAICS Codes & Titles | NAICS Association

1.2.5 Browser Requirements

The SVOG application portal will best perform in the latest versions of Microsoft Edge, Google, Firefox and Safari. It will not work in Internet Explorer.

2.0 Documentation

2.1 Documentation File Types and Size Limitation

Several questions on the application will require you to upload supporting attachments. Make sure they meet the following criteria:

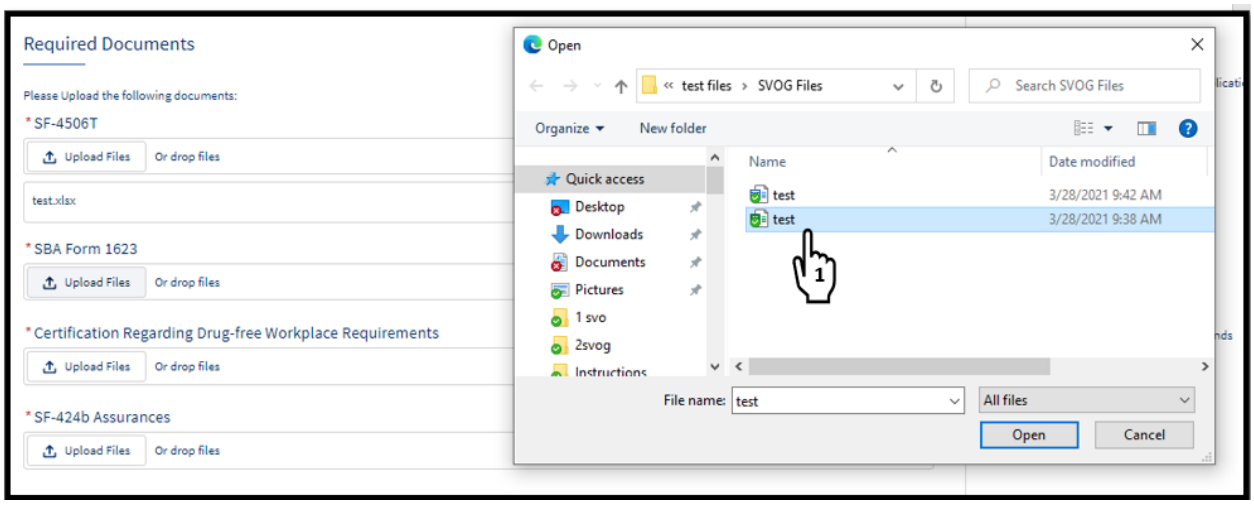
(1) Only file types: .pdf, .jpg, .jpeg, .doc, docx, .xls, and .xlsx will be acceptable
(2) No compressed or zip files
(3) Only files 35mb or smaller are allowed
(4) Please upload no more than 10 attachments to respond to each question
(5) No password protected attachments

2.2 Upload Documentation

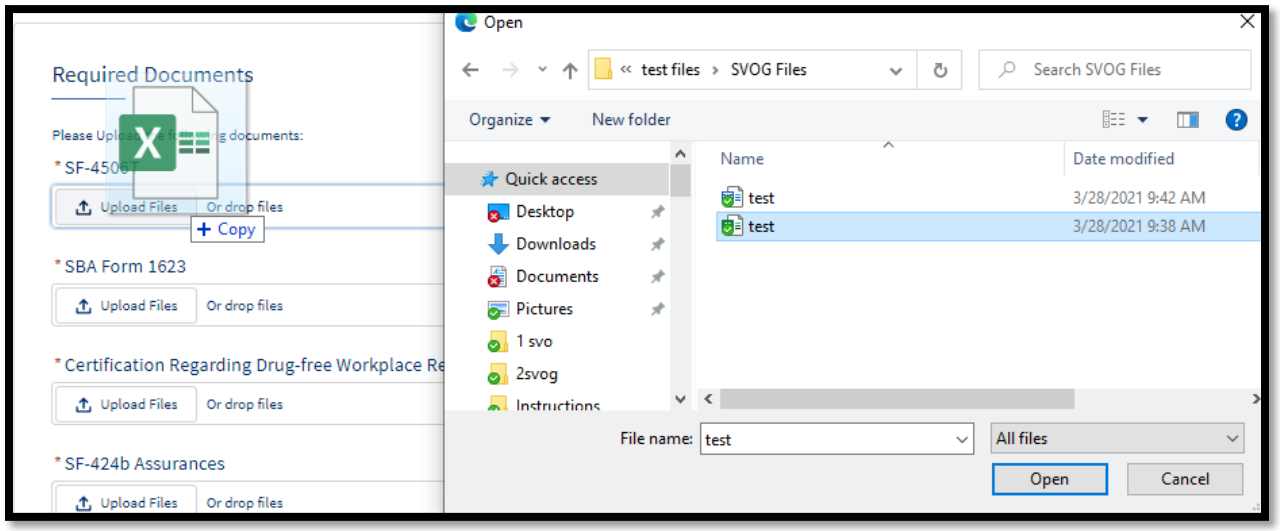
2.2.1 Drag and Drop method

When prompted to upload documentation

Select the file on your computer

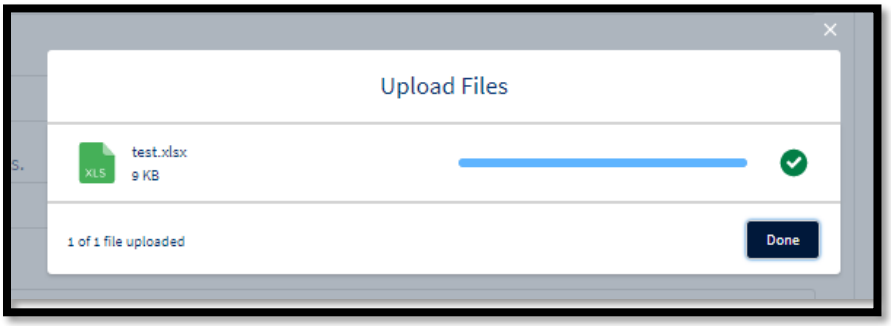


Click on the file and drag it to the corresponding Upload Files Block on the application



Release the file

Click Done on the popup box when file has completed uploading

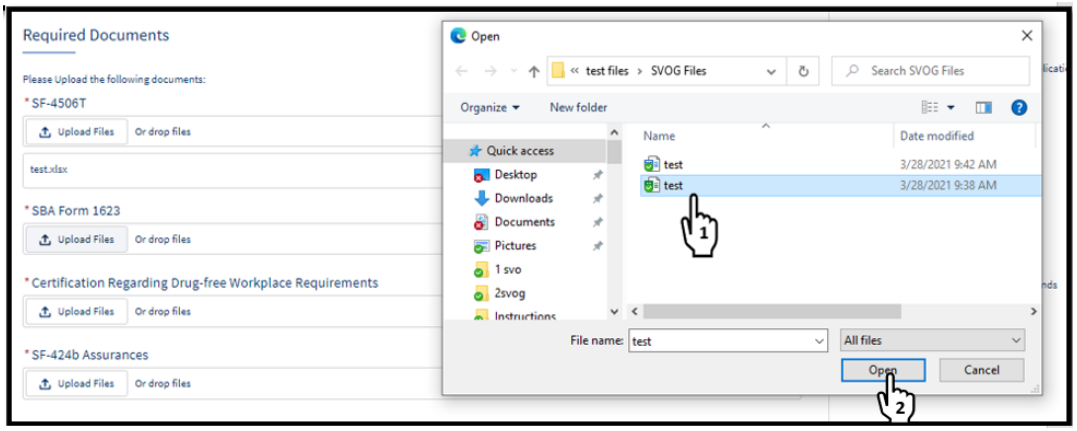


2.2.2 Select method

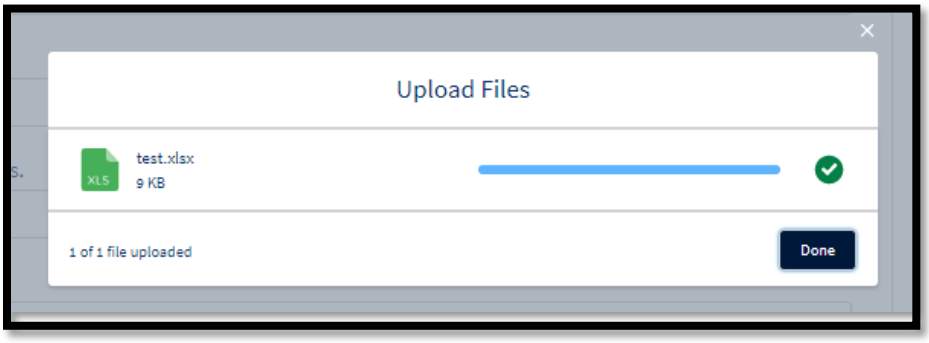
Click on Upload Files

This should open Windows File Explorer-Windows OS computers or Finder on Macintosh computers

Select the file needed, then click open



This should start the upload process and the upload pop up box should appear



Click done to complete the process

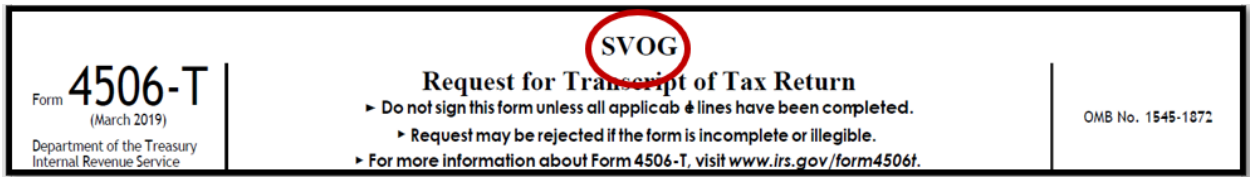
Once uploaded, you can see the name of the file to ensure you added the correct one.

Click on the trash icon to delete unwanted or incorrectly uploaded files

2.3 SVOG-specific version of IRS Form 4506-T

Go to SVOG-specific version of IRS Form 4506T to download the SVOG-specific version of IRS Form 4506T .PDF

Special Note* There are many versions of the 4506-T available. The only Approved SVOG-specific version of IRS Form 4506T is acceptable must contain the Acronym **SVOG** in the header.



Instructions for Completing the SVOG-specific version of IRS Form 4506T

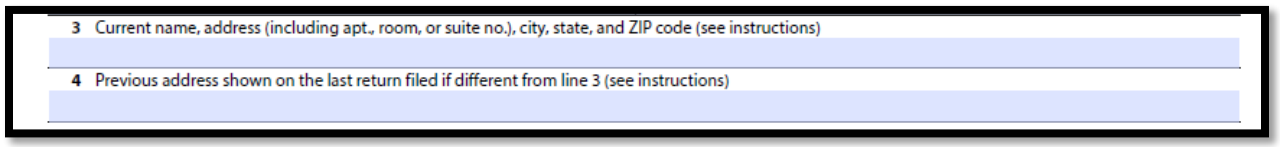
SBA requires applicants to complete SVOG-specific version of IRS Form 4506T as part of the application submission.

4506-T is a tax form that authorizes the IRS to provide Federal income tax information directly to the SBA. You must use the SVOG-specific version of IRS Form 4506T located at SVOG-specific version of IRS Form 4506-T or https://www.sba.gov/document/sba-form-shuttered-venue-operators-grant-4506t-form

This form is specific to the SVOG and provides some pre-filled information.

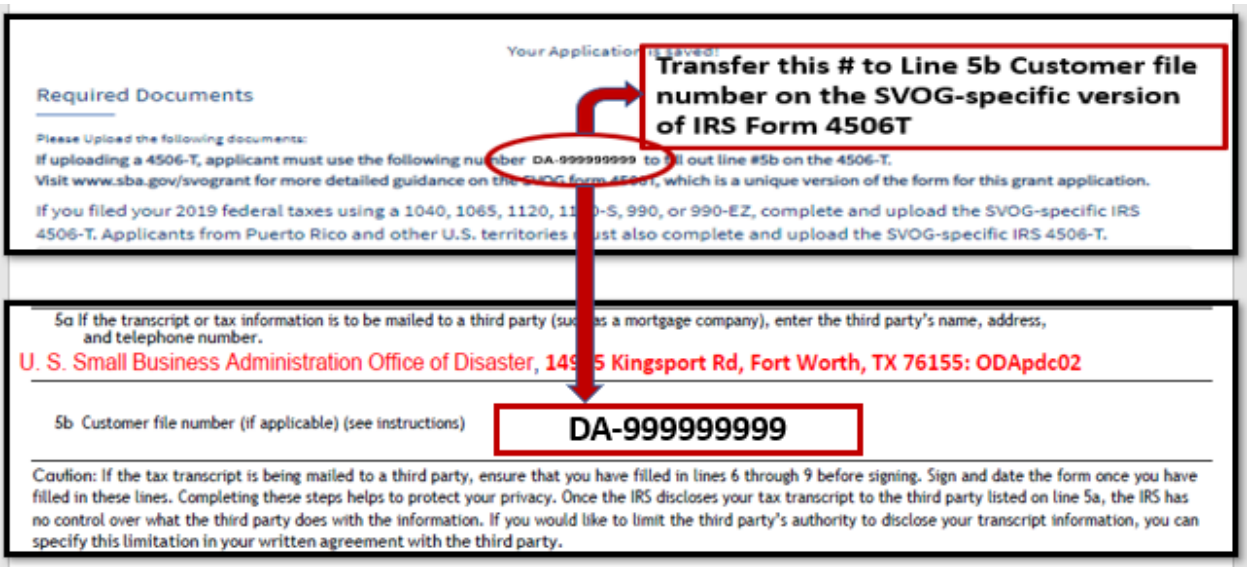
Important Note: applicants from Puerto Rico and other U.S. territories will be requested to submit further documentation (in addition to the SVOG-specific version of IRS Form 4506T) upon application submission.

I. Enter your current address on line 3. If name is different now than on the transcript being requested, enter the current name as well.
II. Enter your previous address on line 4 only if it is different than the current address on line 3.



Line 5b of the SVOG-specific version of IRS Form 4506-T must be filled out with your Customer file number.

III. Transfer the Customer file number that will be displayed on the Required Documents Step to line 5b on the SVOG-specific version of IRS Form 4506-T

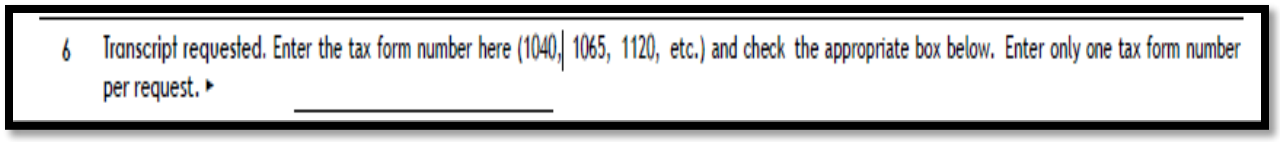


When you fill out the SVOG-specific version of IRS Form 4506-T, you must indicate what tax form was used when you filed your business federal income tax return. For example, you may have filed a form 1040, 1065, 1120, 1120-S, 990, or 990-EZ.

