



# Shuttered Venue Operators Grant

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

## **Applicant User Guide**



## Table of Contents

- 1.0 Welcome to Shuttered Venue Operators Grant ..... 7**
  - 1.1 Background and Scope..... 7**
    - 1.1.2 Who is the Shuttered Venue Operators Grant for?..... 7**
    - 1.1.3 Other requirements of note: ..... 7**
  - 1.2 Before You Begin ..... 8**
    - 1.2.1 Business Type Eligibility Check ..... 8**
    - 1.2.3 DUNS Registration ..... 8**
    - 1.2.4 SAM.gov Registration..... 9**
    - 1.2.5 North American Industry Classification System (NAICS) Number .....10**
    - 1.2.6 Computer Browser Requirements .....11**
- 2.0 Required Documentation.....11**
  - 2.1 Documentation File types and Size Limitation .....11**
  - 2.2 How to upload Documentation.....11**
    - 2.2.1 Drag and drop method .....11**
    - 2.2.2 Select method .....12**
  - 2.3 General Documentation .....14**
  - 2.4 IRS Form 4506T for Shuttered Venue Operators Grant form .....14**
    - 2.4.2 Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator .....18**
    - 2.4.3 Motion Picture Theatre Operator .....19**
    - 2.4.3 Museum .....19**
    - 2.4.4 Talent Representative .....19**
- 3.0 Shuttered Venue Operators Grant Application Process .....19**
  - 3.1 Multi-factor authentication .....19**
    - 3.1.1 Main Shuttered Venue Operators Grant Page .....23**
    - 3.1.2 Adjust Profile, Settings or Log out .....23**
  - 3.1 Getting Started .....25**
  - Once Logged into the Main Shuttered Venue Operators Grant Page.....25**
  - 3.2 Eligibility Questions.....25**



**3.2.1 Applicant Form of Organization.....26**

**3.3.2 Type of entity for the Applicant’s business .....26**

**3.3.2 Was Applicant’s business fully operational on February 29, 2020? Yes/No .....28**

**3.3.3 Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? Yes/No.....29**

**3.3.4 Compared to 2019, has the Applicant’s business demonstrated at least a 25% reduction in gross earned revenue during at least one quarter of 2020? Yes/No.....29**

**3.3.5 Does Applicant issue securities on a national securities exchange or is Applicant wholly or partly owned or operated by an entity that issues securities on a national securities exchange? Yes/No.....30**

**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/No30**

**3.3.7 Did Applicant apply for a Paycheck Protection Program (PPP) loan on or after December 27, 2020? .....30**

**3.3.8 Does Applicant own or operate a venue in more than one country or is Applicant wholly or partly owned or operated by an entity that owns or operates a venue in more than one country? Yes/No .....31**

**3.3.9 Does Applicant own or operate venues in more than 10 states or is Applicant wholly or partly owned or operated by an entity that owns or operates venues in more than 10 states? Yes/No.....32**

**3.3.10 As of February 29, 2020, does Applicant have more than 500 full-time equivalent employees or is Applicant wholly or partly owned or operated by an entity that employed more than 500 full-time equivalent employees? Yes/No .....32**

**3.3.11 Is Applicant or owners of Applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? Yes/No .....32**

**3.3.12 Within the last five years, has any owner 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 within the last year, for any other felony? Yes/No.....32**

**3.3.13 Has the Applicant filed for bankruptcy? Yes/No .....33**

**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.....33**



**3.3.15 Is Applicant owned by a state, local, or municipal government entity? Yes/No ..... 34**

**3.3.16 Is the Applicant Delinquent on any Federal Debt? Yes/No..... 34**

**3.3.17 End of initial eligibility questions ..... 34**

**4.0 Organization Specific Questions ..... 34**

**4.1 Questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator..... 34**

**4.1.1 Does Applicant venue have a defined performance and audience space? Yes/No..... 35**

**4.1.2 Does Applicant business have mixing equipment, a public address system, and a lighting rig? Yes/No..... 35**

**4.1.3 Does Applicant organize, promote, produce, manage, or host the following? Check all that apply:..... 35**

**4.1.4 Does Applicant employ or contract with one or more individuals in the following positions? Check all that apply: ..... 36**

**4.1.5 Is there a paid ticket or cover charge to attend most performances in Applicant’s venue? Yes/No..... 36**

**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..... 37**

**4.1.7 If Applicant is a non-profit entity, are Applicant events produced and managed by primarily by paid employees (not volunteers)? Yes/No/NA ..... 37**

**4.1.8 Are performances marketed through listings in printed or electronic publications, on websites, by mass email, or on social media? Yes/No..... 38**

**4.1.9 Does at least 70% of Applicant revenue come from ticket sales, production fees or production reimbursements, nonprofit educational initiative, or the sale of event food, beverages, or merchandise? Yes/No ..... 38**

**4.1.10 Are tickets available to the public at least 60 days prior to an event? Yes/No ..... 38**

**4.1.11 End of initial eligibility questions for Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator (Excluding Freelancers) ..... 39**

**4.2 Questions for museum operator, zoo, or aquarium ..... 39**

**4.2.1 Is serving as a museum operator, zoo, or aquarium the principal business activity of the applicant? Yes/No ..... 39**

**4.2.2 Is the museum operator, zoo, or aquarium a for-profit entity? Yes/No ..... 39**



- 4.2.3 Does the museum operator, zoo, or aquarium have indoor exhibition spaces, that are a primary part of the principal business activity, that have been subject to pandemic-related occupancy restrictions? Yes/No..... 40
- 4.2.4 Does the museum operator, zoo, or aquarium have at least one auditorium, theater, or performance or lecture hall with fixed seating? Yes/No ..... 40
- 4.2.5 End of initial eligibility questions for museum operator, zoo, or aquarium ..... 41
- 4.3 Questions for Motion Picture Theater Operators ..... 41
  - 4.3.1 Does Applicant venue have at least one auditorium with a motion picture screen and fixed audience seating? Yes/No ..... 41
  - 4.3.2 Does Applicant venue have a projection booth or space containing a motion picture projector? Yes/No ..... 41
  - 4.3.3 Does Applicant venue charge for tickets? Yes/No ..... 42
  - 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 ..... 42
  - 4.3.5 End of initial eligibility questions for Motion Picture Theater Operators ..... 42
- 4.4 Questions for Talent Representatives ..... 43
  - 4.4.1 Is at least 70% of Applicant’s operation representing or managing artists and entertainers? Yes/No ..... 43
  - 4.4.2 Does Applicant book or represent the following performers? Check all that apply: .... 43
  - 4.4.3 Does Applicant book or represent artists to perform at live event venues or festivals? Yes/No..... 44
  - 4.4.4 Are the Applicant’s represented performers paid based on ticket sales or a similar basis? Yes/No ..... 44
  - 4.4.5 End of initial eligibility questions for Talent Representatives ..... 45
- 5.0 About Your Organization ..... 45
  - 5.1 Enter Legal Name ..... 45
  - 5.2 Enter Type of Applicant ..... 45
  - 5.3 Enter Employer Identification Number and Confirm Employer Identification Number..... 46
  - 5.4 Enter DUNS Number and Confirm DUNS Number ..... 46
  - 5.5 Enter DUNS + 4 Number and Confirm DUNS + 4 Number ..... 46
  - 5.6 Enter North American Industry Classification System (NAICS) Number ..... 46



- 5.7 Enter Date of Operation.....46**
- 5.8 Enter Number of Employees .....47**
- 5.9 Enter Address Information .....47**
- 5.10 Enter Applicant Information .....48**
- 5.10 Enter Authorize Representative Information .....48**
- 5.11 End of About your Organization.....49**
- 6.0 Affiliated Companies .....49**
  - 6.1 Affiliated Companies No .....49**
  - 6.2 End of Affiliated Companies .....50**
  - 6.3 Affiliated Companies Yes .....50**
  - 6.4 Affiliated Companies Information .....50**
  - 6.5 End of Affiliated Companies.....51**
- 7.0 Receipts/Revenues .....51**
  - 7.1 End of Receipts/Revenues .....52**
- 8.0 Proposed Budget .....52**
  - 8.1 End of Proposed Budget .....55**
- 9.0 Required Documents.....55**
  - 9.1 End of Required Documents.....57**
- 10.0 Attestation .....57**
  - 10.1 End of Attestation .....58**
  - 10.2 Application Submission .....58**



[SVOG PORTAL](#)

## 1.0 Welcome to Shuttered Venue Operators Grant

[www.sba.gov/svogrant](http://www.sba.gov/svogrant)

The Shuttered Venue Operators Grant (SVOG) program is 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, and was part of [H.R. 133 Consolidated Appropriations Act, 2021](#). To see the full text, download the PDF of the enrolled bill, go to page 812 for the Economic Aid to Hard-Hit Small Businesses, Nonprofits and Venues Act (Division N, Title III) and then to page 841 for Section 324: Grants for Shuttered Venue Operators. The [American Rescue Plan Act](#), signed into law on March 11, 2021, included SVOG amendments under Title V, Sec. 5006 to the Economic Aid Act.

### 1.1 Background and Scope

The Shuttered Venue Operators Grant (SVOG) program was established by the Economic Aid to Hard-Hit Small Businesses, Nonprofits, and Venues Act, and amended by the American Rescue Plan Act. The program includes over \$16 billion in grants to shuttered venues, to be administered by SBA's Office of Disaster Assistance.

Eligible applicants may qualify for grants equal to 45% of their gross earned revenue, with the maximum amount available for a single grant award of \$10 million. \$2 billion is reserved for eligible applications with up to 50 full-time employees.