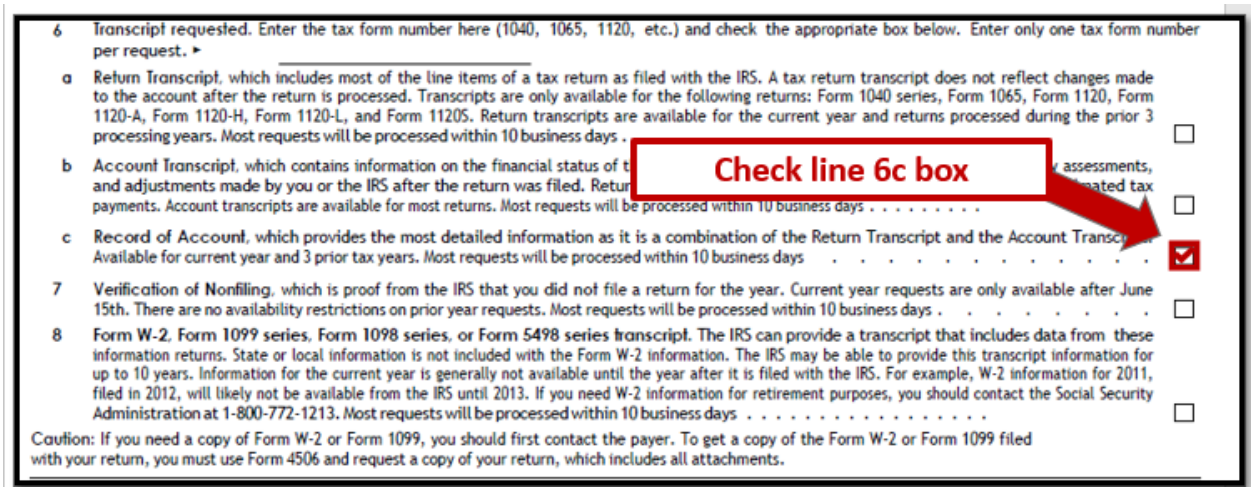
• Organization Type • (as entered on SBA Form 5 Primary Business, Business Entity Owner, or Affiliate)	Title (selectable list for Signature section 4506-T)	IRS Transcript Requested
Individual	N/A	1040
Sole Proprietor	Owner, Sole Proprietor	1040
Corporation	President, Secretary, Treasurer, Vice President, Assistant Treasurer, Chief Accounting Officer, Controller, 1% Shareholder (corporation), Shareholder (S-corporation)	1120
Partnership	Limited Partner, Partner	1065
Non-Profit Organization	President, Secretary, Treasurer, Vice President	990
Limited Partnership	Limited Partner, Partner	1065
Limited Liability Entity (LLC)	Limited Partner, Partner, Managing Member	1065
Limited Liability Entity (LLC)	President, Secretary, Treasurer, Vice President, Assistant Treasurer, Chief Accounting Officer, Controller, 1% Shareholder (corporation), Shareholder (S-corporation)	1120

IV. Enter the tax transcript you filed on line 6. If this request is for an individual, enter 1040. If this request is for a business, please enter the business tax return you filed for the year (not quarterly returns).

For those using 1040-SR, 1120-S, or 990-EZ, you must include the alphabetic identifier following the form number on the 4506-T or it will be rejected.


6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▸

V. Blocks at the end of line 6a, through 8
Check only the block at the end of line 6c



6 Transcript requested. Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▸

a Return Transcript, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 11205. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days . ☐

b Account Transcript, which contains information on the financial status of t assessments, and adjustments made by you or the IRS after the return was filed. Retur ated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days . . . . . ☐

c Record of Account, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcr Available for current year and 3 prior tax years. Most requests will be processed within 10 business days . . . . . ☑

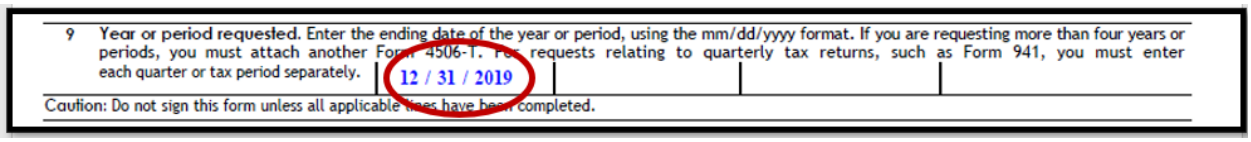
7 Verification of Nonfiling, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . . . . ☐

8 Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript. The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days . . . . . ☐

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

VI. Block 9 Year Requested

Year or Period requested do not edit or add to block 9. Corporations that fiscal year differs from calendar year do not edit this block. Block should state 12/31/2019


9 Year or period requested. Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately. 12 / 31 / 2019

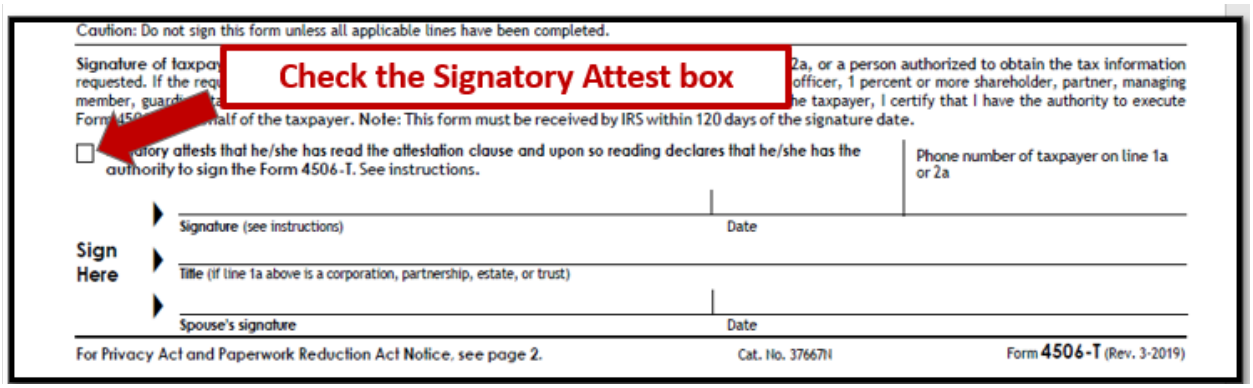
Caution: Do not sign this form unless all applicable lines have been completed.

VII. Signature Page

The box **directly above** the signatory line, must be marked to indicate the individual signing has the authority to do so.

The **box below** the signature must contain the correct title for the person authorized to sign this document (as noted on slide 4).

- **Exception**-A Limited Liability Entity who filed their business under a personal tax return Schedule C, should request the **1040 tax form** Schedule C and **no title** is required on the signature line.



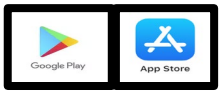
3.0 Shuttered Venue Operators Grant Application Process

3.1 Multi-factor authentication

The Shuttered Venue Operators Grant application requires Multi-factor authentication.

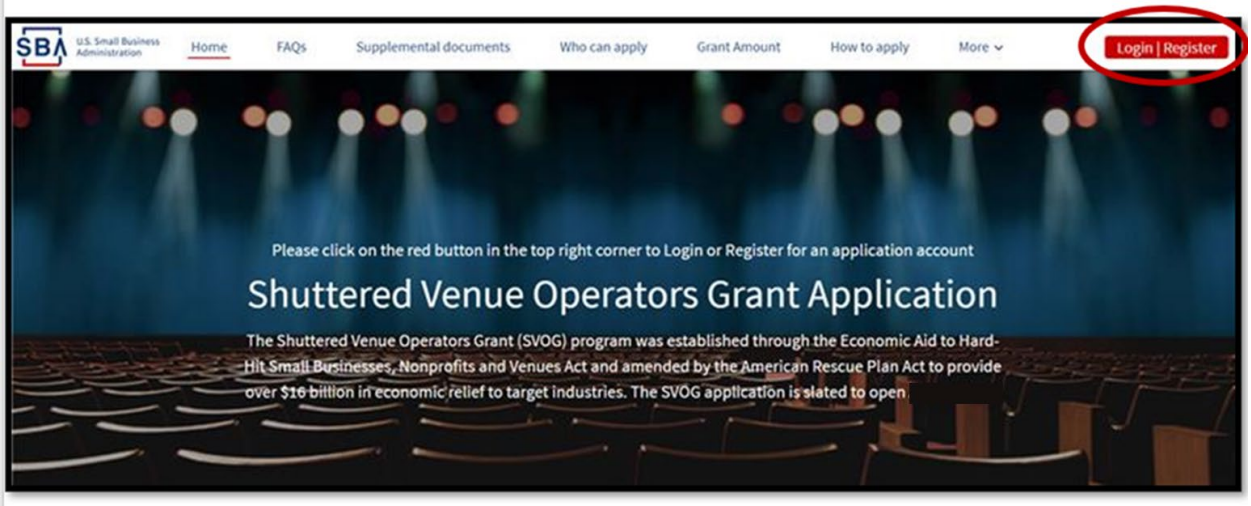
I. Download, install, and open a Multi-Factor Authenticator app (Salesforce, Google, Authy etc.) on your mobile device, scan the QR code, then enter the verification code it generates.

II. These Apps can be found for Android devices on the Google Play App and forApple devices at the App Store

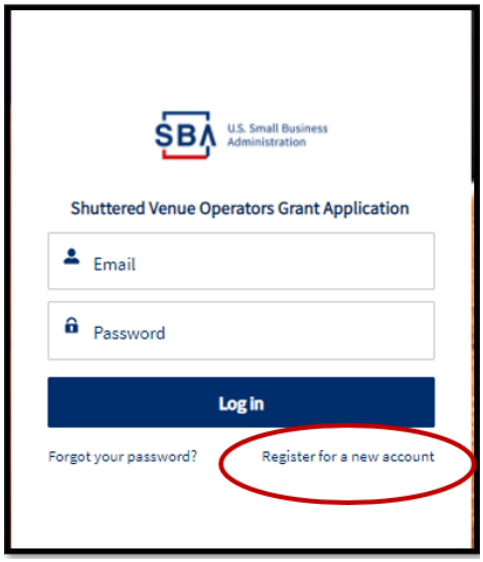


III. Go to [Shuttered Venue Operators Grant (sba.gov)]

a. In the Upper Right click on Login | Register



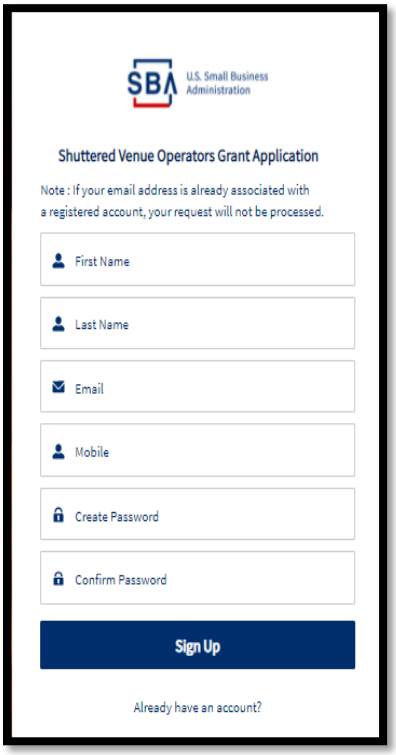
IV. Click on Register for a new account



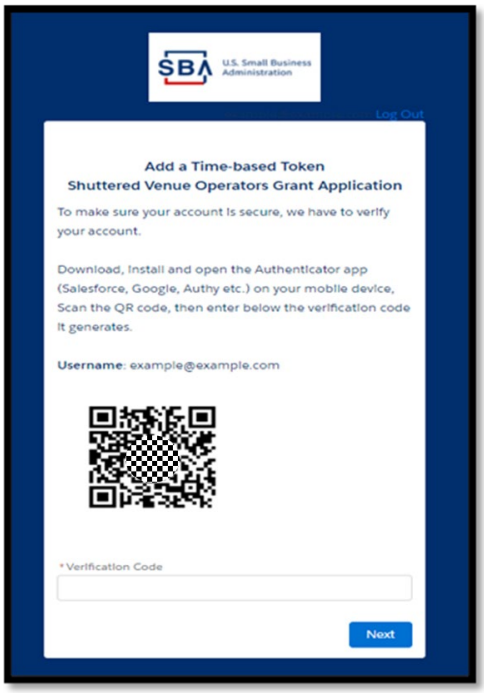
V. Follow the on-screen prompts to enter:
   a. First Name
   b. Last Name
   c. Email
   d. Mobile
   e. Create Password, **password must be at least 10 characters long**
   f. Confirm Password
   g. Click Sign Up

Warning

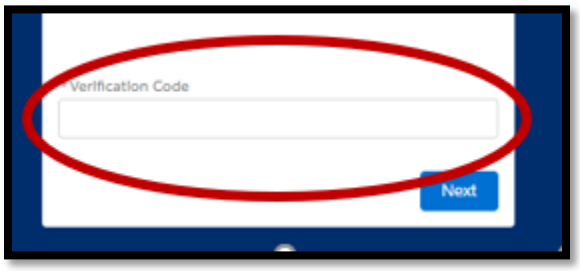
- **The email address entered here will be associated with the application and all communication about the application's status and process will only be sent to this email address**
- **Password resets will be only sent to this email address**
- **Please confirm email is correct prior to clicking Sign Up**



VI. The next browser screen will display a QR code



VII. Shuttered Venue Operators Grant Application Verification box
   a. Open your Smartphone app and Camera to Scan the QR code.
   b. Enter below the verification code generated in the veification code box of your Multi-Factor Authenticator App. This Multi-Factor Authenticator App will be used going forward for you to login (No more QR codes will be provided; you will need to reference the App to input a new code when you login again).
   c. Click "Next" to start your application

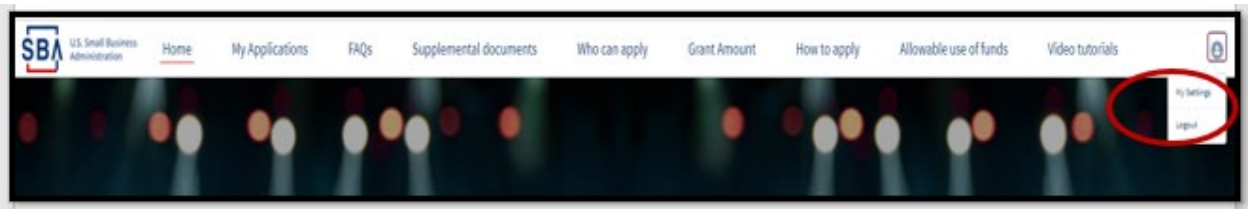


3.1.1 Main Shuttered Venue Operators Grant Page

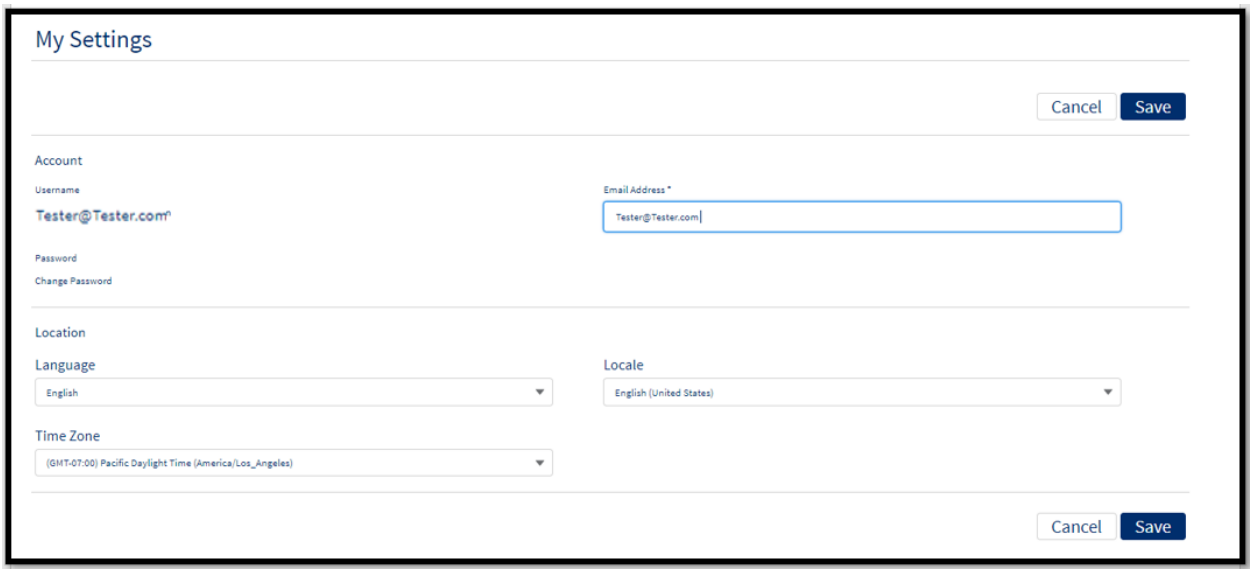
The tabs located near the top of the browser screen allow you to access Home, My Applications, FAQs, Supplemental documents, Who can apply, Grant Amount, How to apply, Allowable use of funds or Video tutorials.

3.1.2 Adjust Settings or Log out

From the Main Shuttered Venue Operators Grant Page Click on the person icon in the upper right



I. Select My Settings to adjust:
   a. Email Address
   b. Password
   c. Language
   d. Locale
   e. Time Zone



3.1.3 Logging back in

Special Note

Browser automatically logs off applicants after 15 minutes of inactivity

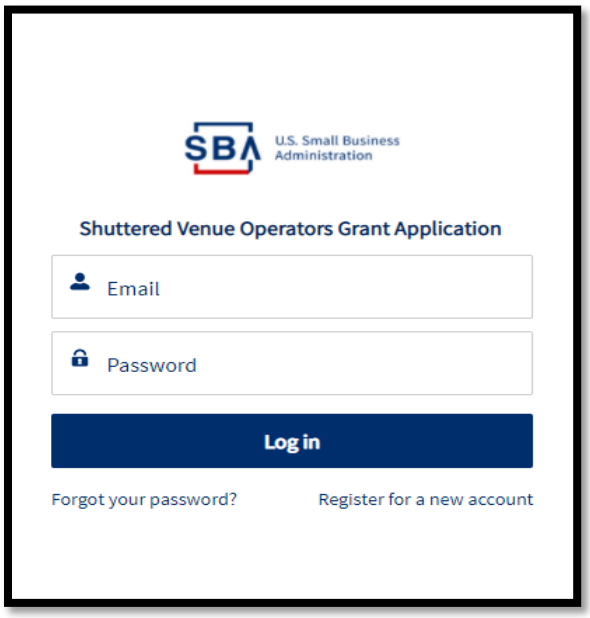
I. Click Login | Register

II. Enter Email
III. Password

Special Note

If you forgot your password, click on the Forgot your password? Link to reset your password

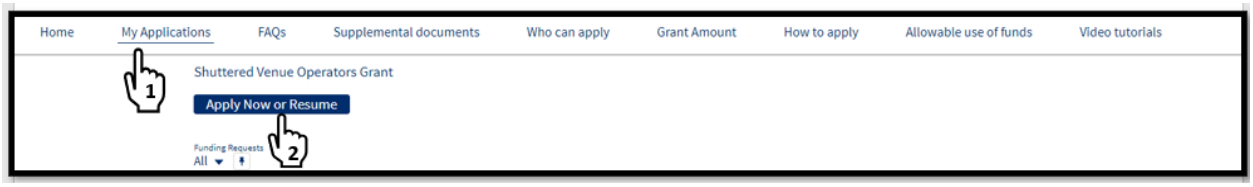
IV. Click Log in



V. Enter 6-digit Token Code that appears on your authenticator app associated with the username

Once logged into the Main Shuttered Venue Operators Grant Page

- Click on the My Application Tab
- Then click on Apply Now or Resume button to resume your application



3.1.4 Technical assistance

If you need technical assistance with the Shuttered Venue Operators Grant Portal for a password reset, technical troubleshooting, suggestions on browser, checking spam for emails from the SVOG portal, or how to use the multi Factor Authentication with QR code, please call our Disaster Customer Service Center at 1-800-659-2955 or, for the deaf and hard-of-hearing 1-800-877-8339 (Monday through Friday from 8:00 am to 8:00 pm, Saturday and Sunday from 8:00 am to 8:00 pm Eastern Time) and follow the automated prompts to the SVOG assistance.

Please note that due to regulations concerning federally administered grants, SBA employees are unable to assist you with completing your application

3.2 Getting Started

Once Logged into the Main Shuttered Venue Operators Grant Page

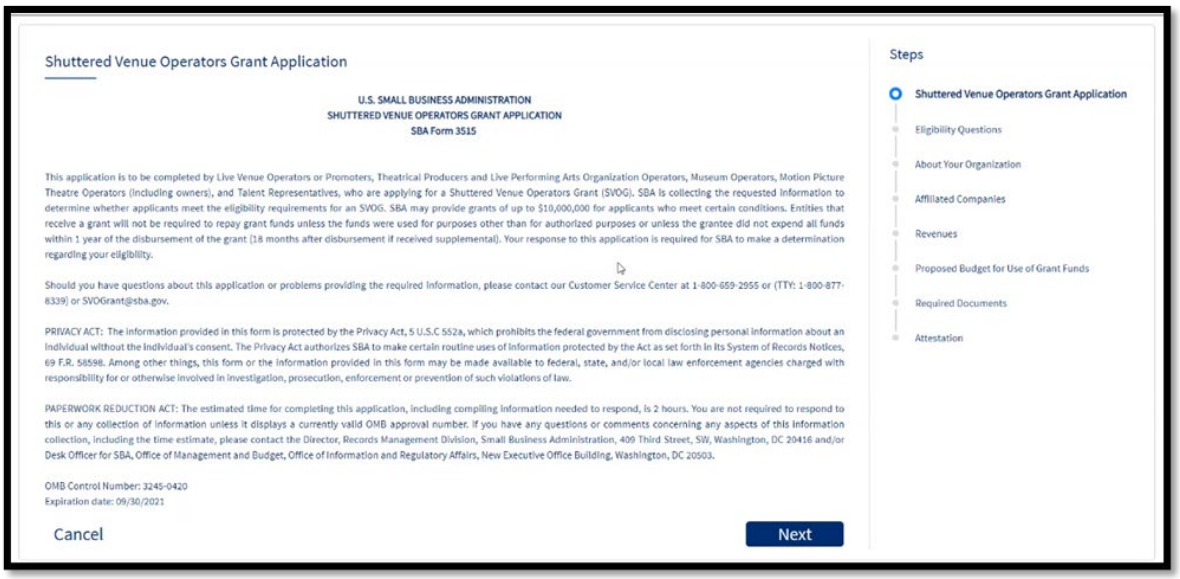
Click on the My Application Tab

Then click on Apply Now or Resume button to resume your application

Review the text on the screen

The Progress panel on the right tracks the progress throughout the application process

Click 'Next' to begin the application



More Information!

- **Please upload no more than 10 attachments to respond to each question**
- **Select the documents that best represent your entity**

For further clarification on see the Eligibility and the Application sections of the SVOG FAQ

3.3 Eligibility Questions

Applicant must review and respond to all the following questions. For certain questions, the Applicant is required to submit supporting documentation. For further clarification see the SVOG FAQ

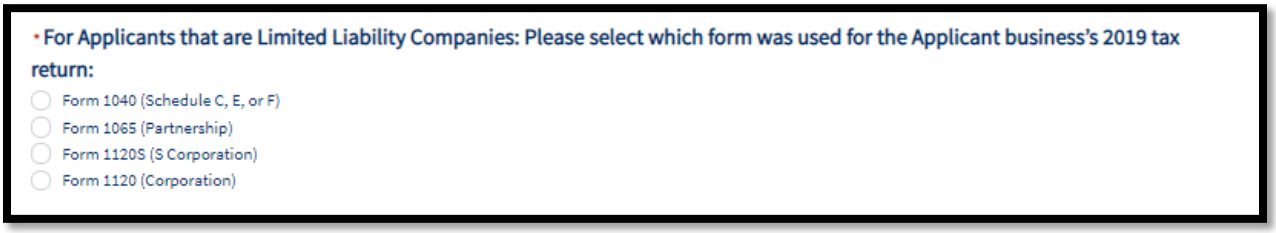
3.3.0 Applicant Form of Organization

Select type of Applicant's organization:

- Corporation
- Partnership
- Limited Liability Company
- Proprietorship
- Non Profit
- Government Owned

For Applicants that are Limited Liability Companies: Please select which form was used for the Applicant business's 2019 tax return:

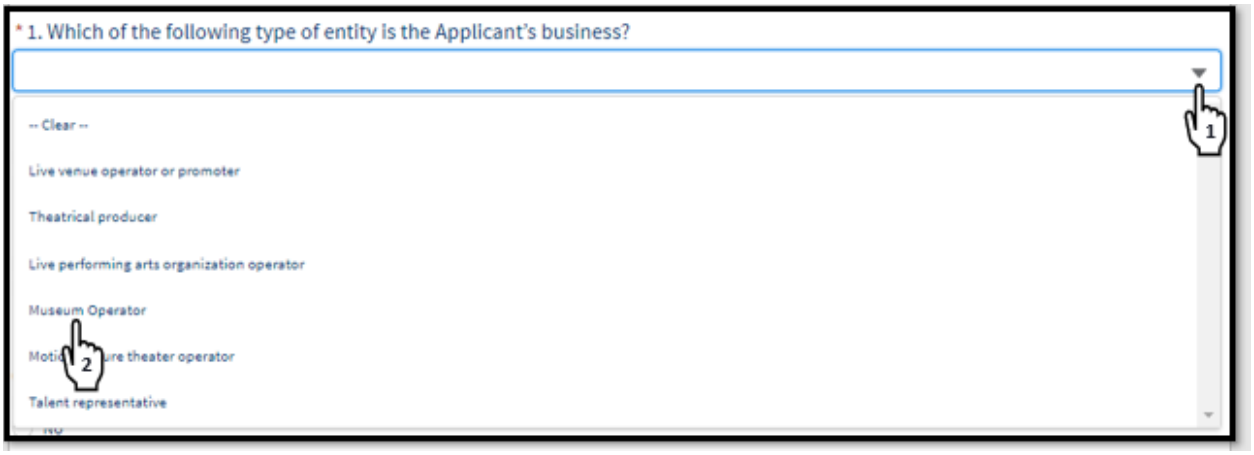
- Form 1040 (Schedule C, E, or F)
- Form 1065 (Partnership)
- Form 1120S (S Corporation)
- Form 1120 (Corporation)



3.3.1 Type of entity for the Applicant's business

From the Drop-Down Menu select the type for Applicant's business:

- Live venue operator or promoter
- Theatrical producer
- Live performing arts organization operator
- Museum Operator
- Motion picture theater operator
- Talent representative



Special Note:

- Questions 2 through 16 are the same for all Applicant Entity Types
- Questions 17 and on adjust for different Applicant Entity Types
- Progress panel automatically changes and loads the corresponding applicant questions
- Progress Panel automatically adjusts to the 9 application Steps

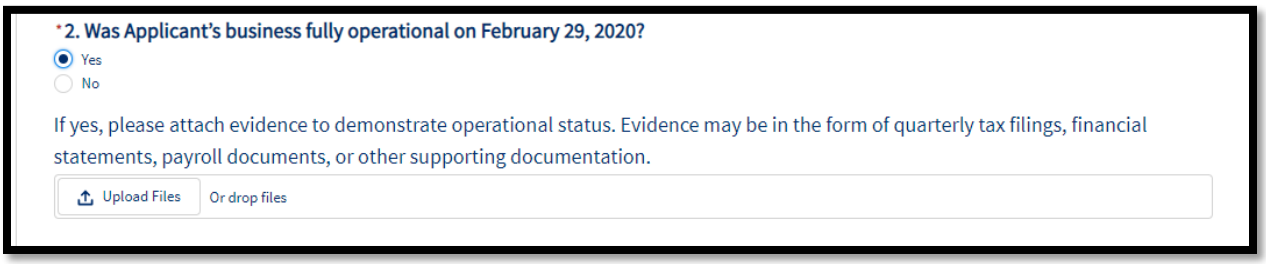
For further clarification, see the Eligibility section of the SVOG FAQ.

If you receive a warning panel that states, "You are not eligible based on your answer" please review the SVOG FAQ

Confirm that the question was answered correctly

3.3.2 Was Applicant's business fully operational on February 29, 2020? Yes/No

If yes, please attach evidence to demonstrate operational status. Evidence may be in the form of quarterly tax filings, financial statements, payroll documents, or other supporting documentation.

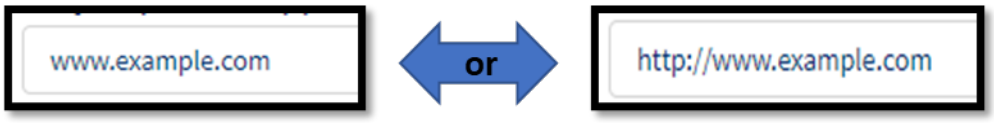


3.3.3 Is Applicant's business currently open, in operation, or is Applicant currently representing or managing artists and entertainers? Yes/No

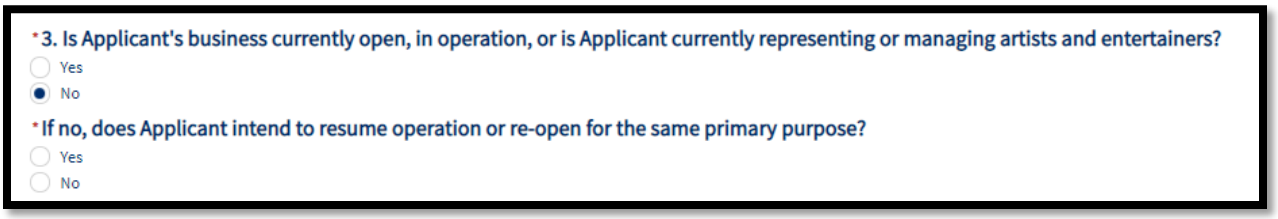
If yes, provide Applicant entity's website address. If you do not have a website, you may leave this question blank.

Provide Applicant entity's website address in one of the two formats below

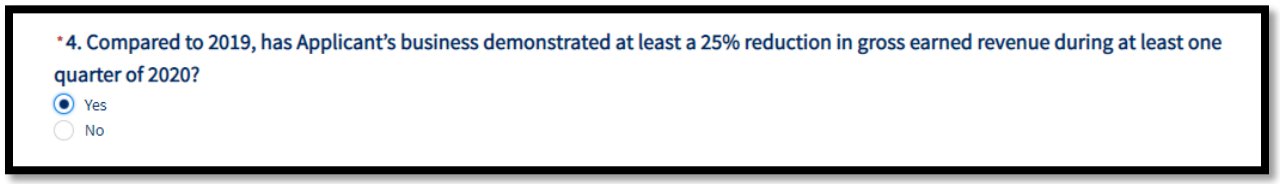
I. Web address www. format
II. URL http:// format



If no, does the Applicant intend to resume operation or re-open for the same primary purpose? Yes/No

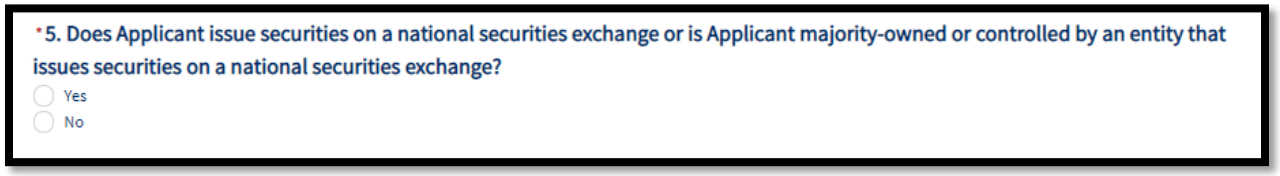


3.3.4 Compared to 2019, has Applicant's business demonstrated at least a 25% reduction in gross earned revenue during at least one quarter of 2020? Yes/No



For all businesses founded in January or February of 2020, click Yes to proceed. Your responses in the Revenue step will have to support this answer. See SVOG FAQ for eligibility for businesses founded in early 2020.