#### 1.1.2 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
- Relevant museum operators, zoos and aquariums who meet specific criteria
- Motion picture theater operators
- Talent representatives
- Each business entity owned by an eligible entity that also meets the eligibility requirements

#### 1.1.3 Other requirements of note:

- Must have been in operation as of February 29, 2020
- Venue or promoter who received a PPP loan on or after December 27, 2020, will have the SVOG reduced by the PPP loan amount



## 1.2 Before You Begin

Please Review the Following Documents and video links to confirm you are Eligible

### 1.2.1 Business Type Eligibility Check

Prior to starting the application process applicants should visit the following websites, download, and review the .PDF documents:

- [SVOG Frequently Asked Questions](#) .PDF
- [Shuttered Venue Operators Grant Eligibility Requirements](#) .PDF
- [Shuttered Venue Operators Grant Preliminary Application Checklist](#) .PDF

### Video tutorials

#### Long form

- [Program overview information session](#)
- [Application portal overview](#)
- [SAM.gov entity registration training](#)

#### Short form

- [Eligibility for live venue operators or promoters](#)
- [Eligibility for talent representatives](#)
- [Eligibility for museum operators](#)
- [Eligibility for motion picture theatre operators](#)
- [Eligibility for live performing arts organization operators](#)
- [Use of funds](#)

### 1.2.3 DUNS Registration

Obtain a Data Universal Number System (DUNS) Number

The instructions below describe DUNS and walk through the process of acquiring a free DUNS number.

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





### Before Registering for a DUNS Number

- Does my organization already have 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.

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.

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.

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)

How long does it take to obtain a DUNS number?

Allow up to two business days to obtain a DUNS number, but it can occur in one business day.

### Information for Foreign Applicants

If your organization is located outside the United States, you can register for a DUNS number online. To register with D&B, you are not required to obtain a federal Tax Identification Number (TIN), also known as an Employer Identification Number (EIN). When registering, simply leave the TIN/EIN information blank. However, anyone doing business with the federal government generally needs to obtain a TIN/EIN to meet Internal Revenue Service (IRS) tax reporting requirements.

## 1.2.4 SAM.gov Registration

### Register with SAM

Registering with the System for Award Management (SAM) is a required step for your organization to be able to apply for federal grants. The information below describes SAM and explains the free registration process.

### Purpose of SAM



**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.

### 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).

### How to Register with SAM

To register with SAM, go to the [SAM website](#) with the following information:

- [DUNS number](#)
- [Taxpayer Identification Number \(TIN\) or Employment Identification Number \(EIN\)](#)

When you register a new entity in SAM to do business with the U.S. government, SAM requires a [notarized letter](#) stating you are the authorized entity administrator before SAM will activate your entity registration in SAM.gov.

When your organization registers with SAM, you must designate an 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](#)

### How long does it take to register with SAM?

Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes [up to two weeks to register with SAM](#), then 1 business day for updates made in SAM to be reflected in Grants.gov. However, 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](#).

## 1.2.5 North American Industry Classification System (NAICS) Number

[Six Digit NAICS Codes & Titles | NAICS Association](#)



## 1.2.6 Computer Browser Requirements

Click on this link for [minimum browser requirements](#)

## 2.0 Required Documentation

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

### 2.1 Documentation File types and Size Limitation

Only file types: .pdf, .jpg, .jpeg, .doc, docx, .xls, and .xlsx will be acceptable

No compressed or zip files

Only files 35mb or smaller are allowed

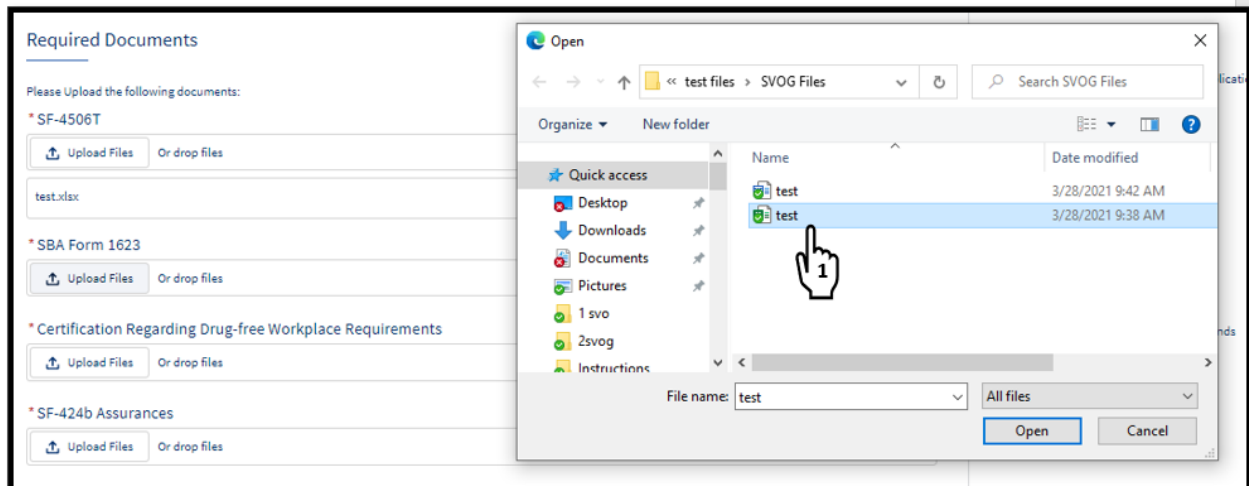
### 2.2 How to upload Documentation

#### 2.2.1 Drag and drop method

When prompted to upload documentation

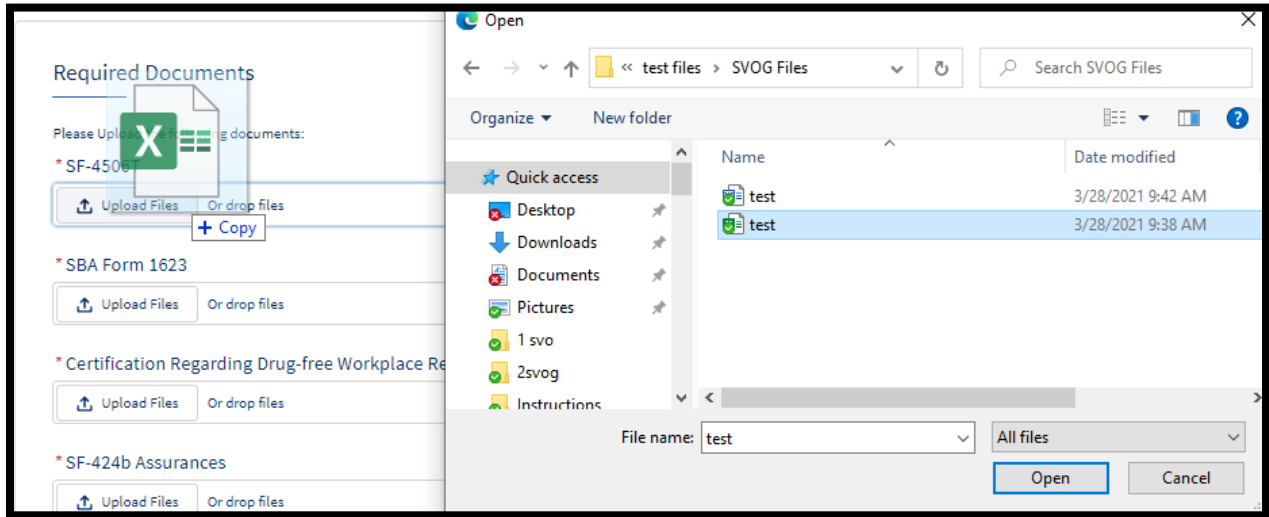


Select the file on your computer



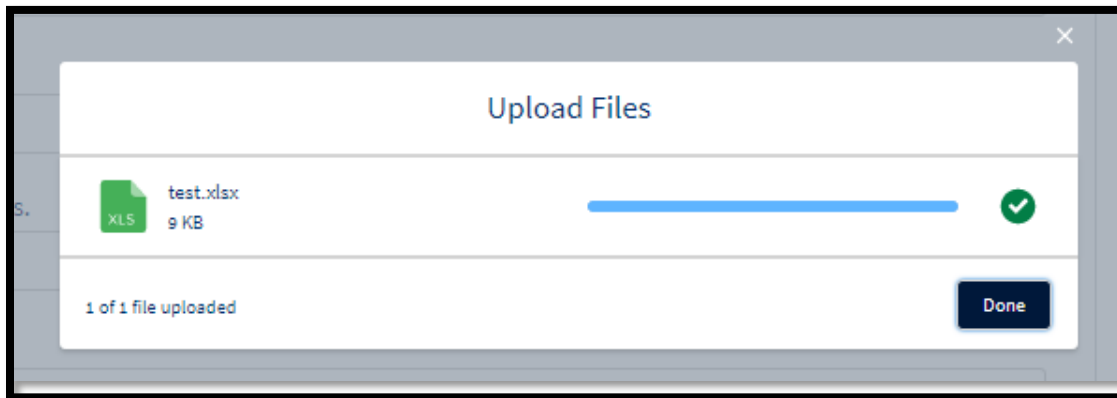


Click on the file and drag it to the corresponding Upload Files Block on the application