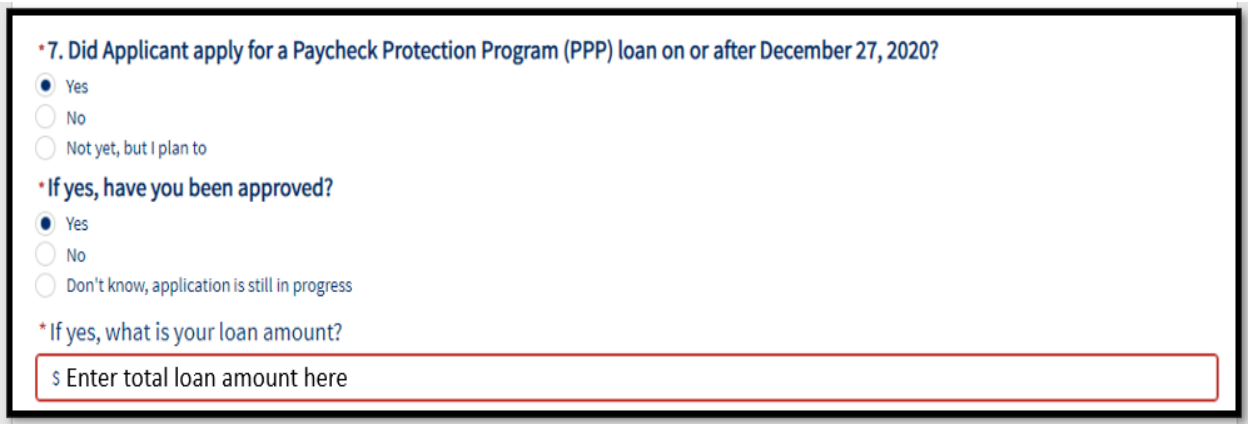
3.3.5 Does Applicant issue securities on a national securities exchange or is Applicant majority-owned or controlled by an entity that issues securities on a national securities exchange? Yes/No



3.3.6 Does more than 10% of Applicant's 2019 income come from Federal resources (excluding amounts received under the Stafford Disaster Relief and Emergency Assistance Act)? Yes/No

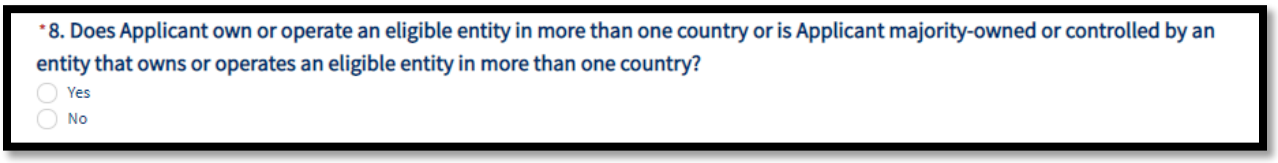
3.3.7 Did Applicant apply for a Paycheck Protection Program (PPP) loan on or after December 27, 2020?

I. Yes
   a. If yes, what is your loan amount?
      i. Enter total loan amount
   b. If yes, have you been approved? (i.e., you have received an SBA loan number)
      i. Yes
      ii. No
      iii. Don't know, application is still in progress
II. No
III. Not yet, but I plan to



For businesses that received more than one PPP loan after December 27, 2020, enter the total amount of all PPP loans.

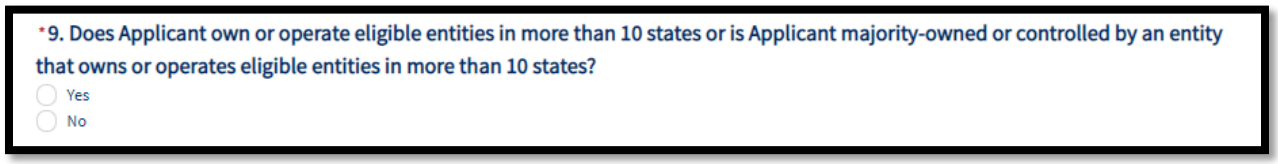
3.3.8 Does Applicant own or operate an eligible entity in more than one country or is Applicant majority-owned or controlled by an entity that owns or operates an eligible entity in more than one country? Yes/No



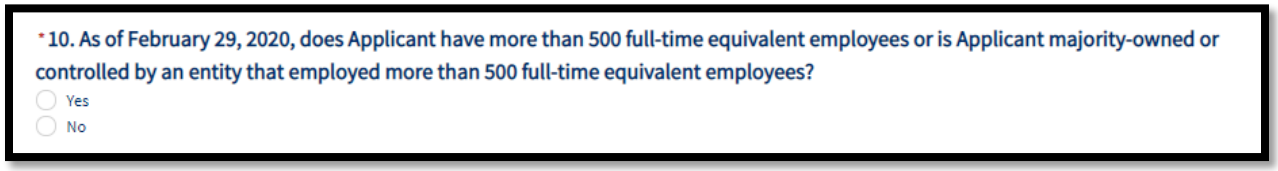
Are you doing business in any of the following countries (please specify)?

- Cuba
- Iran
- North Korea
- Syria

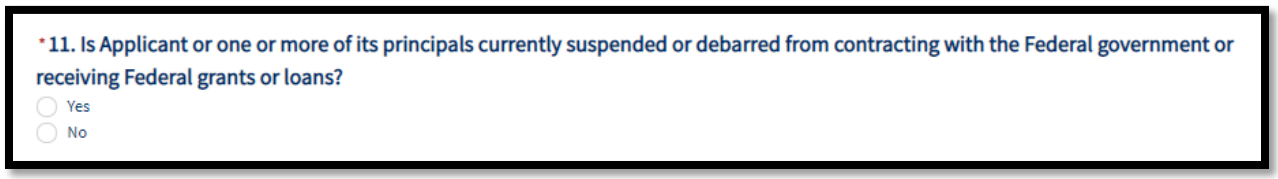
3.3.9 Does Applicant own or operate eligible entities in more than 10 states or is Applicant majority-owned or controlled by an entity that owns or operates eligible entities in more than 10 states? Yes/No



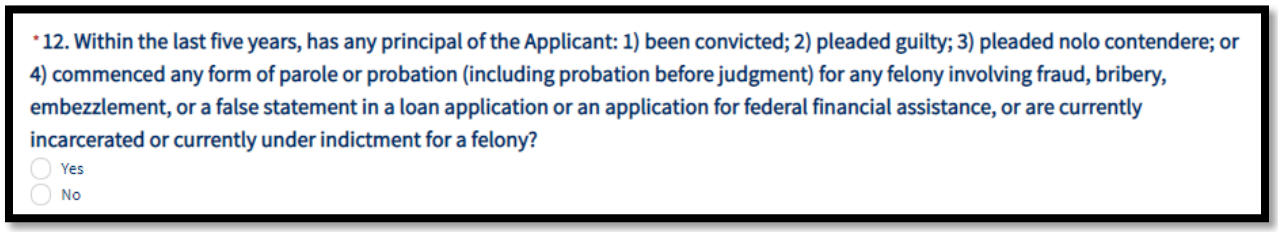
3.3.10 As of February 29, 2020, does Applicant have more than 500 full-time equivalent employees or is Applicant majority-owned or controlled by an entity that employed more than 500 full-time equivalent employees? Yes/No



3.3.11 Is Applicant or one or more of its principals currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? Yes/No



3.3.12 Within the last five years, has any principal of the Applicant: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; or 4) commenced any form of parole or probation (including probation before judgment) for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance, or are currently incarcerated or currently under indictment for a felony? Yes/No



3.3.13 Has the entity filed for bankruptcy since February 29, 2020? Yes/No

If yes, Select Type of Bankruptcy:

- Chapter 7
- Chapter 11
- Chapter 13

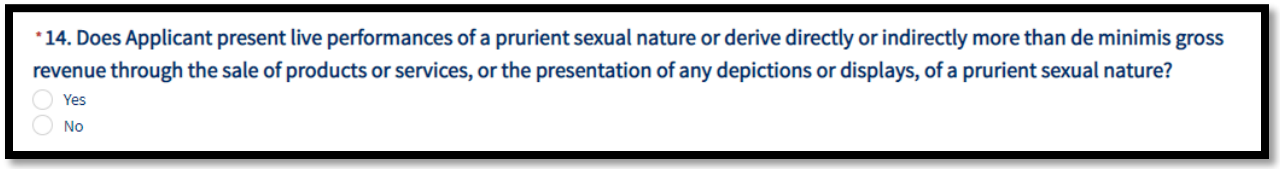
If yes, please attach bankruptcy documents.

More Information!

- **Please upload no more than 10 attachments to respond**

For further clarification, see the Eligibility section in the SVOG FAQ

3.3.14 Does Applicant present live performances of a prurient sexual nature or 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? Yes/No



3.3.15 Is Applicant owned by a state, local, or municipal government entity? Yes/No

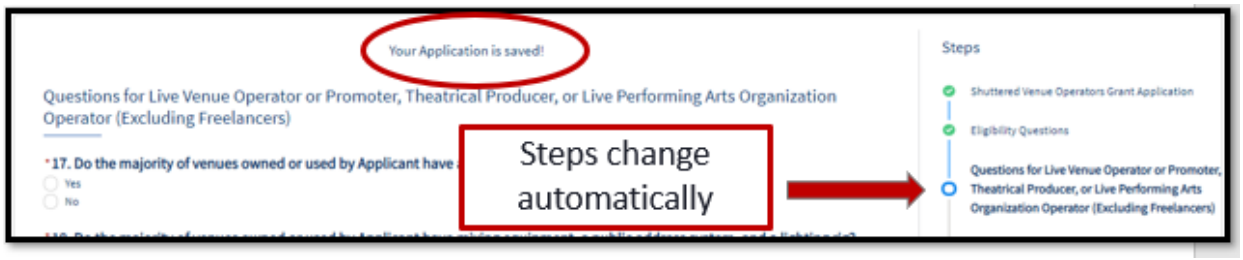
3.3.16 Is the Applicant Delinquent on any Federal Debt? Yes/No

3.3.17 End of Initial Eligibility questions

I. Click 'Next' to "Save" application progress and go to Entity Specific Eligibility Questions
II. Click 'Previous' to return to the Application page
III. Click 'Cancel' to erase and reset Initial Eligibility questions
IV. Click "Save for Later" to save application progress and return to "Home" screen

4.0 Organization Specific Questions

I. Continue with **4.1** if you are a Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)
II. Skip to **4.2** if you are a Museum Operator
III. Skip to **4.3** if you are a Motion picture theater operator
IV. Skip to **4.4** If you are a Talent representative



4.1 Questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)

Questions 17 through 26 must be completed before advancing to the next step About Your Organization

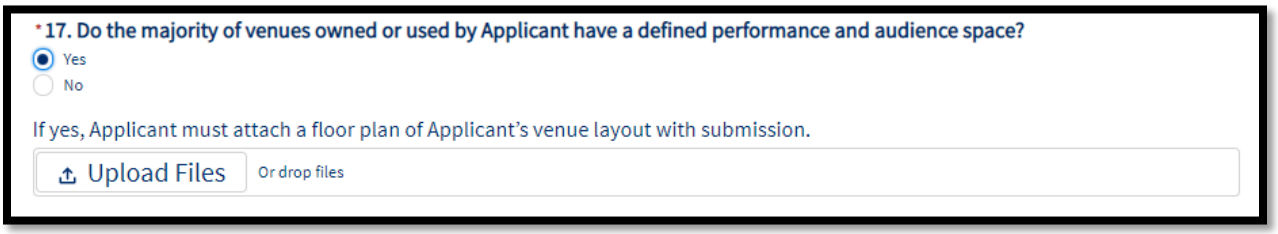
More Information!

- **Please upload no more than 10 attachments to respond to each question**

For further clarification on Questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator see the corresponding sections and the Application section in the SVOG FAQ

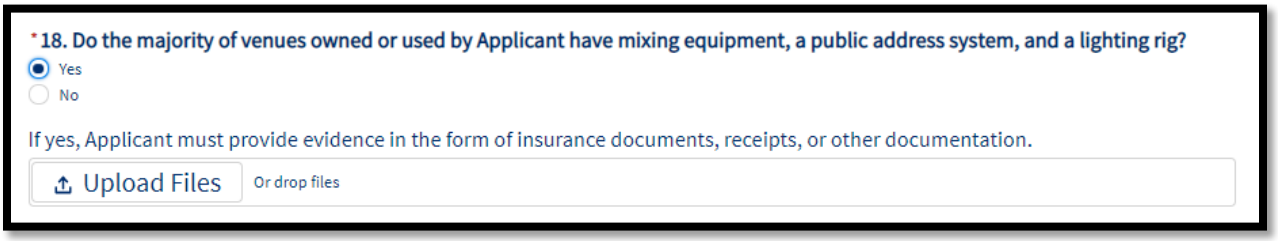
4.1.1 Do the majority of venues owned or used by Applicant have a defined performance and audience space? Yes/No

If yes, Applicant must attach a floor plan of Applicant's venue layout with submission.



4.1.2 Do the majority of venues owned or used by Applicant have mixing equipment, a public address system, and a lighting rig? Yes/No

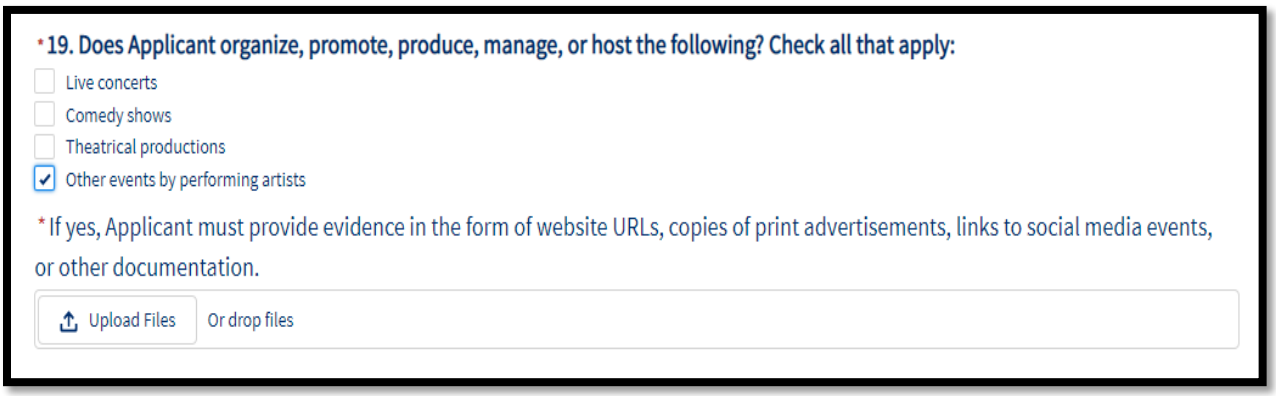
If yes, Applicant must provide evidence in the form of insurance documents, receipts, or other documentation.



4.1.3 Does Applicant organize, promote, produce, manage, or host the following? Check all that apply:

- **Live concerts**
- **Comedy shows**
- **Theatrical productions**
- **Other events by performing artists**

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.



4.1.4 Do the majority of venues owned or used by Applicant employ or contract with one or more individuals in the following positions? Check all that apply:

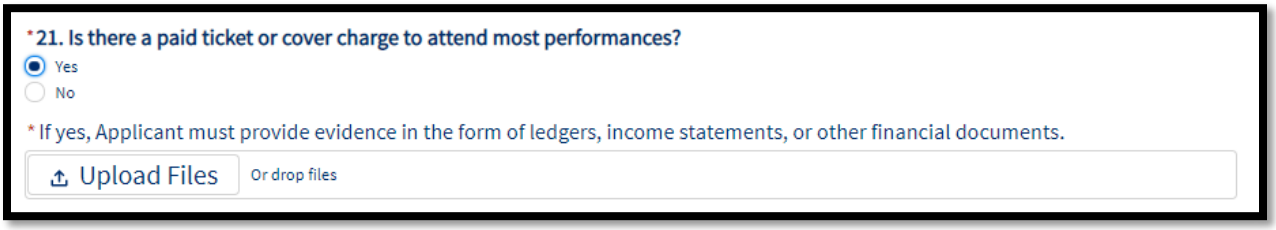
- **Sound engineer**
- **Booker**
- **Promoter**
- **Stage manager**
- **Security personnel**
- **Box office manager**

Note: If you only select one of the above, you will receive a notification that you are ineligible. Once you click a second box, that notification will disappear.

If yes, Applicant must submit evidence in the form of contracts, payroll records, job descriptions, or other documentation.

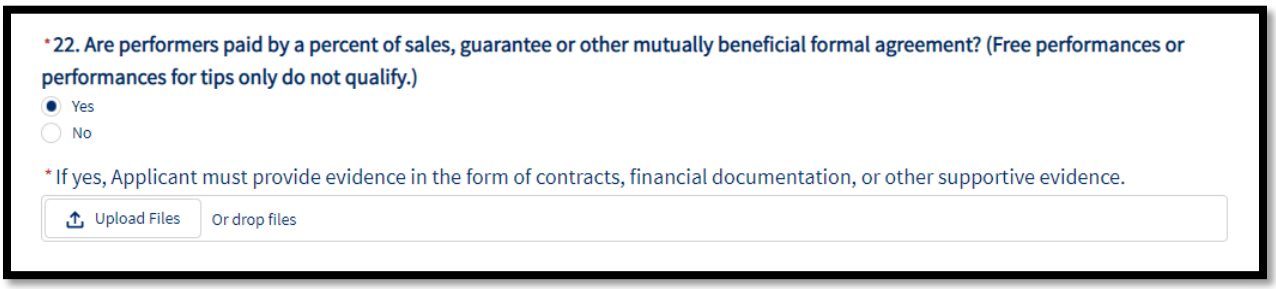
4.1.5 Is there a paid ticket or cover charge to attend most performances? Yes/No

If yes, Applicant must provide evidence in the form of ledgers, income statements, or other financial documents.



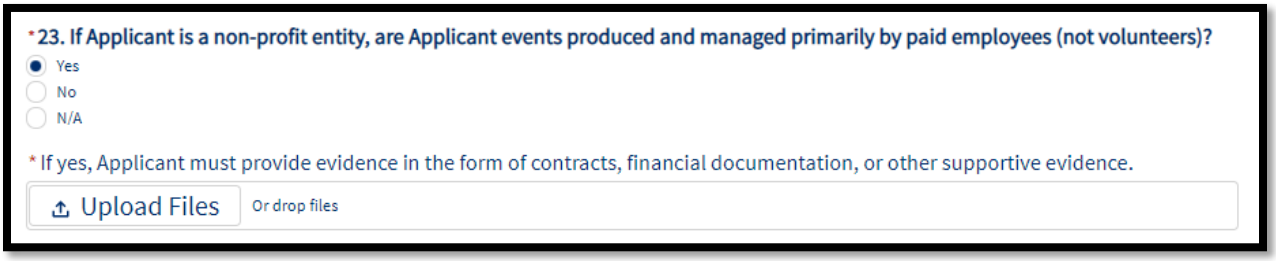
4.1.6 Are performers paid by a percent of sales, guarantee or other mutually beneficial formal agreement? (Free performances or performances for tips only do not qualify.) Yes/No

If yes, Applicant must provide evidence in the form of contracts, financial documentation, or other supportive evidence.



4.1.7 If Applicant is a non-profit entity, are Applicant events produced and managed primarily by paid employees (not volunteers)? Yes/No/NA

If yes, Applicant must provide evidence in the form of contracts, financial documentation, or other supportive evidence.

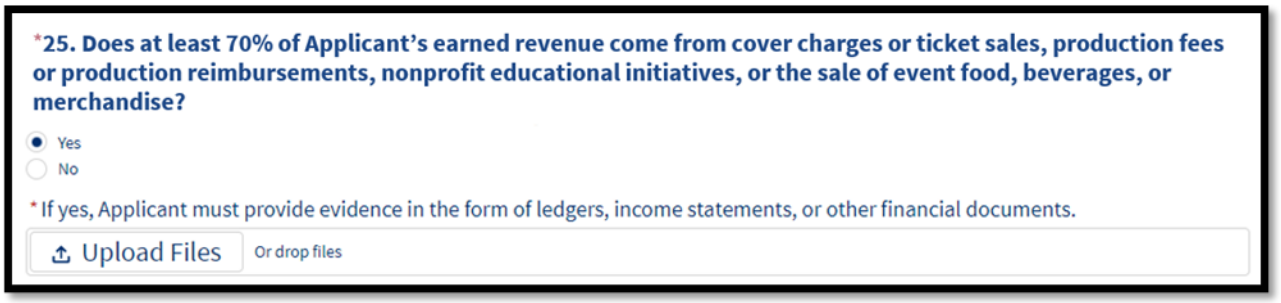


4.1.8 Are performances marketed through listings in printed or electronic publications, on websites, by mass email, or on social media? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.

4.1.9 Does at least 70% of Applicant's earned revenue come from cover charges or ticket sales, production fees or production reimbursements, nonprofit educational initiatives, or the sale of event food, beverages, or merchandise? Yes/No

If yes, Applicant must provide evidence in the form of ledgers, income statements, or other financial documents.



4.1.10 On average, are tickets available to the public at least 60 days prior to an event? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.

4.1.11 End of Eligibility questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)

I. Click "Next" to "Save" application progress and go to About Your Organization
II. Click 'Previous' to return to the Initial Eligibility questions page
III. Click 'Cancel' to erase and reset Eligibility questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers)
IV. Click "Save for Later" to save application progress and return to "Home" screen

4.2 Questions for Museum Operators

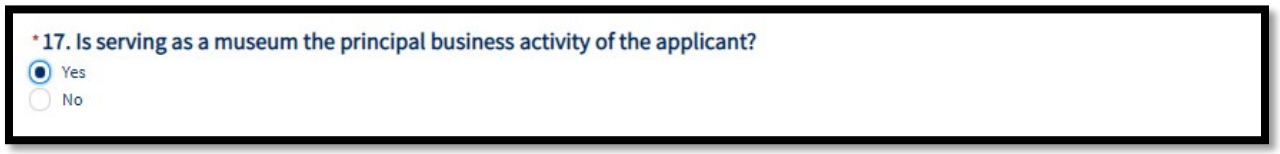
Complete museum operator questions 17 through 20

More Information!

- **Please upload no more than 10 attachments to respond to each question**

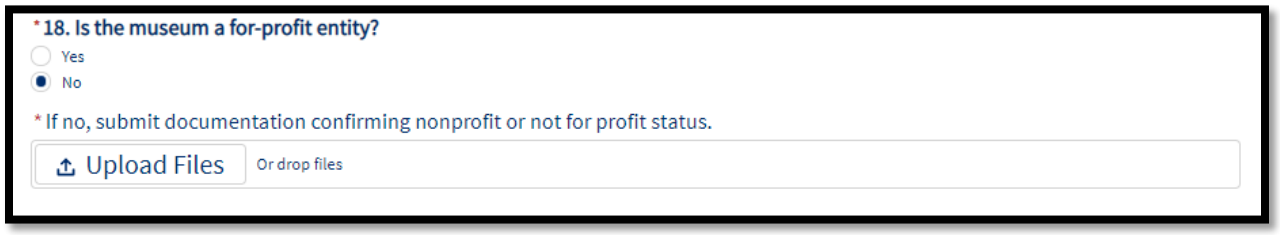
For further clarification, see the Museum Operators and Application sections in the SVOG FAQ

4.2.1 Is serving as a museum the principal business activity of the applicant? Yes/No



4.2.2 Is the museum a for-profit entity? Yes/No

If no, submit documentation confirming nonprofit or not for profit status.

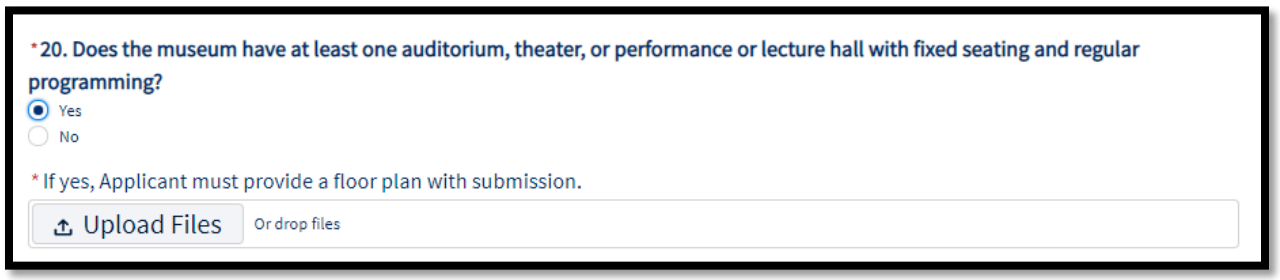


4.2.3 Does the museum have indoor exhibition spaces, that are a component of the principal business activity and have been subject to pandemic-related occupancy restrictions? Yes/No

If yes, Applicant must submit a floor plan and provide links to state or local ordinances documenting restrictions.

4.2.4 Does the museum have at least one auditorium, theater, or performance or lecture hall with fixed seating and regular programming? Yes/No

If yes, Applicant must provide a floor plan with submission.



4.2.5 End of Eligibility questions for Museum Operators

I. Click "Next" to "Save" application progress and go to About Your Organization
II. Click 'Previous' to return to the Initial Eligibility questions page
III. Click 'Cancel' to erase and reset the Eligibility questions for Museum Operators
IV. Click "Save for Later" to save application progress and return to "Home" screen

4.3 Questions for Motion Picture Theater Operators

Complete Motion Picture Theater Operators questions 17 through 20

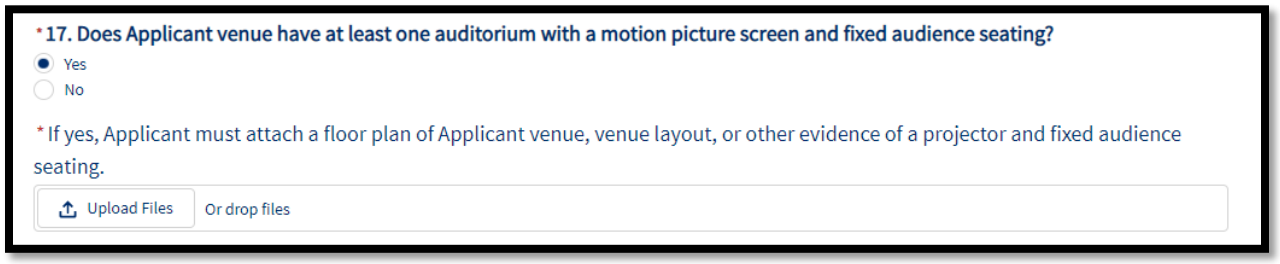
More Information!

- **Please upload no more than 10 attachments to respond to each question**

For further clarification, see the Movie Theater Operator and the Application sections of the SVOG FAQ

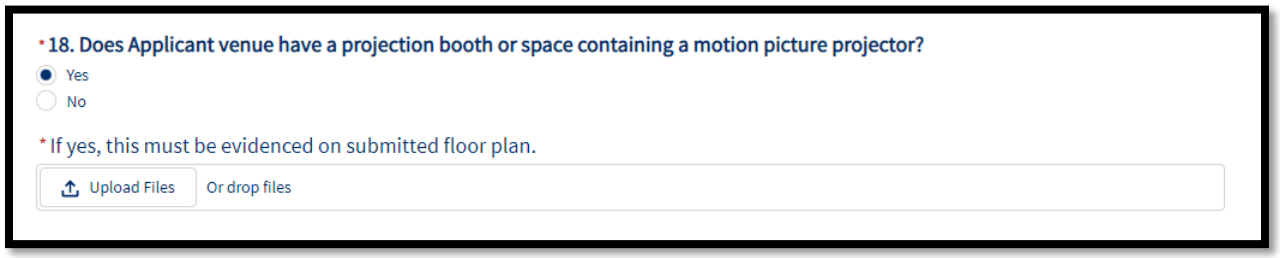
4.3.1 Does Applicant venue have at least one auditorium with a motion picture screen and fixed audience seating? Yes/No

If yes, Applicant must attach a floor plan of Applicant venue, venue layout, or other evidence of a projector and fixed audience seating.



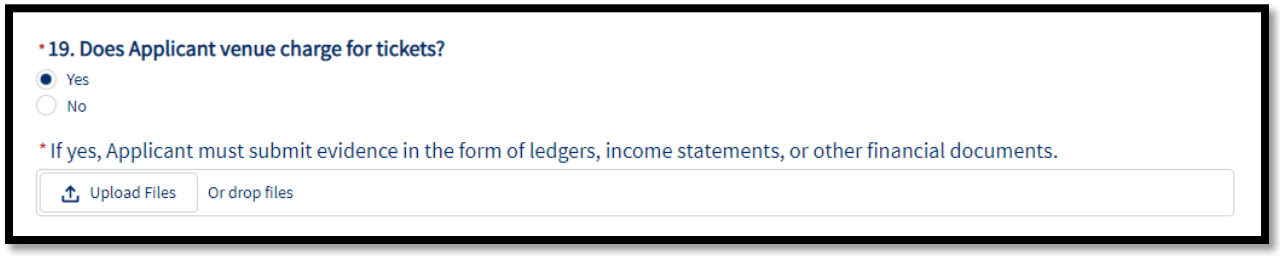
4.3.2 Does Applicant venue have a projection booth or space containing a motion picture projector? Yes/No

If yes, this must be evidenced on submitted floor plan.



4.3.3 Does Applicant venue charge for tickets? Yes/No

If yes, Applicant must submit evidence in the form of ledgers, income statements, or other financial documents.



4.3.4 Are motion picture exhibitions marketed through showtime listings in printed or electronic publications, on websites, by mass mail, or on social media? Yes/No

If yes, Applicant must provide evidence in the form of website URLs, copies of print advertisements, links to social media events, or other documentation.

4.3.5 End of Eligibility questions for Motion Picture Theater Operators

I. Click "Next" to "Save" application progress and go to About Your Organization
II. Click 'Previous' to return to the Initial Eligibility questions page
III. Click 'Cancel' to erase and reset the Eligibility questions for Motion Picture Theater Operators
IV. Click "Save for Later" to save application progress and return to "Home" screen

4.4 Questions for Talent Representatives

Complete Talent Representatives questions 17 through 20

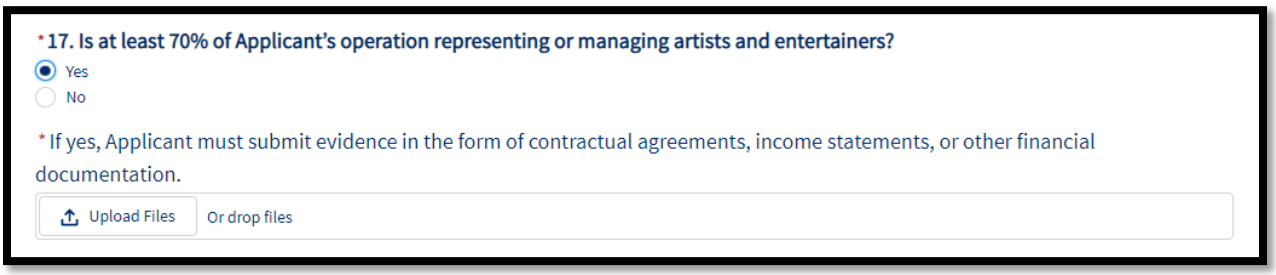
More Information!

- **Please upload no more than 10 attachments to respond to each question**

For further clarification, see the section on Talent Representative and the Application section of the SVOG FAQ

4.4.1 Is at least 70% of Applicant's operation representing or managing artists and entertainers? Yes/No

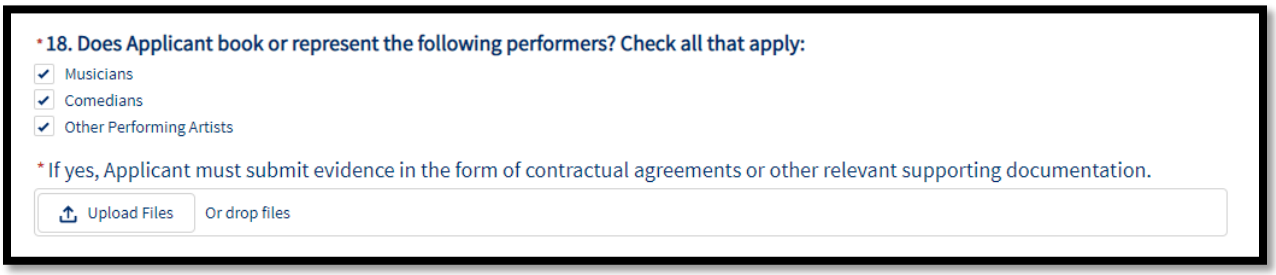
If yes, Applicant must submit evidence in the form of contractual agreements, income statements, or other financial documentation.