Release the file

Click Done on the popup box when file has completed uploading



## 2.2.2 Select method

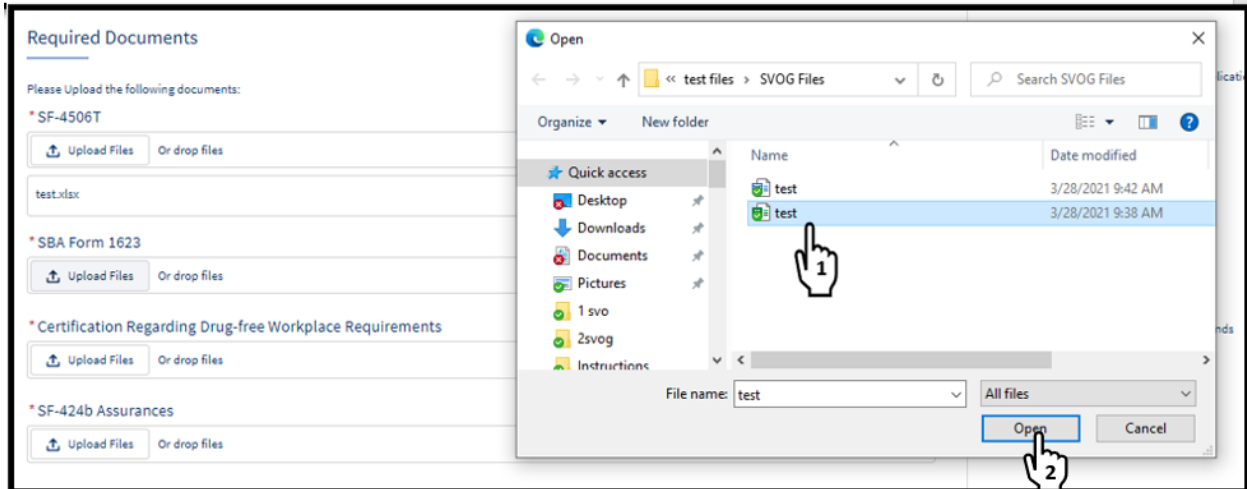
Click on Upload file



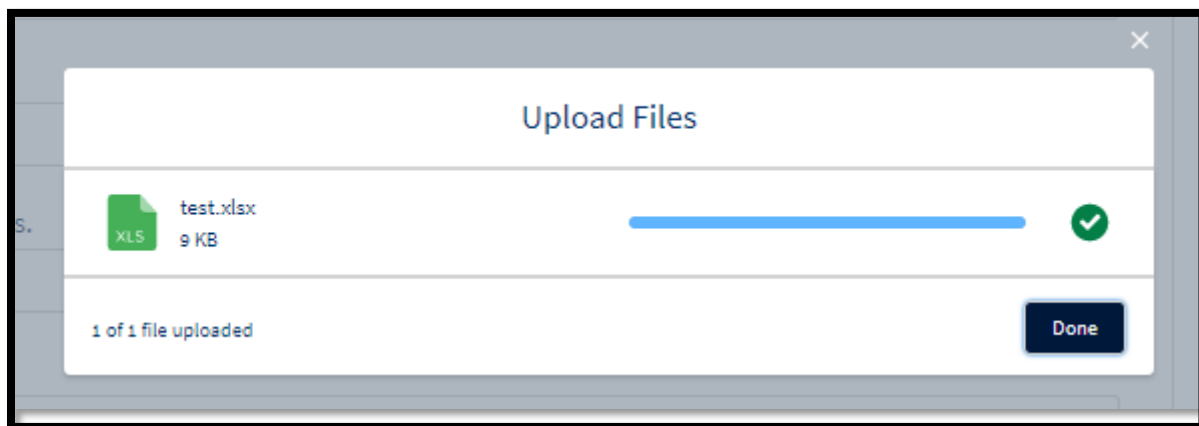
This should open Windows File Explorer-Windows OS computers or Finder on Macintosh computers



Select the file needed click open



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



Click done to complete the process

Click on the trash icon  to delete uploaded files





## 2.3 General Documentation

- Written Statement of need
- Corporate documents (may include Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation or Articles of Information)
- Government issued photo ID (front and back) of the business owner or a primary officer of the organization
- Employee list with job titles and employee status (full and part time)
- Tax Exempt Status Letter (only required for non-profit entities)
- 2019 Tax Return
- 2020 Tax Return, if filed
- Quarterly Income Statements for 2019 and 2020, signed by a primary officer of the organization
- Copy of most recent audited financial statement (2019) or Single Audit (if applicable) or link to website where the report can be located. (An audited financial statement should be submitted by entities that obtained this document within the normal course of business in 2019. A Single Audit should be submitted by entities that expended \$750,000 or more in Federal grant funds in 2019.)
- Indirect Cost Rate Agreement from cognizant Agency (if applicable)
- Payroll statements covering February 29, 20
- Sf 424b [Assurances for Non-Construction Programs](#) (found on grants.gov)
- SBA Form [Drug-Free Workplace Certification](#)
- SBA Form 1711 [Certification Regarding Lobbying & Disclosure of Lobbying Activities](#)
- SBA Form 1623 [Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions \(sba.gov\)](#)
- **SBA Form 1368 -Not Required for SVOG**
- **Business License only if required by State, County or Local governments. If not required submit a statement that License is not required**

## 2.4 IRS Form 4506T for Shuttered Venue Operators Grant form

Go to [www.sba.gov/svogrant](http://www.sba.gov/svogrant) to download the 4506T for Shuttered Venue Operators Grant.pdf

**Special Note\*** There are many versions of the 4506t available. The only Approved form 4506T Acceptable must contain the Acronym **SVOG** in the header.

<p>Form <b>4506-T</b> (March 2019) Department of the Treasury Internal Revenue Service</p>	<p style="text-align: center;"><b>SVOG</b></p> <p style="text-align: center;"><b>Request for Transcript of Tax Return</b></p> <p>▶ Do not sign this form unless all applicable lines have been completed. ▶ Request may be rejected if the form is incomplete or illegible. ▶ For more information about Form 4506-T, visit <a href="http://www.irs.gov/form4506t">www.irs.gov/form4506t</a>.</p>	<p>OMB No. 1545-1072</p>
--	---	--------------------------



### Instructions for Completing the IRS Tax Authorization Form 4506-T

SBA requires applicants to complete IRS Form 4506-T as part of their application submission.

The form authorizes the IRS to provide Federal income tax information directly to the SBA.

Applicants must use the IRS Form 4506-T located on the SVOG webpage, [www.sba.gov/svogrant](http://www.sba.gov/svogrant).

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

- Applicants are required to submit **2019 tax year** information and **First Quarter 2020, form 941**.

**Important Note:** applicants from Puerto Rico will be requested to submit further documentation (in addition to IRS data) upon application submission.

- Enter your current address in section 3. If name is different now than on the transcript being requested, enter the current name as well.
- Enter your previous address in section 4 only if different than the current address in section 3.

3	Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)
4	Previous address shown on the last return filed if different from line 3 (see instructions)

When you fill out the 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 or a form 1120, a form 1065 a form 990 or a form 1041.

Enter the tax transcript you filed in section 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).

Examples might be 1065, 1120, 990, 1041, etc. **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.**

For tax form 990 or 1041 check box 6b for all others check box 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 1120S. 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 the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated 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 Transcript. 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 . . . . .

<ul style="list-style-type: none"> <li>Organization Type</li> <li>(as entered on SBA Form 5 Primary Business, Business Entity Owner, or Affiliate)</li> </ul>	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
Trust	Trustee, Executor/Executrix, Administrator/Personal Representative, Heir at law, Next of kin, Beneficiary	1041
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

Line 5b of the 4506-T **must** be filled out with your application number.

The application number will be listed on the **Required Documents Step** above the Upload 4506t box

Please Upload the following documents:

Required: Use the following number to populate item #5b (Customer File Number) on your 4506T from: **DA-9999999999**

Visit [sba.gov/svogrant](https://sba.gov/svogrant) for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application.

\*SF-4506T

Or drop files

Once you have located your application number you must populate Line 5b of the 4506-T with that number, prior to signing and uploading.





5a If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.

U. S. Small Business Administration Office of Disaster, 14925 Kingsport Rd, Fort Worth, TX 76155: ODApdc02

---

5b Customer file number (if applicable) (see instructions)

DA-9999999999

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5a, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

### 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.

### 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.



Application Number: 4000001128

### Request for Transcript of Tax Return

SBA requires you to complete the IRS Form 4506-T as a part of your disaster loan application submission. The form authorizes the IRS to provide federal income tax information directly to SBA. Please use this page to enter the additional data needed to populate IRS Form 4506-T.

Name shown on tax return. If a joint return, the name shown first. First SSN, individual taxpayer identification number, or employer identification number.  
Tahoe Blue 21-5321111

Current address (including apt., room, or suite no.), city, state, and ZIP code.  
1 Main Street, FAIRFAX, VA, 22032

Previous address shown on the last return filed if different from current address.

Address Line 1  Address Line 2  City  State  Zip Code

\*Title (of taxpayer or person authorized to obtain the tax information requested)

Tax Form Number(s)  Year or period requested

**Signature of taxpayer(s)**

I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer.

**NOTE:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T.

## 2.4.2 Live Venue Operator or Promoter, Theatrical Producer, or Live Performing Arts Organization Operator

- If the applicant is the operator of a venue: Floor Plan (or comparable documentation demonstrating defined performance and audience areas and plan of grounds if outdoor space is used for the performance venue)
- If the applicant is the operator of a venue: Documents to show that the venue has audio mixing equipment, a public address system, and a lighting rig.
- If the applicant is promoting or producing live performing arts events at venues they do not operate: List of venues at which the applicant has promoted, produced, managed, or hosted live events between January 1, 2019 and February 29, 2020.
- Marketing materials listing event title, show time, and price or entry requirements (may include printed materials or social media posts)



- Box office/ticketing report that shows dates, artists, ticket prices, and number of tickets sold for all February 2020 performances (If the venue was in operation but had no performances in February 2020, select one month between January 2019 and January 2020 and provide that report.)

### **2.4.3 Motion Picture Theatre Operator**

- Floor Plan of the facility that identifies the projection booth. In lieu of a floor plan, applicant may provide proof of a cinema projection system AND a photo of at least one auditorium in the facility. The photo must clearly show that the auditorium includes a motion picture screen and fixed audience seating.
- Examples of proof of projection system are service agreements, purchase agreements, or contracts from a projector provider, or a digital cinema certification form.
- Marketing materials listing motion picture titles and show times (may include printed materials or social media posts)
- Box office/ticketing report that shows dates, ticket prices, and number of tickets sold for all February 2020 performances (If the theater was in operation but had no performances in February 2020, select one month between January 2019 and January 2020 and provide that report.)

### **2.4.3 Museum**

- Floor Plan (and plan of grounds if outdoor space is used for the performance venue)
- State or local COVID-19 occupancy restrictions demonstrating limits on occupancy

### **2.4.4 Talent Representative**

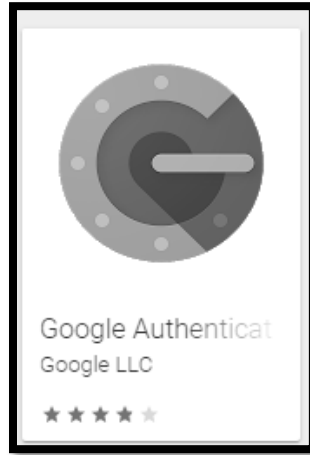
- Contractual/Consultant Agreements with talent represented, venues used and evidence of booking
- List of all individuals or acts represented and venues for which they were contracted to perform in 2019 and 2020 (including performances cancelled due to COVID-19)

## **3.0 Shuttered Venue Operators Grant Application Process**

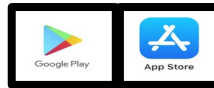
### **3.1 Multi-factor authentication**

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

- I. Download and install on your Smartphone the Google Authenticator App

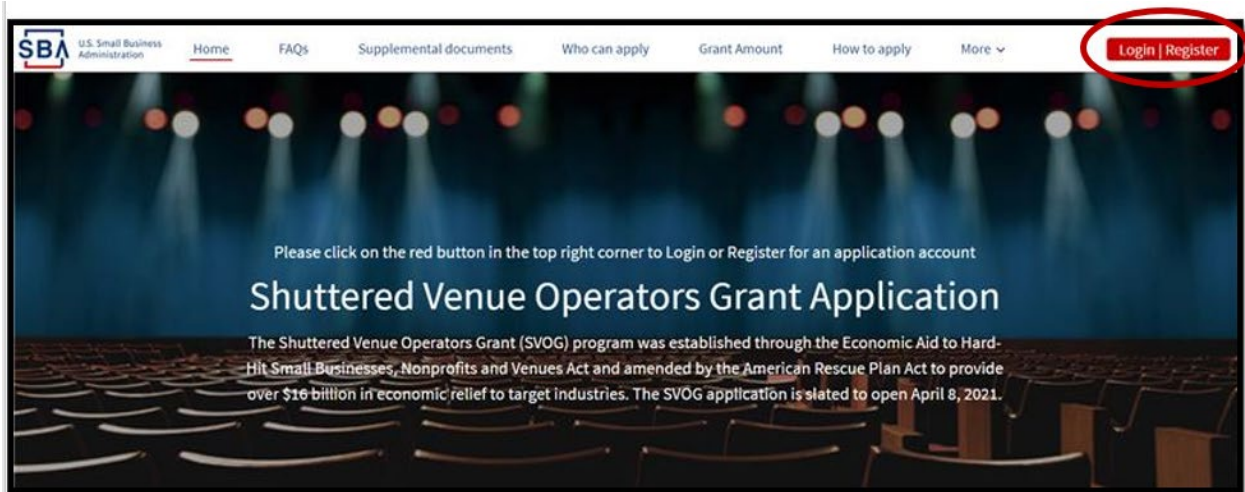


- a. This App can be found on Android devices on the Google Play App and on Apple Devices at the App Store

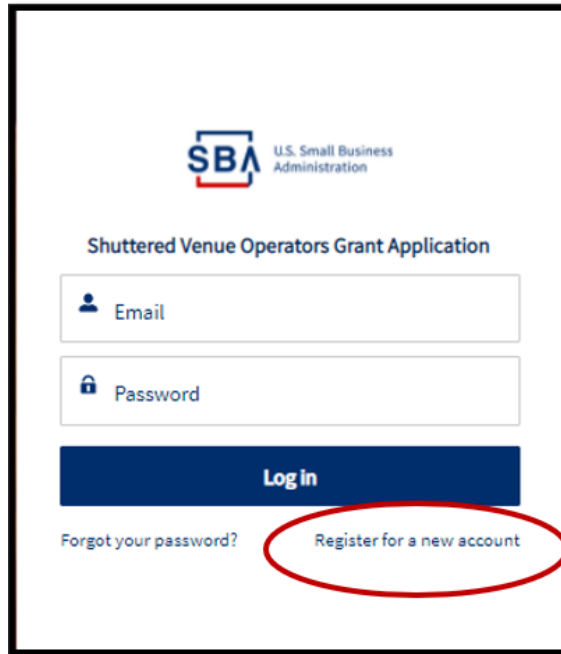


II. Go to [www.sba.gov/svogrant](http://www.sba.gov/svogrant)

- a. In the Upper Right click on Login | Register



III. Click on Register for a new account



IV. Follow the on screen prompts to enter:

- a. First Name of Applicant
- 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\***

- **Email address entered here is to be associated with the applicant and all communication about the status of the application and process will be sent to this email address only.**
- **Email address entered here must be correct and cannot be changed by the SBA or Salesforce. Only the applicant once logged in can change this email address**
- **Salesforce or SBA service does not support Password changes for the SVOG Portal, email changes, name updates, or phone number updates.**
- **Only the applicant once logged in can adjust settings.**



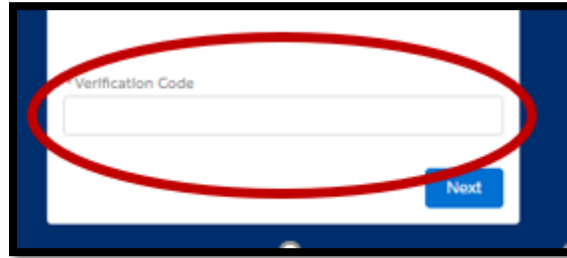
The screenshot shows a sign-up form for the Shuttered Venue Operators Grant Application. At the top is the SBA logo and the text "U.S. Small Business Administration". Below this is the title "Shuttered Venue Operators Grant Application" and a note: "Note: If your email address is already associated with a registered account, your request will not be processed." The form contains several input fields: "First Name", "Last Name", "Email", "Mobile", "Create Password", and "Confirm Password". A blue "Sign Up" button is at the bottom of the form, and a link "Already have an account?" is located below the button.

V. Browser Screen will change to Google Authenticator

The screenshot shows a verification screen titled "Add a Time-based Token" for the Shuttered Venue Operators Grant Application. It includes the SBA logo and a "Log Out" link in the top right. The text reads: "To make sure your account is secure, we have to verify your account." Below this, instructions state: "Download, install and open the Authenticator app (Salesforce, Google, Authy etc.) on your mobile device, Scan the QR code, then enter below the verification code it generates." A "Username: example@example.com" is displayed. A QR code is shown for scanning. At the bottom, there is a text input field labeled "\* Verification Code" and a blue "Next" button.



- VI. Shuttered Venue Operators Grant Application Google Authenticator box
  - a. Open your Smartphone Camera and Scan the QR code.
  - b. Enter below the verification code generated in the veification code box
  - c. Click “Next”

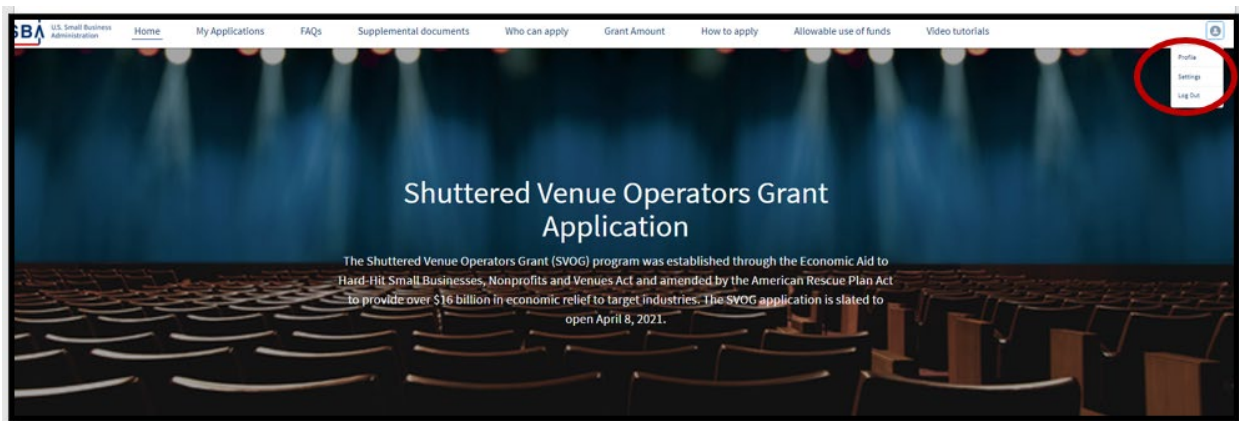


### 3.1.1 Main Shuttered Venue Operators Grant Page

The Tabs located at the top are how applicant can 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 Profile, Settings or Log out