4.4.2 Does Applicant book or represent the following performers? Check all that apply:

- Musicians
- Comedians
- Other Performing Artists (e.g., actors)

*If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.

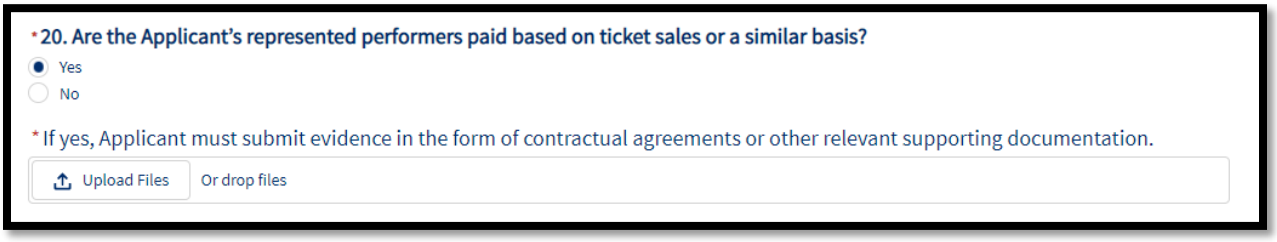


4.4.3 Does Applicant book or represent artists to perform at live event venues or festivals that meet the eligibility requirements (see FAQ, Talent Representative section)? Yes/No

If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.

4.4.4 Are the Applicant's represented performers paid based on ticket sales or a similar basis? Yes/No

If yes, Applicant must submit evidence in the form of contractual agreements or other relevant supporting documentation.



4.4.5 End of Eligibility questions for Talent Representatives

I. Click "Next" to "Save" application progress and go to About Your Organization
II. Click 'Previous' to return to the Initial Eligibility questions page
III. Click 'Cancel' to erase and reset Eligibility questions for Talent Representatives
IV. Click "Save for Later" to save application progress and return to "Home" screen

5.0 About Your Organization

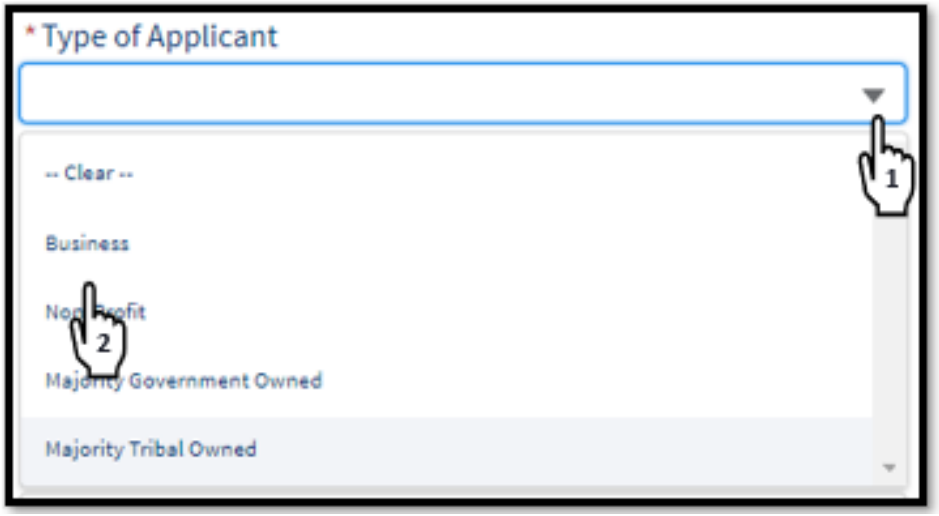
Complete the Required fields

5.1 Enter Legal Name

5.2 Enter Type of Applicant

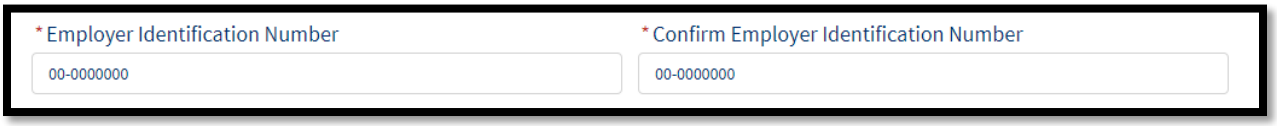
Select from the dropdown menu type of Applicant

- Business
- Nonprofit
- Majority Government Owned
- Majority Tribal Owned



5.3 Enter Employer Identification Number and Confirm Employer Identification Number

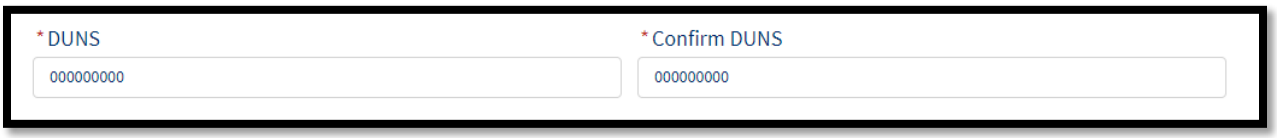
Numbers must match



5.4 Enter DUNS Number and Confirm DUNS Number

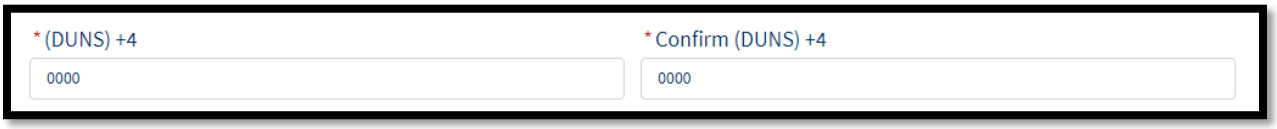
Refer to Section **1.2.3** of this guide to complete DUNS registration

Numbers must match



5.5 Enter DUNS + 4 Number and Confirm DUNS + 4 Number

Numbers must match.



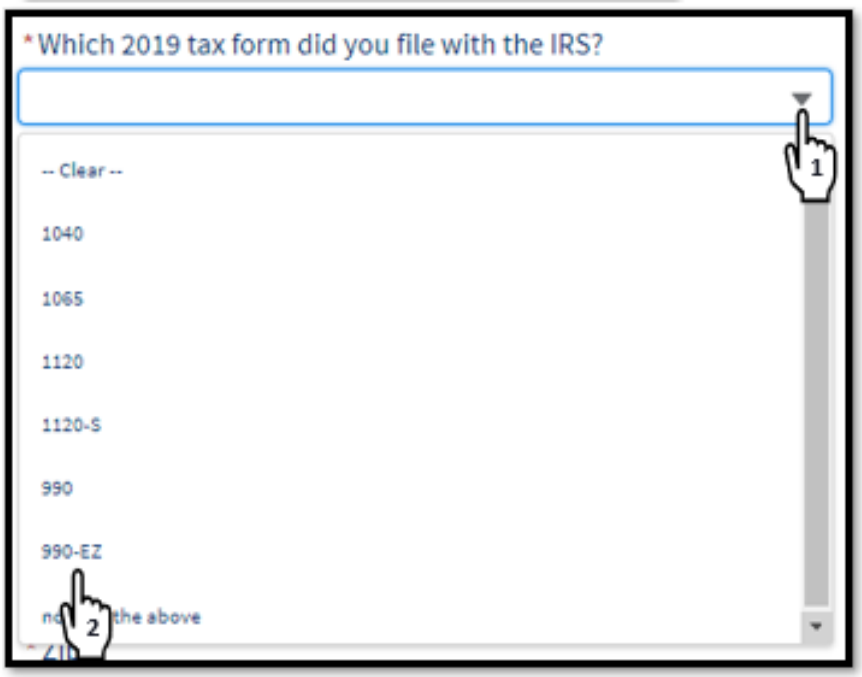
5.6 Enter North American Industry Classification System (NAICS) Number

Please refer to **Section 1.2.4** of this guide for how to look up your NAICS Code Number

5.7 Which 2019 tax form did you file with the IRS?

Click on the dropdown arrow and select one of the following:

- Clear to reset
- 1040
- 1065
- 1120
- 1120-S
- 990
- 990-EZ
- None of the above

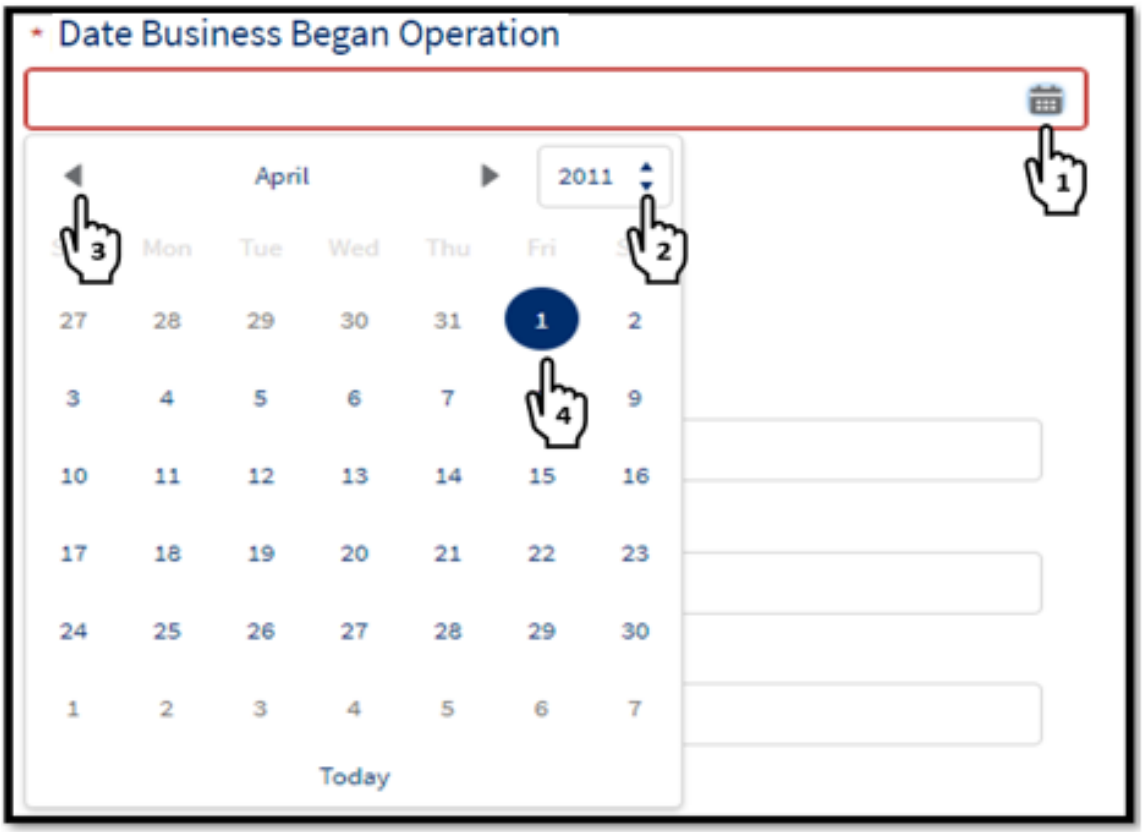


5.8 Enter Date Business Began Operation

Special Note

- **Please confirm that Date Business Began Operation is properly populated**
- **Proposed Grant Amount Calculation may not adjust if date is not entered correctly**

I. Click on the Calendar icon
II. Adjust the Year
III. Adjust the Month
IV. Select the Day



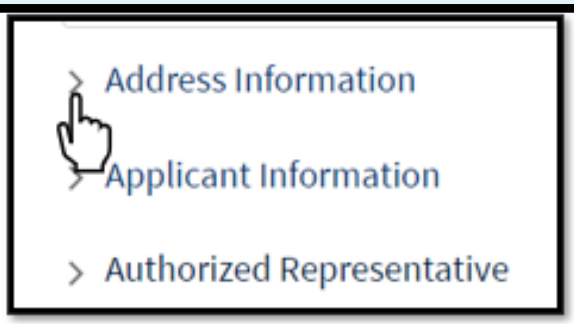
Note: If your organization's Date Operations Began is prior to January 1, 1921, enter January 1, 1921.

5.9 Enter Number of Employees

Enter Number of Employees

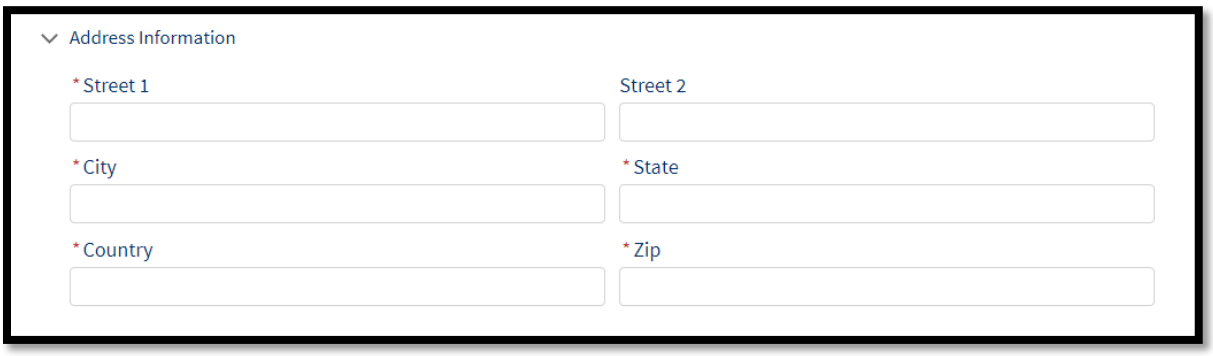
Special Note

To expand the Address Information, Applicant Information, or Authorized Representative fields click on the expand arrow



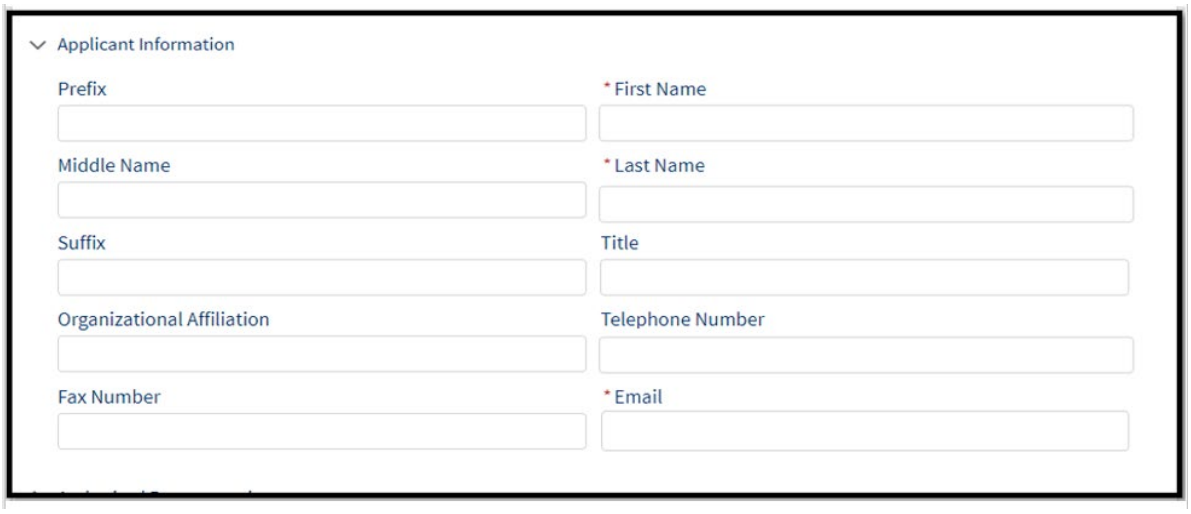
5.10 Enter Address Information

I. Address Information
   a. Enter Street 1
   b. Enter Street 2 if applicable
   c. Enter City
   d. Enter State
   e. Enter Country
   f. Enter Zip



5.11 Enter Applicant Information

I. Applicant Information
   a. Prefix
   b. First Name
   c. Last Name
   d. Suffix
   e. Title
   f. Organizational Affiliation
   g. Telephone Number
   h. Fax Number
   i. Email



5.12 Enter Authorized Representative Information

I. Authorized Representative
   a. Full Name
   b. Title
   c. Telephone Number
   d. Fax Number
   e. Email

5.13 End of About Your Organization

I. Click “Next” to “Save” application progress and go to Affiliated Companies
II. Click ‘Previous’ to return to the About Your Organization
III. Click ‘Cancel’ to erase and reset About Your Organization questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

6.0 Affiliated Companies

For further clarification see the SVOG FAQ section on Subsidiaries & Affiliates

Does the applicant have affiliates? Yes/No

6.1 Affiliated Companies - No

Does Applicant have affiliates? No

End of Affiliated Companies

6.2 End of Affiliated Companies

I. Click ‘Next’ to “Save” application progress and go Receipts/Revenues
II. Click ‘Previous’ to return to the About Your Organization questions
III. Click ‘Cancel’ to erase and reset Affiliated Companies questions
IV. Click “Save for Later” to save application progress and return to “Home” screen

6.3 Affiliated Companies - Yes

If Yes, how many?

How many affiliates are applying for this program?

6.4 Affiliated Companies Information

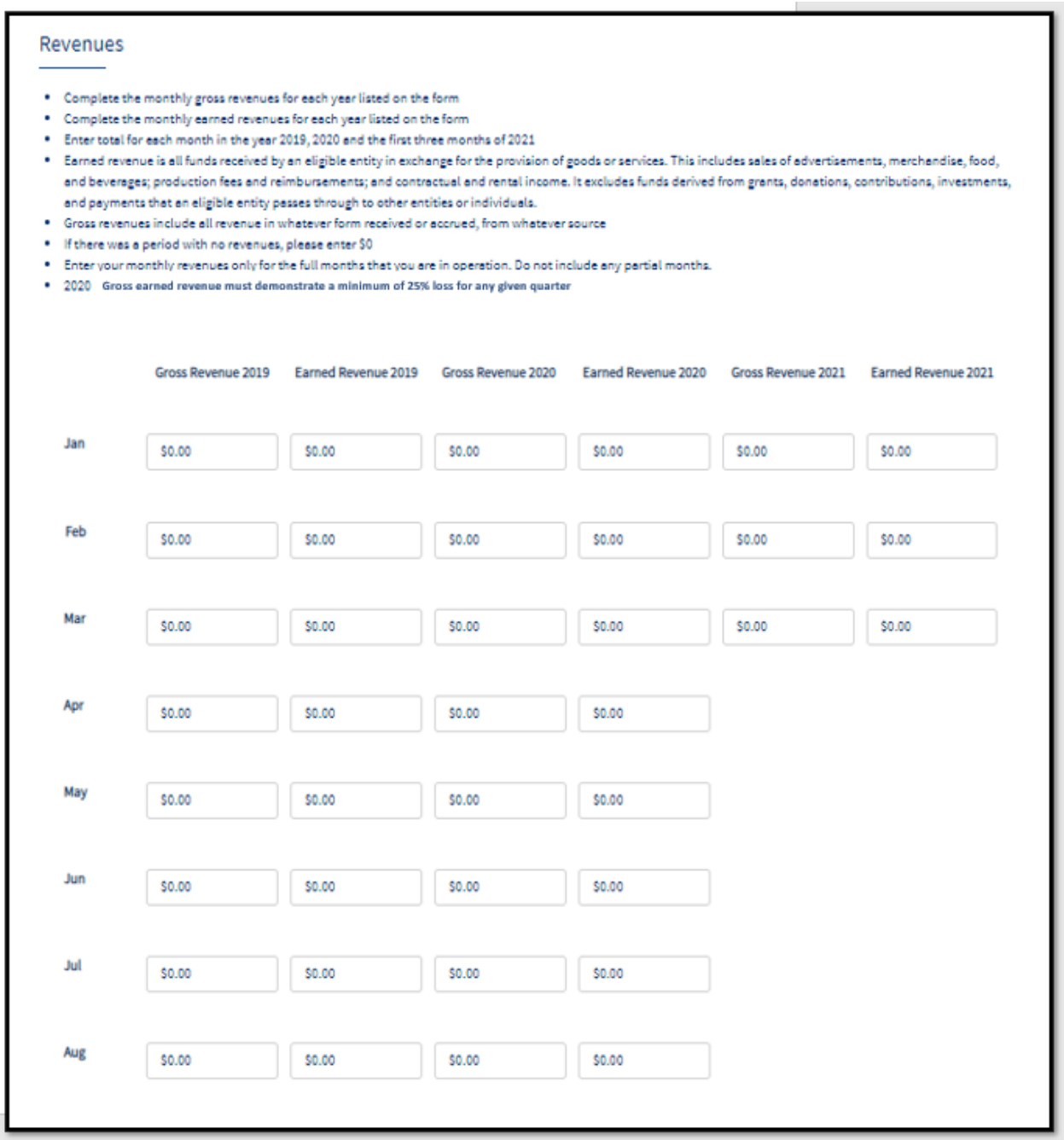
I. Provide Name, DUNS number and EIN# for each affiliate **as applicable, if the affiliate does not have a DUNS number skip this entry block and enter the EIN#**
II. Click Add for each additional affiliate

6.5 End of Affiliated Companies

III. Click 'Next' to "Save" application progress and go to Receipts/Revenues
IV. Click 'Previous' to return to the About your Organization questions
V. Click 'Cancel' to erase and reset Affiliated Companies questions
VI. Click "Save for Later" to save application progress and return to "Home" screen

7.0 Receipts/Revenues

- Complete the monthly gross revenues for each year listed on the form
- Complete the monthly earned revenues for each year listed on the form
- Enter total for each month in the year 2019, 2020 and the first three months of 2021
- Earned revenue is all funds received by an eligible entity in exchange for the provision of goods or services. This includes sales of advertisements, merchandise, food, and beverages; production fees and reimbursements; and contractual and rental income. It excludes funds derived from grants, donations, contributions, investments, and payments that an eligible entity passes through to other entities or individuals.
- Gross revenues include all revenue in whatever form received or accrued, from whatever source
- If there was a period with no revenues, please enter $0
- Enter your monthly revenues only for the full months that you are in operation. Do not include any partial months.
- 2020 gross earned revenue must demonstrate a minimum of 25% loss for any given quarter.



Revenues

- Complete the monthly gross revenues for each year listed on the form
- Complete the monthly earned revenues for each year listed on the form
- Enter total for each month in the year 2019, 2020 and the first three months of 2021
- Earned revenue is all funds received by an eligible entity in exchange for the provision of goods or services. This includes sales of advertisements, merchandise, food, and beverages; production fees and reimbursements; and contractual and rental income. It excludes funds derived from grants, donations, contributions, investments, and payments that an eligible entity passes through to other entities or individuals.
- Gross revenues include all revenue in whatever form received or accrued, from whatever source
- If there was a period with no revenues, please enter $0
- Enter your monthly revenues only for the full months that you are in operation. Do not include any partial months.
- 2020 **Gross earned revenue must demonstrate a minimum of 25% loss for any given quarter**

	Gross Revenue 2019	Earned Revenue 2019	Gross Revenue 2020	Earned Revenue 2020	Gross Revenue 2021	Earned Revenue 2021
Jan	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Feb	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Mar	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Apr	$0.00	$0.00	$0.00	$0.00		
May	$0.00	$0.00	$0.00	$0.00		
Jun	$0.00	$0.00	$0.00	$0.00		
Jul	$0.00	$0.00	$0.00	$0.00		
Aug	$0.00	$0.00	$0.00	$0.00		

More Information!

- **Total Gross Revenue, Total Earned Revenue for each year and the first three months of 2021 will automatically total and display at the bottom of each column**
- **Proposed Grant Amount will automatically calculate, less the Paycheck Protection Program Loan Amount entered in question 7, and will equal the Adjusted Proposed Grant Amount based on your entries above**
- **SBA will confirm Proposed Grant Amount during application review**
- **If no Proposed Grant Amount is displayed, return to Section 5.8 Enter Date Business Began Operation**

For further clarification, see the Revenue section of the SVOG FAQ

7.1 End of Receipts/Revenues

I. Click 'Next' to "Save" application progress and go to Proposed Budget
II. Click 'Previous' to return to Affiliated Companies
III. Click 'Cancel' to erase and reset Receipts/Revenues questions
IV. Click "Save for Later" to save application progress and return to "Home" screen

8.0 Proposed Budget

Proposed Budget for Use of Grant Funds

For further clarification see the SVOG FAQ

Proposed Budget for Use of Grant Funds

Please note that your maximum grant award cannot exceed your adjusted proposed grant amount.

Category	Amount	Restrictions
Adjusted Proposed Grant Amount	$0.00	
1. Personnel (Payroll costs)	$0.00	
2. Fringe Benefits	$0.00	
3. Travel (Transportation)	$0.00	
4. Equipment	$0.00	
5. Supplies	$0.00	
6. Contractual	$0.00	
6a. Payments to independent contractors	$0.00	Not to exceed $100K in annual compensation for an individual employee of an independent contractor.
6b. Operating leases in effect as of 2/15/20	$0.00	
7. Construction	$0.00	
8. Other	$0.00	
8a. Rent payments	$0.00	
8b. Utility payments	$0.00	
8c. Scheduled mortgage payments	$0.00	Not including prepayment of principal
8d. Scheduled debt payments on any indebtedness incurred in the ordinary course of business prior to February 15, 2020	$0.00	Not including prepayment of principal
8e. Worker protection expenditures	$0.00	
8f. Other ordinary and necessary business expenses, including maintenance costs	$0.00	
8g. Administrative costs (incl. fees and licensing) and state and local taxes and fees	$0.00	
8h. Insurance payments	$0.00	
8i. Advertising	$0.00	
8j. Production transportation	$0.00	
8k. Capital expenditures related to producing a theatrical or live performing arts production.	$0.00	May not be the primary use of funds.
Total Direct Charges	$0.00	
Total Transportion, Insurance, Advertising, Production, and Capital expenditures	$0.00	

Cancel | Save for later

Previous | Next

Please note that your maximum grant award cannot exceed your adjusted proposed grant amount.

Adjusted Proposed Grant Amount will display in this row

Enter the Proposed budget expenditures for each of the following categories:

1. Personnel (Payroll costs)
2. Fringe Benefits
3. Travel (Transportation)
4. Equipment
5. Supplies
6. Contractual

6a. Payments to independent contractors

Restriction-Not to exceed $100K in annual compensation for an individual employee of an independent contractor.

6b. Operating leases in effect as of 2/15/20

7. Construction
8. Other

8a. Rent payments

8b. Utility payments

8c. Scheduled mortgage payments

Restriction-Not including prepayment of principal

8d. Scheduled debt payments on any indebtedness incurred in the ordinary course of business prior to February 15, 2020

Restriction-Not including prepayment of principal

8e. Worker protection expenditures

8f. Other ordinary and necessary business expenses, including maintenance costs

8g. Administrative costs (incl. fees and licensing) and state and local taxes and fees

8h. Insurance payments

8i. Advertising

8j. Production transportation

8k. Capital expenditures related to producing a theatrical or live performing arts production

Restriction-May not be the primary use of funds

Total Direct Charges

Total Transportation, Insurance, Advertising, Production, and Capital expenditures

8.1 End of Proposed Budget

I. Click 'Next' to "Save" application progress and go to Required Documents
II. Click 'Previous' to return to the Receipts/Revenues questions
III. Click 'Cancel' to erase and reset Proposed Budget questions
IV. Click "Save for Later" to save application progress and return to "Home" screen

9.0 Required Documents

More Information!

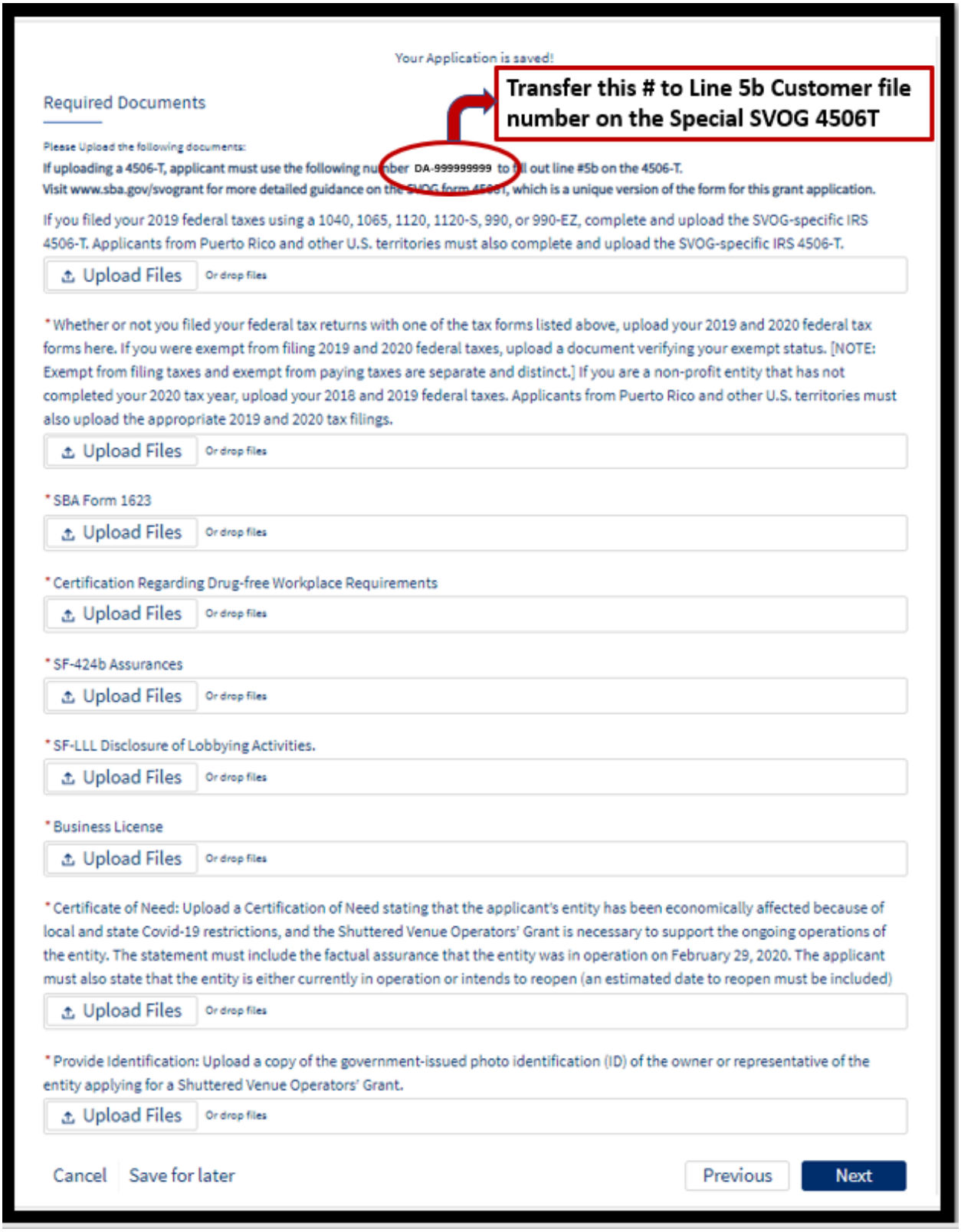
- **Please upload no more than 10 attachments to respond to each question**
- **Return to Section 2.0 for more information on Documentation if needed**
- **Return to Section 2.3 SVOG-specific IRS 4506-T form and review how to complete this form prior to uploading**

For further clarification, see the SVOG FAQ

Upload the Required documents into the corresponding blocks:

I. If you filed your 2019 federal taxes using a 1040, 1065, 1120, 1120-S, 990, or 990-EZ, complete and upload the SVOG-specific IRS 4506-T. Applicants from Puerto Rico and other U.S. territories must also complete and upload the SVOG-specific IRS 4506-T.
II. Whether or not you filed your federal tax returns with one of the tax forms listed above, upload your 2019 and 2020 federal tax forms here. If you were exempt from filing 2019 and 2020 federal taxes, upload a document verifying your exempt status. [**NOTE: Exempt from filing taxes and exempt from paying taxes are separate and distinct.**] If you are a non-profit entity that has not completed your 2020 tax year, upload your 2018 and 2019 federal taxes. Applicants from Puerto Rico and other U.S. territories must also upload the appropriate 2019 and 2020 tax filings.