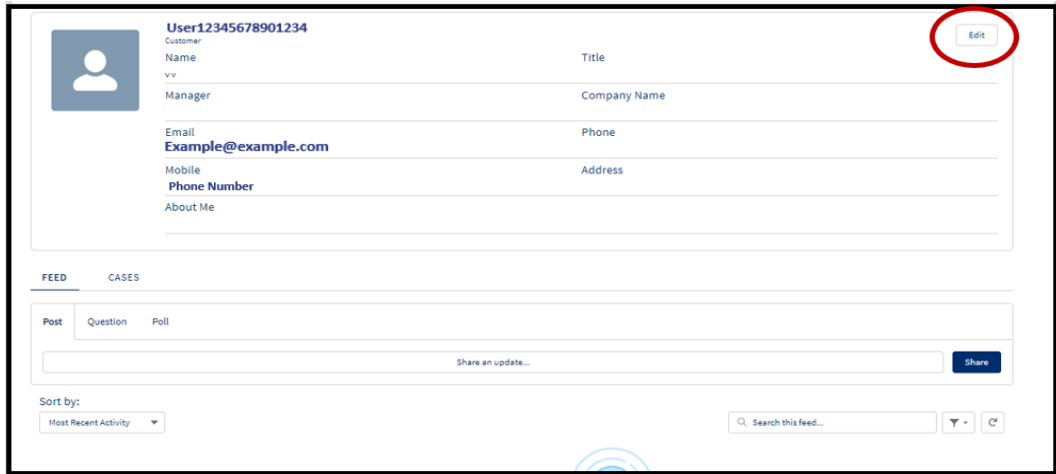
From the Main Shuttered Venue Operators Grant Page Click on the person icon in the upper right 



- I. Select Profile and Click Edit to adjust:
  - First Name
  - Middle Name
  - Last Name
  - Email

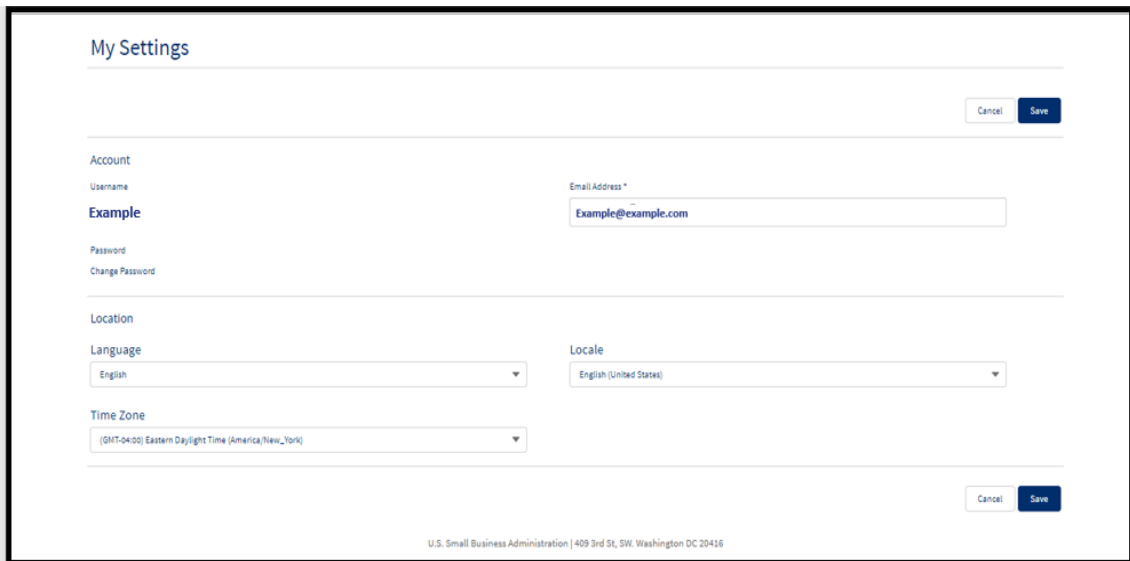


- Mobile



II. Select Setting to adjust:

- Email Address
- Password
- Language
- Locale
- Time Zone



III. Select Log out to log out



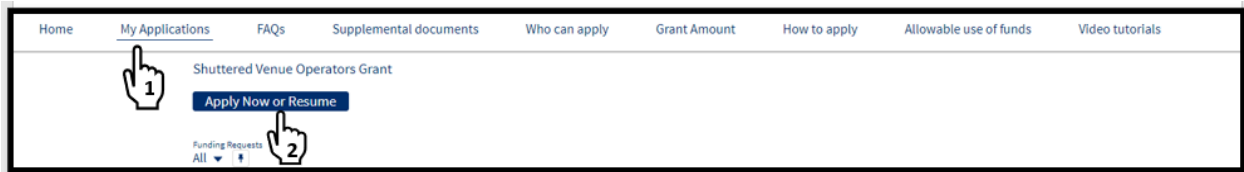


### 3.1 Getting Started

Once Logged into the Main Shuttered Venue Operators Grant Page

Click on the My Application Tab

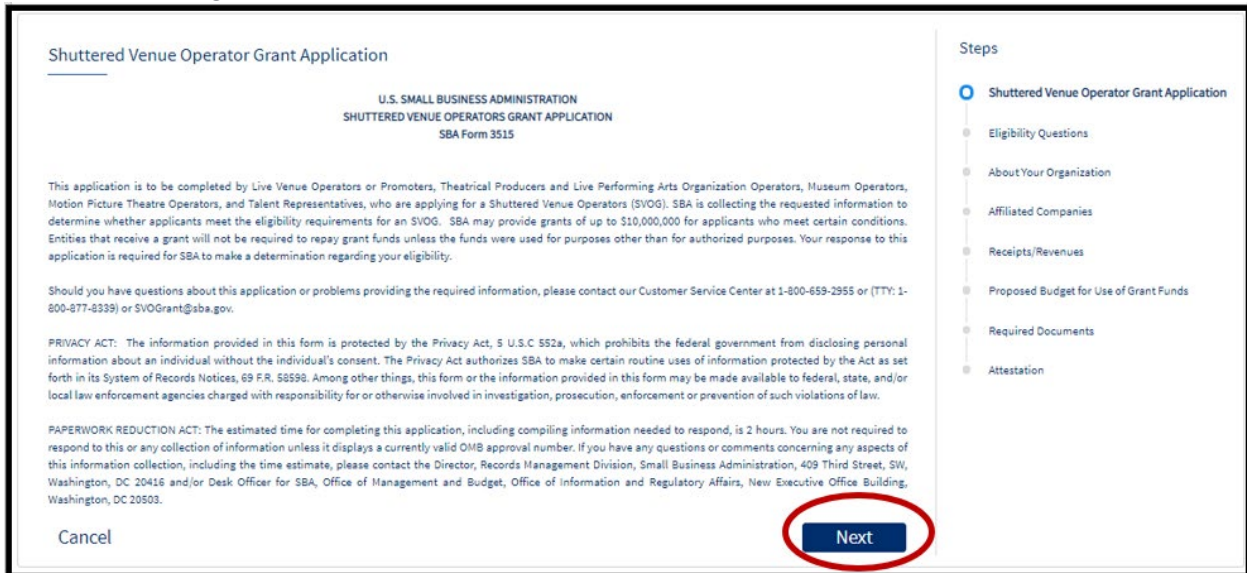
then click on Apply Now or Resume button



Review the SBA form 3515 information.

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

Click 'Next' to begin the application.



### 3.2 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 [Shuttered Venue Operators Grants F.A.Q.](#)**



### 3.2.1 Applicant Form of Organization

Select type of Applicant’s organization:

- Corporation
- Partnership
- Limited Liability Company
- Proprietorship
- Nonprofit
- Government Owned

**\* Applicant Form of 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)

**\* 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)

### 3.3.2 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
- Relevant museum operator, zoo, or aquarium
- Motion picture theater operator
- Talent representative



\* 1. Which of the following type of entity is the Applicant's business?

-- Clear --

-- Clear --

Live venue operator or promoter

Theatrical producer

Live performing arts organization operator

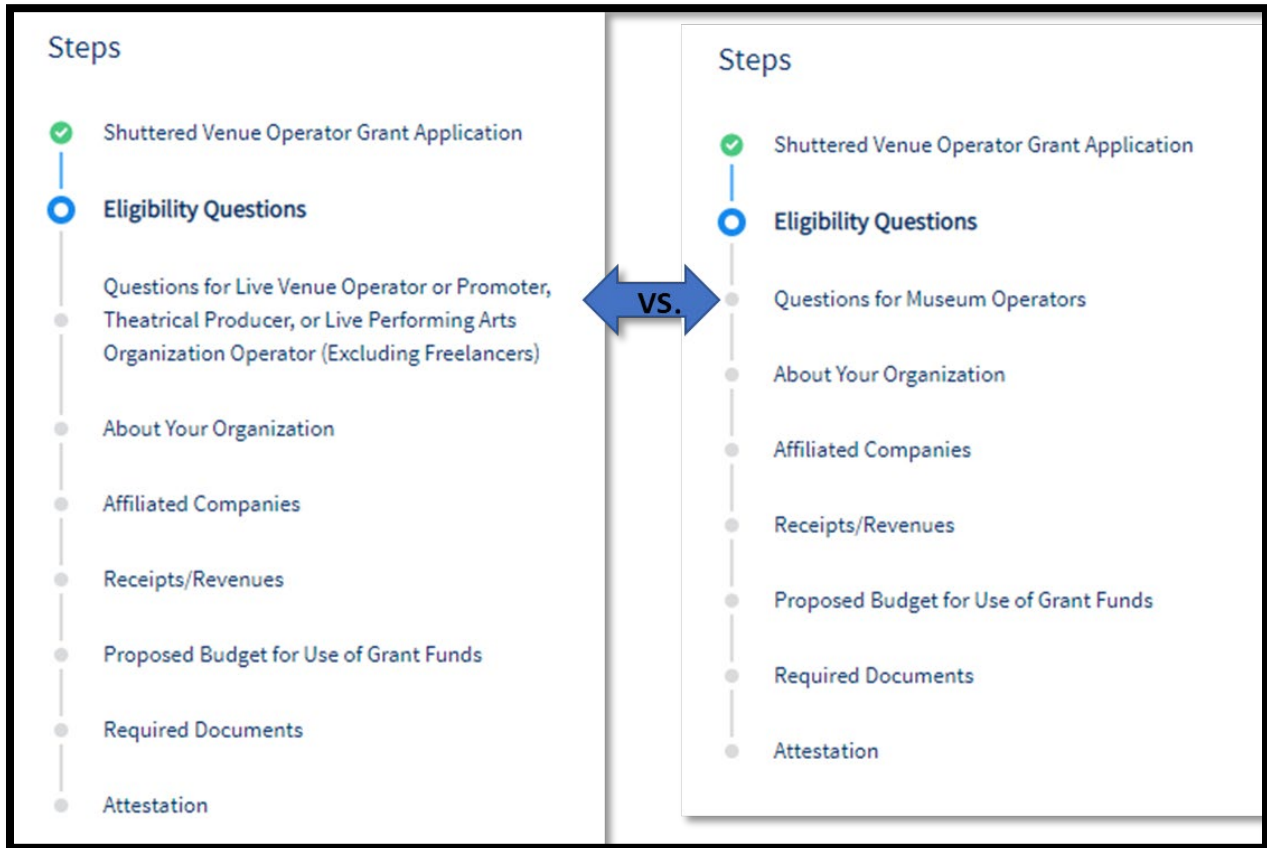
Relevant museum operator, zoo, or aquarium

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



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

Must upload required documentation. Attach evidence to demonstrate operational status. Evidence may be in the form of quarterly tax filings, financial statements, payroll documents, or other supporting documentation.

\*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.

Or drop files



### 3.3.3 Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? Yes/No

Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? **Yes**

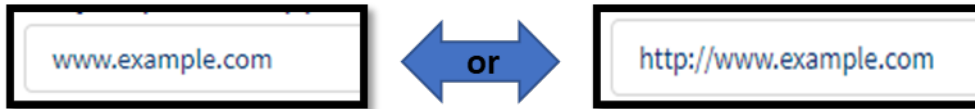
**\*3. Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent?**

Yes  
 No

**\* If yes, provide Applicant entity’s website address.**

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

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



Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent? **No**

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

**\*3. Is Applicant’s business currently open, in operation, or is Applicant currently representing any live talent?**

Yes  
 No

**\* If no, does Applicant intend to resume operation or re-open for the same primary purpose?**

Yes  
 No

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

**\*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



### 3.3.5 Does Applicant issue securities on a national securities exchange or is Applicant wholly or partly owned or operated by an entity that issues securities on a national securities exchange? Yes/No

\*5. Does Applicant issue securities on a national securities exchange or is Applicant wholly or partly owned or operated 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

\*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. No
  - c. Don’t know, application is still in progress
- II. No
- III. Not yet, but I plan to



\*7. Did Applicant apply for a Paycheck Protection Program (PPP) loan on or after December 27, 2020?

Yes  
 No  
 Not yet, but I plan to

\*If yes, have you been approved?

Yes  
 No  
 Don't know, application is still in progress

\*If yes, what is your loan amount?

### 3.3.8 Does Applicant own or operate a venue in more than one country or is Applicant wholly or partly owned or operated by an entity that owns or operates a venue in more than one country? Yes/No

\*8. Does Applicant own or operate a venue in more than one country or is Applicant wholly or partly owned or operated by an entity that owns or operates a venue in more than one country?

Yes  
 No

If Yes, select countries

\*Countries

Andorra  United Arab Emirates  Afghanistan  Antigua and Barbuda  Anguilla  Albania  Armenia  Angola  Antarctica  
 Argentina  Austria  Australia  Aruba  Aland Islands  Azerbaijan  Bosnia and Herzegovina  Barbados  Bangladesh  Belgium  
 Burkina Faso  Bulgaria  Bahrain  Burundi  Benin  Saint Barthélemy  Bermuda  Brunei Darussalam  Bolivia, Plurinational State of  
 Bonaire, Sint Eustatius and Saba  Brazil  Bahamas  Bhutan  Bouvet Island  Botswana  Belarus  Belize  Canada  
 Cocos (Keeling) Islands  Congo, the Democratic Republic of the  Central African Republic  Congo  Switzerland  Cote d'Ivoire  Cook Islands  
 Chile  Cameroon  China  Colombia  Costa Rica  Cuba  Cape Verde  Curaçao  Christmas Island  Cyprus  Czech Republic  
 Germany  Djibouti  Denmark  Dominica  Dominican Republic  Algeria  Ecuador  Estonia  Egypt  Western Sahara  Eritrea  
 Spain  Ethiopia  Finland  Fiji  Falkland Islands (Malvinas)  Faroe Islands  France  Gabon  United Kingdom  Grenada  
 Georgia  French Guiana  Guernsey  Ghana  Gibraltar  Greenland  Gambia  Guinea  Guadeloupe  Equatorial Guinea  
 Greece  South Georgia and the South Sandwich Islands  Guatemala  Guinea-Bissau  Guyana  Heard Island and McDonald Islands  
 Honduras  Croatia  Haiti  Hungary  Indonesia  Ireland  Israel  Isle of Man  India  British Indian Ocean Territory  Iraq  
 Iran, Islamic Republic of  Iceland  Italy  Jersey  Jamaica  Jordan  Japan  Kenya  Kyrgyzstan  Cambodia  Kiribati  
 Comoros  Saint Kitts and Nevis  Korea, Democratic People's Republic of  Korea, Republic of  Kuwait  Cayman Islands  Kazakhstan  
 Lao People's Democratic Republic  Lebanon  Saint Lucia  Liechtenstein  Sri Lanka  Liberia  Lesotho  Lithuania  Luxembourg  
 Latvia  Libyan Arab Jamahiriya  Morocco  Monaco  Moldova, Republic of  Montenegro  Saint Martin (French part)  Madagascar  
 Macedonia, the former Yugoslav Republic of  Mali  Myanmar  Mongolia  Macao  Martinique  Mauritania  Montserrat  Malta  
 Mauritius  Maldives  Malawi  Mexico  Malaysia  Mozambique  Namibia  New Caledonia  Niger  Norfolk Island  Nigeria



**3.3.9 Does Applicant own or operate venues in more than 10 states or is Applicant wholly or partly owned or operated by an entity that owns or operates venues in more than 10 states? Yes/No**

\*9. Does Applicant own or operate venues in more than 10 states or is Applicant wholly or partly owned or operated by an entity that owns or operates venues 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 wholly or partly owned or operated by an entity that employed more than 500 full-time equivalent employees? Yes/No**

\*10. As of February 29, 2020, does Applicant have more than 500 full-time equivalent employees or is Applicant wholly or partly owned or operated by an entity that employed more than 500 full-time equivalent employees?

Yes

No

**3.3.11 Is Applicant or owners of Applicant currently suspended or debarred from contracting with the Federal government or receiving Federal grants or loans? Yes/No**

\*11. Is Applicant or owners of Applicant 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 owner 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 within the last year, for any other felony? Yes/No**

\* 12. Within the last five years, has any owner 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 within the last year, for any other felony?

Yes  
 No

### 3.3.13 Has the Applicant filed for bankruptcy? Yes/No

\* 13. Has the Applicant filed for bankruptcy?

Yes  
 No

If yes, please attach bankruptcy documents.

\* 13. Has the Applicant filed for bankruptcy?

Yes  
 No

\* If yes, please attach bankruptcy documents.

Or drop files

### 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

\* 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

\*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

\*16. Is the Applicant Delinquent on any Federal Debt?

Yes

No

### 3.3.17 End of initial eligibility questions

- I. Click 'Next' to go to Organization Specific 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

Cancel Save for later Previous Next

## 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 Relevant museum operator, zoo, or aquarium
- 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

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

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)



### 4.1.1 Does Applicant venue have a defined performance and audience space? Yes/No

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

\*17. Does Applicant venue have a defined performance and audience space?

Yes  
 No

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

Or drop files

### 4.1.2 Does Applicant business 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.

\*18. Does Applicant business 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.

Or drop files

### 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.



**\* 19. 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.**

Or drop files

**4.1.4 Does 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

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

**\* 20. Does 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

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

Or drop files

**4.1.5 Is there a paid ticket or cover charge to attend most performances in Applicant’s venue? Yes/No**

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



**\*21. Is there a paid ticket or cover charge to attend most performances in Applicant's venue?**

Yes  
 No

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

Or drop files

**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.

**\*22. 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.**

Or drop files

**4.1.7 If Applicant is a non-profit entity, are Applicant events produced and managed by 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.

**\*23. If Applicant is a non-profit entity, are Applicant events produced and managed by primarily by paid employees (not volunteers)?**

Yes  
 No  
 N/A

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

Or drop files



### 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.

\*24. 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.