III. SBA Form 1623
IV. Certification Regarding Drug-free Workplace Requirements
V. SF-424b Assurances
VI. Upload either SF-LLL Disclosure of Lobbying Activities or SBA Form 1711 Certification Regarding Lobbying (as applicable).
VII. Articles of Incorporation, Articles of Organization, or Partnership Agreement
VIII. Certification of Need: Upload a Certification of Need stating that the applicant's entity has been economically affected because of local and state Covid-19 restrictions, and the Shuttered Venue Operators' Grant is necessary to support the ongoing operations of the entity. The statement must include the factual assurance that the entity was in operation on February 29, 2020. The applicant must also state that the entity is either currently in operation or intends to reopen (an estimated date to reopen must be included)
    a. See the SVOG FAQ for SBA-provided language you may use in your Certification of Need
IX. Provide Identification: Upload a copy of the government-issued photo identification (ID) of the owner or representative of the entity applying for a Shuttered Venue Operators' Grant.


Your Application is saved!
Transfer this # to Line 5b Customer file number on the Special SVOG 4506T
Required Documents
Please Upload the following documents:
If uploading a 4506-T, applicant must use the following number DA-999999999 to fill out line #5b on the 4506-T.
Visit www.sba.gov/svogrant for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application.
If you filed your 2019 federal taxes using a 1040, 1065, 1120, 1120-S, 990, or 990-EZ, complete and upload the SVOG-specific IRS 4506-T. Applicants from Puerto Rico and other U.S. territories must also complete and upload the SVOG-specific IRS 4506-T.
Upload Files
Or drop files
* Whether or not you filed your federal tax returns with one of the tax forms listed above, upload your 2019 and 2020 federal tax forms here. If you were exempt from filing 2019 and 2020 federal taxes, upload a document verifying your exempt status. [NOTE: Exempt from filing taxes and exempt from paying taxes are separate and distinct.] If you are a non-profit entity that has not completed your 2020 tax year, upload your 2018 and 2019 federal taxes. Applicants from Puerto Rico and other U.S. territories must also upload the appropriate 2019 and 2020 tax filings.
Upload Files
Or drop files
* SBA Form 1623
Upload Files
Or drop files
* Certification Regarding Drug-free Workplace Requirements
Upload Files
Or drop files
* SF-424b Assurances
Upload Files
Or drop files
* SF-LLL Disclosure of Lobbying Activities.
Upload Files
Or drop files
* Business License
Upload Files
Or drop files
* Certificate of Need: Upload a Certification of Need stating that the applicant's entity has been economically affected because of local and state Covid-19 restrictions, and the Shuttered Venue Operators' Grant is necessary to support the ongoing operations of the entity. The statement must include the factual assurance that the entity was in operation on February 29, 2020. The applicant must also state that the entity is either currently in operation or intends to reopen (an estimated date to reopen must be included)
Upload Files
Or drop files
* Provide Identification: Upload a copy of the government-issued photo identification (ID) of the owner or representative of the entity applying for a Shuttered Venue Operators' Grant.
Upload Files
Or drop files
Cancel
Save for later
Previous
Next

9.1 End of Required Documents

I. Click 'Next' to "Save" application progress and go to Attestation
II. Click 'Previous' to return to Required Documents
III. Click 'Cancel' to erase and reset Required Documents questions
IV. Click "Save for Later" to save application progress and return to "Home" screen

10.0 Attestation

WARNING: Any false statement or misrepresentation to SBA may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines and imprisonment, or both, under 15 U.S.C. 645, 18 U.S.C. 1001, 18 U.S.C. 1014, 18 U.S.C. 1040, 18 U.S.C. 3571, and any other applicable laws; 2) treble damages and civil penalties under the False Claims Act, 31 U.S.C. 3729; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 U.S.C. 3802; and 4) suspension and/or debarment from all Federal procurement and non-procurement transactions. Statutory fines may increase if amended by the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015.

Please be aware: Once the application is submitted, you will no longer be able to make any changes or edits.

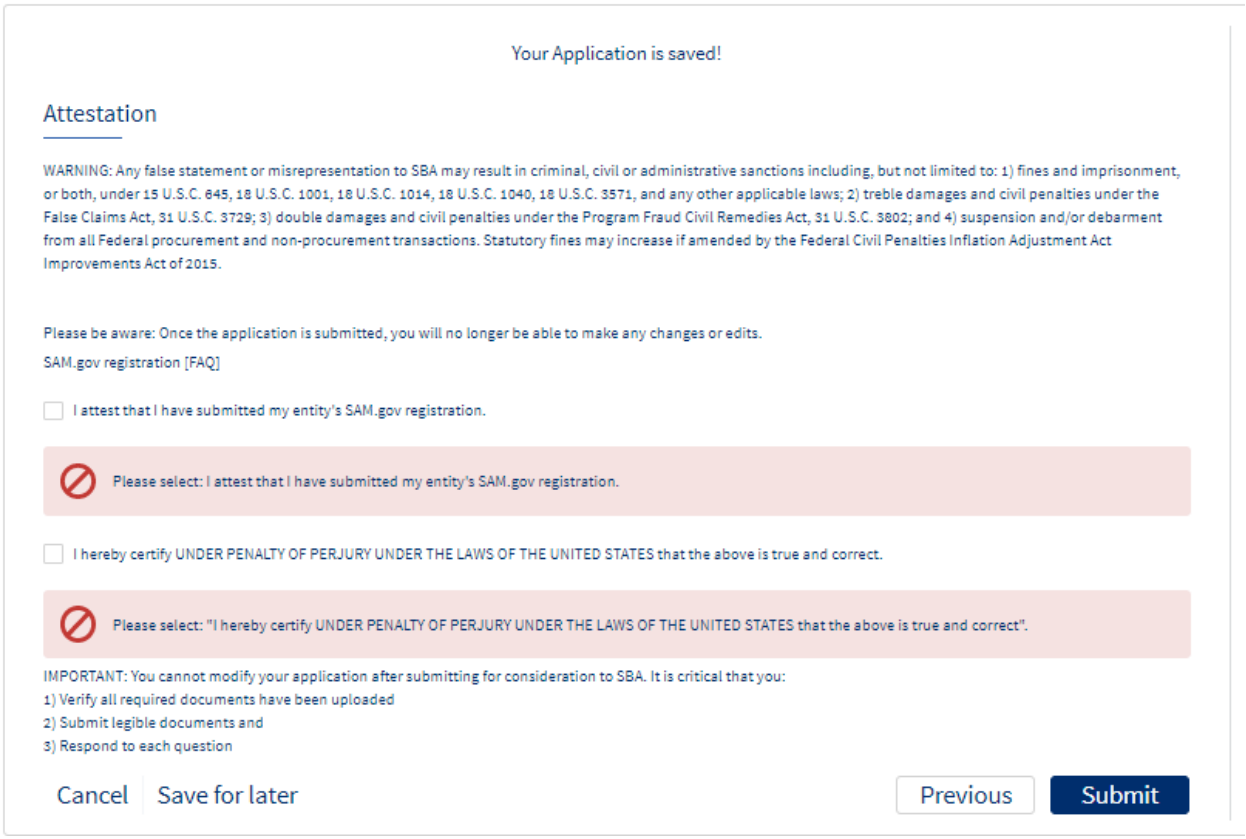
Click on the radio box "I attest that I have submitted my entity's SAM.gov registration."

Click in the radio box "I hereby certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the above is true and correct"

IMPORTANT: You cannot modify your application after submitting for consideration to SBA.

It is critical that you:

I. **Verify all required documents have been uploaded**
II. **Submit legible documents**
III. **Respond to each question**



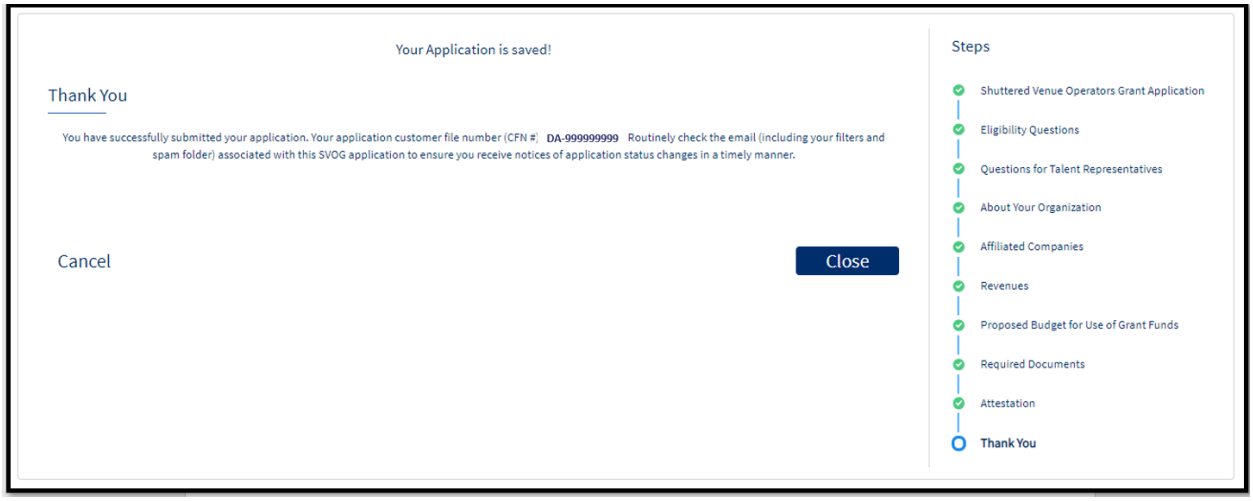
10.1 End of Attestation

I. Click 'Submit' to Submit the Application
II. Click 'Previous' to return to Required Documents
III. Click 'Cancel' to erase and reset Required Documents questions
IV. Click "Save for Later" to save application progress and return to "Home" screen

10.2 Application Submission

"Your Application is saved!

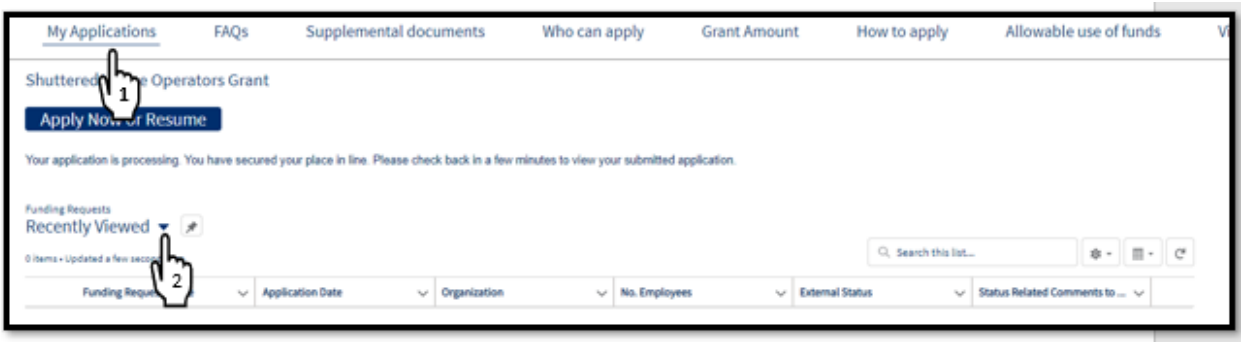
Click on "Close"



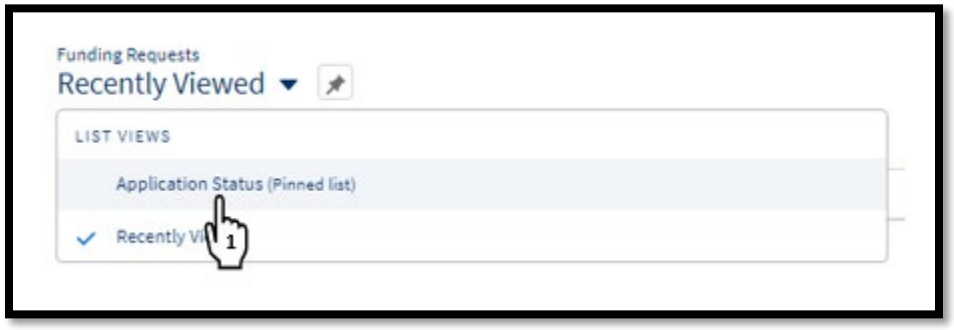
To view your application

Click on “My Applications”

Click on the “Dropdown Arrow” next to Recently Viewed to show the List Views

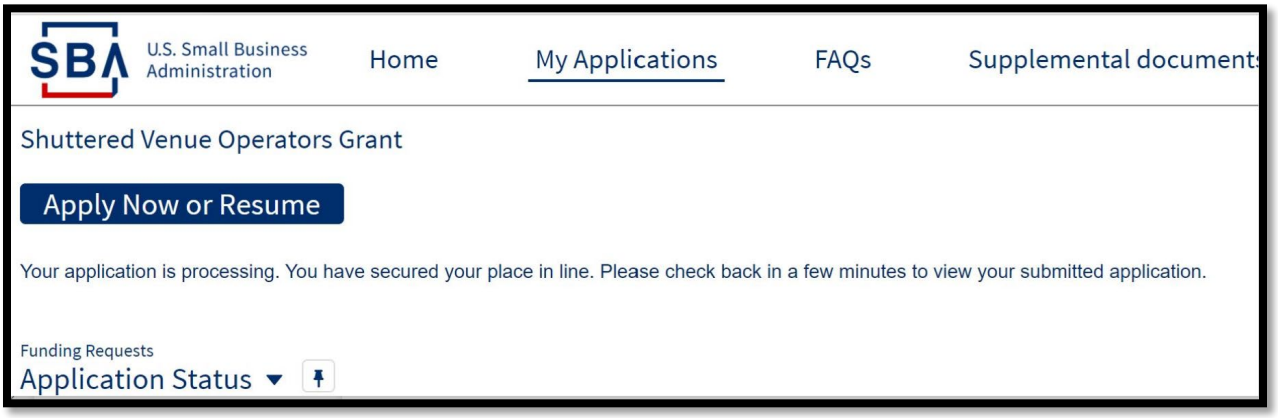


Click on “Application Status”

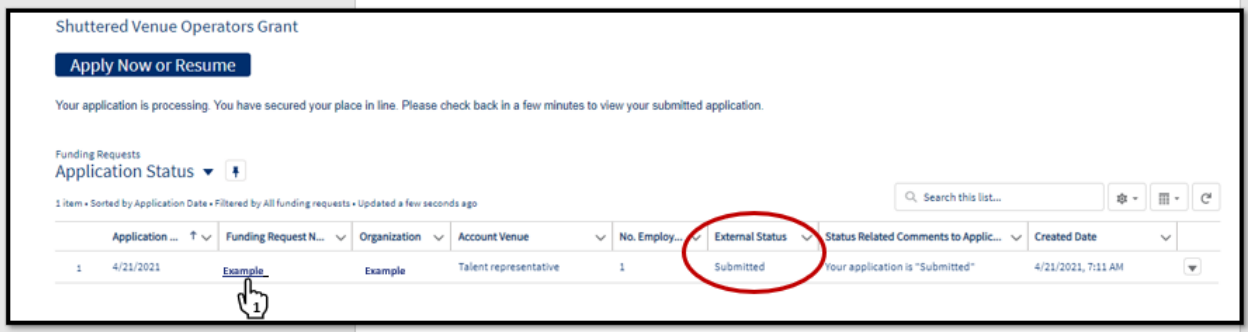


While your application is being uploaded to the system you will receive the following message:

"Your application is processing. You have secured your place in line. Please check back in a few minutes to view your submitted application."



Once your application completes processing you can view the status and other items in your application by clicking on the Funding Request name.

The status of your application displays under External Status

Any change in status will be communicated directly to the applicants by email.