Or drop files

### 4.1.9 Does at least 70% of Applicant revenue come from ticket sales, production fees or production reimbursements, nonprofit educational initiative, 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.

\*25. Does at least 70% of Applicant revenue come from ticket sales, production fees or production reimbursements, nonprofit educational initiative, 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.

Or drop files

### 4.1.10 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.



\*26. 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.

Or drop files

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

- I. Click 'Next' to go to About Your Organization
- II. Click 'Previous' to return to the initial eligibility questions page
- III. Click 'Cancel' to erase and reset initial 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 operator, zoo, or aquarium

Complete museum operator, zoo, or aquarium questions 17 through 20

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

#### 4.2.1 Is serving as a museum operator, zoo, or aquarium the principal business activity of the applicant? Yes/No

\* 17. Is serving as a museum the principal business activity of the applicant?

Yes  
 No

#### 4.2.2 Is the museum operator, zoo, or aquarium a for-profit entity? Yes/No

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



**\*18. Is the museum a for-profit entity?**

Yes

No

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

Or drop files

### 4.2.3 Does the museum operator, zoo, or aquarium have indoor exhibition spaces, that are a primary part of the principal business activity, that 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.

**\*19. Does the museum have indoor exhibition spaces, that are a primary part of the principal business activity, that 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.**

Or drop files

### 4.2.4 Does the museum operator, zoo, or aquarium have at least one auditorium, theater, or performance or lecture hall with fixed seating? Yes/No

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

**\*20. Does the museum have at least one auditorium, theater, or performance or lecture hall with fixed seating?**

Yes

No

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

Or drop files





### 4.2.5 End of initial eligibility questions for museum operator, zoo, or aquarium

- I. Click 'Next' to go to About Your Organization
- II. Click 'Previous' to return to the initial eligibility questions page
- III. Click 'Cancel' to erase and reset initial eligibility questions for museum operator, zoo, or aquarium
- IV. Click "Save for Later" to save application progress and return to "Home" screen



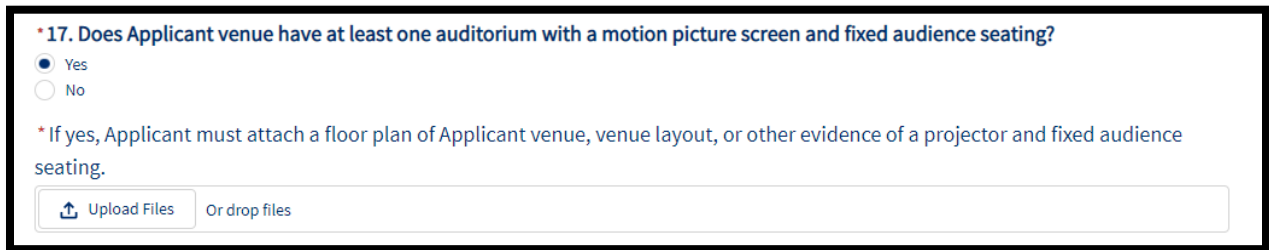
### 4.3 Questions for Motion Picture Theater Operators

Complete Motion Picture Theater Operators questions 17 through 20

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

#### 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.



**\* 18. 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.

**\* 19. 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.

**\* 20. 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 initial eligibility questions for Motion Picture Theater Operators

- I. Click 'Next' to go to About Your Organization
- II. Click 'Previous' to return to the initial eligibility questions page



- III. Click 'Cancel' to erase and reset initial eligibility questions for Motion Picture Theater Operators
- IV. Click "Save for Later" to save application progress and return to "Home" screen



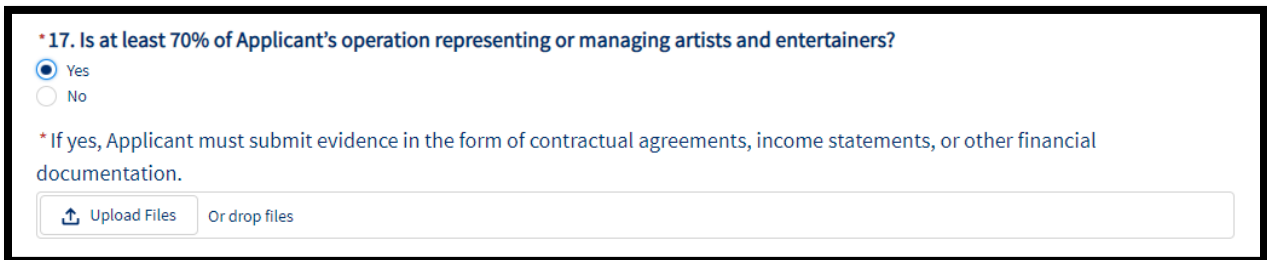
## 4.4 Questions for Talent Representatives

Complete Talent Representatives questions 17 through 20

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

### 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

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



**\*18. Does Applicant book or represent the following performers? Check all that apply:**

- Musicians
- Comedians
- Other Performing Artists

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

Or drop files

### 4.4.3 Does Applicant book or represent artists to perform at live event venues or festivals? Yes/No

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

**\*19. 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.**

Or drop files

### 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.

**\*20. 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.**

Or drop files



### 4.4.5 End of initial eligibility questions for Talent Representatives

- I. Click 'Next' to go to About Your Organization
- II. Click 'Previous' to return to the initial eligibility questions page
- III. Click 'Cancel' to erase and reset initial 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

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

### 5.1 Enter Legal Name

A form field with a blue asterisk and the label '\* Legal Name'. Below the label is a text input box containing the text 'Shuttered Venue'.

### 5.2 Enter Type of Applicant

Select from the dropdown menu type of Applicant

- Small business
- Nonprofit
- Majority Government Owned
- Majority Tribal Owned

A dropdown menu with a blue border and a blue asterisk and label '\* Type of Applicant'. The dropdown is open, showing a list of options: '-- Clear --', 'Small Business', 'Non-Profit', 'Majority Government Owned', and 'Majority Tribal Owned'. A hand cursor with the number '1' is pointing to the dropdown arrow, and another hand cursor with the number '2' is pointing to the 'Non-Profit' option.



### 5.3 Enter Employer Identification Number and Confirm Employer Identification Number

Numbers must match

<p>* Employer Identification Number</p> <input type="text" value="00-0000000"/>	<p>* Confirm Employer Identification Number</p> <input type="text" value="00-0000000"/>
---	---

### 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

<p>* DUNS</p> <input type="text" value="000000000"/>	<p>* Confirm DUNS</p> <input type="text" value="000000000"/>
--	--

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

Numbers must match.


<p>* (DUNS) +4</p> <input type="text" value="0000"/>	<p>* Confirm (DUNS) +4</p> <input type="text" value="0000"/>
--	--

### 5.6 Enter North American Industry Classification System (NAICS) Number

<p>* NAICS Code</p> <input type="text" value="000000"/>
---

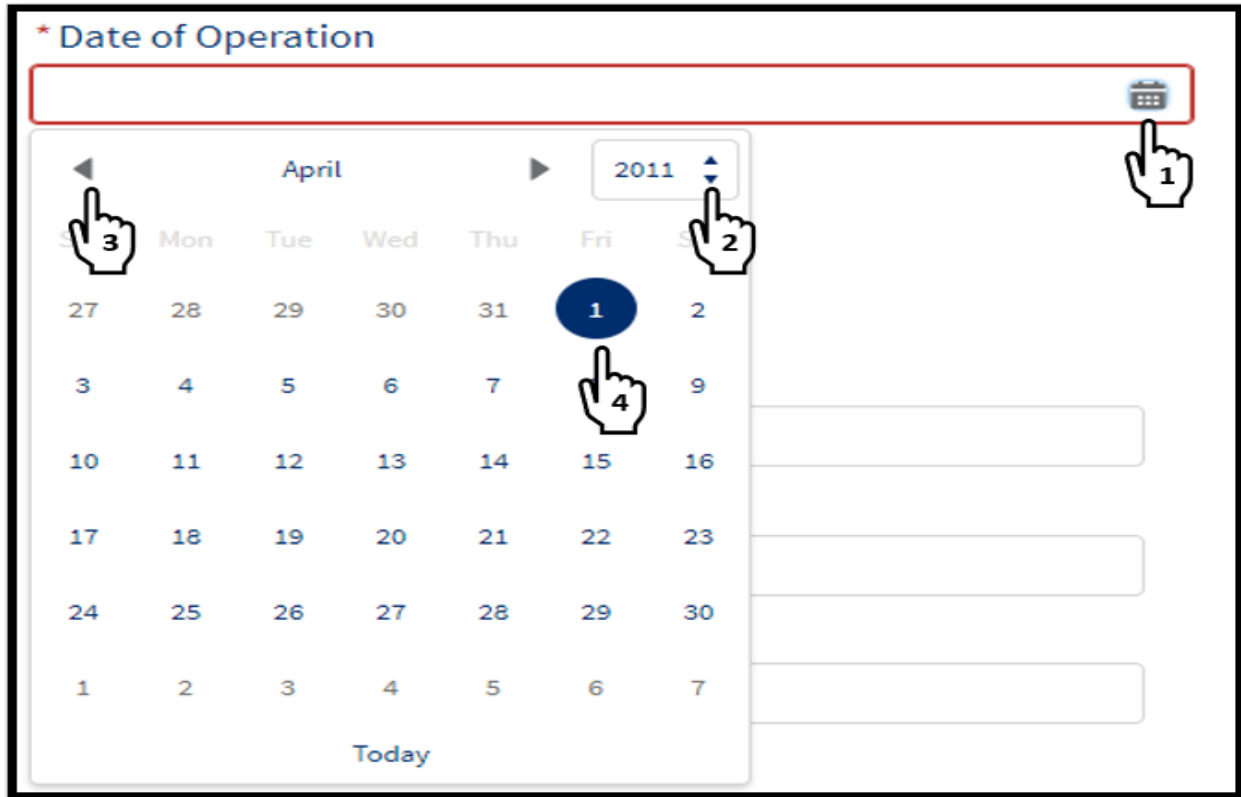
Please refer to **Section 1.2.5** of this guide for NAICS Code Number

### 5.7 Enter Date of Operation(Date Operations Began)

- I. Click on the Calendar icon 
- II. Adjust the Year



- III. Adjust the Month
- IV. Select the Day



### 5.8 Enter Number of Employees

Enter Number of Employees

\* Number of Employees

Required

### 5.9 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

▼ Address Information

* Street 1	Street 2
<input type="text"/>	<input type="text"/>
* City	* State
<input type="text"/>	<input type="text"/>
* Country	* Zip
<input type="text"/>	<input type="text"/>

## 5.10 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

▼ Applicant Information

Prefix	* First Name
<input type="text"/>	<input type="text"/>
Middle Name	* Last Name
<input type="text"/>	<input type="text"/>
Suffix	Title
<input type="text"/>	<input type="text"/>
Organizational Affiliation	Telephone Number
<input type="text"/>	<input type="text"/>
Fax Number	* Email
<input type="text"/>	<input type="text"/>

## 5.10 Enter Authorize Representative Information

- I. Authorized Representative
  - a. Full Name





- b. Title
- c. Telephone Number
- d. Fax Number
- e. Email

Authorized Representative

* Full Name	Title
<input type="text"/>	<input type="text"/>
Telephone Number	Fax Number
<input type="text"/>	<input type="text"/>
* Email	
<input type="text"/>	

### 5.11 End of About your Organization

- I. Click 'Next' to 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

Cancel Save for later Previous Next

## 6.0 Affiliated Companies

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#)

Does the applicant have affiliates? Yes/No

Affiliated Companies

\* Does 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 go to 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?

\* If yes, how many?

Required

How many affiliates are applying for this grant?

\* How many of these affiliates are applying for this grant?

## 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 enter 00000000**
- II. Click Add for each additional affiliate

Please provide Name, DUNS number and EIN for each affiliate:

∨ Affiliates 1 Add Delete

* Name	* DUNS	* EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>

∨ Affiliates 2 Add Delete

* Name	* DUNS	* EIN
<input type="text"/>	<input type="text"/>	<input type="text"/>



## 6.5 End of Affiliated Companies

- III. Click 'Next' to 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

Cancel Save for later Previous Next

## 7.0 Receipts/Revenues

Complete the monthly gross receipts for each year listed on the form

Receipts/Revenues

Complete the monthly gross receipts for each year listed on the form. Gross receipts 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.

Month	Financial year 2019	Financial year 2020	Curent year/ to date: 2021
January	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	
May	<input type="text"/>	<input type="text"/>	
June	<input type="text"/>	<input type="text"/>	
July	<input type="text"/>	<input type="text"/>	
August	<input type="text"/>	<input type="text"/>	
September	<input type="text"/>	<input type="text"/>	
October	<input type="text"/>	<input type="text"/>	
November	<input type="text"/>	<input type="text"/>	
December	<input type="text"/>	<input type="text"/>	
<b>Fully Operational Month Total</b>	\$0.00	\$0.00	\$0.00
<b>Proposed Grant Amount</b>	<b>Paycheck Protection Program Loan Amount</b>	<b>Adjusted Proposed Grant Amount</b>	
\$0.00	\$0.00	\$0.00	

Cancel Previous Next



## **i** More Information!

- Enter total for each month in the year 2019, 2020 and the first three months of 2021
- Gross receipts 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 revenue must demonstrate a minimum of 25% loss for any given quarter
- Proposed grant amount is the amount calculated by the gross receipts' worksheet
- Adjusted Proposed Grant Amount is the Proposed Grant amount less Payment Protection Program Loan amount

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#) or Go to Videos Section 1.2.1

## 7.1 End of Receipts/Revenues

- I. Click 'Next' to go to Required Documents
- 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

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

Adjusted Proposed Grant Amount will display on the top Amount Column

For further clarification see [Shuttered Venue Operators Grants F.A.Q.](#) or Go to Videos Section 1.2.1



**Proposed Budget for Use of Grant Funds**

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

Category	Amount	Restrictions
<b>Adjusted Proposed Grant Amount</b>		
1. Personnel (Payroll costs)	<input type="text" value="\$0.00"/>	
2. Fringe Benefits	<input type="text" value="\$0.00"/>	
3. Travel (Transportation)	<input type="text" value="\$0.00"/>	
4. Equipment	<input type="text" value="\$0.00"/>	
5. Supplies	<input type="text" value="\$0.00"/>	
6. Contractual	\$0.00	
6a. Payments to independent contractors	<input type="text" value="\$0.00"/>	Not to exceed \$100k in annual compensation for an individual employee
6b. Operating leases in effect as of 2/15/20	<input type="text" value="\$0.00"/>	
7. Construction	<input type="text" value="\$0.00"/>	



8. Other	\$0.00	
8a. Rent payments	<input type="text" value="\$0.00"/>	
8b. Utility payments	<input type="text" value="\$0.00"/>	
8c. Scheduled mortgage payments	<input type="text" value="\$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	<input type="text" value="\$0.00"/>	Not including prepayment of principal
8e. Worker protection expenditures	<input type="text" value="\$0.00"/>	
8f. Other ordinary and necessary business expenses, including maintenance costs	<input type="text" value="\$0.00"/>	
8g. Administrative costs (incl. fees and licensing) State and local taxes and fees	<input type="text" value="\$0.00"/>	
8h. Insurance payments	<input type="text" value="\$0.00"/>	
8i. Advertising	<input type="text" value="\$0.00"/>	
8j. Production	<input type="text" value="\$0.00"/>	
8k. Capital expenditures related to producing a theatrical or live performing arts production.	<input type="text" value="\$0.00"/>	May not be the primary use of funds.
<hr/>		
Total Direct Charges	\$0.00	
Total Transportation, Insurance, Advertising, Production, and Capital expenditures	\$0.00	
Cancel	Save for later	<input type="button" value="Previous"/> <input type="button" value="Next"/>

### Adjusted Proposed Grant Amount

1. Personnel (Payroll costs)
2. Fringe Benefits
3. Travel (Transportation)
4. Equipment
5. Supplies
6. Contractual
- 6a. Payments to independent contractors **Not to exceed \$100k in annual compensation for an individual employee**
- 6b. Operating leases in effect as of 2/15/20



- 7. Construction
- 8. Other
  - 8a. Rent payments
  - 8b. Utility payments
  - 8c. Scheduled mortgage payments **Not including prepayment of principal.**
  - 8d. Scheduled debt payments on any indebtedness incurred in the ordinary course of business prior to February 15, 2020 **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) State and local taxes and fees
  - 8h. Insurance payments
  - 8j. Production
  - 8k. Capital expenditures related to producing a theatrical or live performing arts production. May not be the primary use of funds.

### 8.1 End of Proposed Budget

- I. Click 'Next' to 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

Return to **Section 2.0** for more information on Required Documents if needed

Return to **Section 2.4** IRS Form 4506T for Shuttered Venue Operators Grant form and review prior to uploading

Upload the Required documents into the corresponding blocks



Your Application is saved!

### Required Documents

Please Upload the following documents:

**Required: Use the following number to populate item #5b (Customer File Number) on your 4506T form: DA-00000118. Visit [sba.gov/svogrant](https://sba.gov/svogrant) for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application.**

- \* SF-4506T  
 Or drop files
- \* SBA Form 1623  
 Or drop files
- \* Certification Regarding Drug-free Workplace Requirements  
 Or drop files
- \* SF-424b Assurances  
 Or drop files
- \* SF-LLL Disclosure of Lobbying Activities.  
 Or drop files
- \* SBA Form 1368  
 Or drop files
- \* Business License  
 Or drop files
- \* Articles of Incorporation, Articles of Organization, or Partnership Agreement  
 Or drop files
- \* Tax records for 2019 and 2020  
 Or drop files

Cancel | Save for later Previous **Next**

- SF-4506T **Note\* Visit [sba.gov/svogrant](https://sba.gov/svogrant) for more detailed guidance on the SVOG form 4506T, which is a unique version of the form for this grant application**
- SBA Form 1623
- Certification Regarding Drug-free Workplace Requirements
- SF-424b Assurances





- SF-LLL Disclosure of Lobbying Activities.
- SBA Form 1368 **\*\* Special Note\*\* this is no longer a required document please upload a statement that Form 1368 is not required item will be removed soon.**
- Business License **\*\*Special Note\*\*only if required by State, County or Local governments. If not required, submit a statement that License is not required.**
- Articles of Incorporation, Articles of Organization, or Partnership Agreement
- Tax records for 2019 and 2020

## 9.1 End of Required Documents

- I. Click 'Next' to 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"



Your Application is saved!

### 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.  
SAM.gov registration [FAQ]

I attest that I have submitted my entity's SAM.gov registration.

Please select: I attest that I have submitted my entity's SAM.gov registration.

I hereby certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the above is true and correct.

Please select: "I hereby certify UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES that the above is true and correct".

[Cancel](#) [Save for later](#) [Previous](#) [Submit](#)

### 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

[Cancel](#) [Save for later](#) [Previous](#) [Submit](#)

### 10.2 Application Submission

Once application has been submitted, Applicant will receive notices by email of Status changes.