



The [Shuttered Venue Operators Grant Application](#) (SBA Form 3515) requires Applicants to submit supporting documents with the application to demonstrate compliance with grant and eligibility requirements for the Shuttered Venue Operators Grant (SVOG).

To assist with gathering and preparing the necessary SVOG application materials, the SBA is providing the following Application Checklist. Some of these items will be required, and some are examples of documentation that can be submitted as supporting evidence of eligibility. All documents will need to be legible and certification documents will need to be signed and dated. Changes/updates to this checklist from previous versions are indicated with an \* prior to the item.

For additional information on program eligibility, definitions, etc., refer to and carefully review the SVOG [Frequently Asked Questions](#) (SVOG FAQ).

## Required Documentation, Information, and Technology

### All Applicants

#### Technology

- \* Internet access and a compatible browser
  - 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.
- \* Smartphone with an authenticator app installed
  - The SVOG online application portal requires multi-factor authentication upon login. Applicants will need access to a smartphone with an authenticator installed. Applicants do not need to own the phone.
  - Authenticator apps (Salesforce, Google, Authy, etc.) can be found on Android devices on the Google Play app and on Apple Devices at the App Store. This is only to authenticate your account. The SBA will not contact you by phone.
- \* A valid email address
  - All communications from the SBA regarding your application will be through email. You must have a valid email address to apply for SVOG.

#### Organizational and Identifying Documents

- Written Certification of Need
  - A good faith certification that the uncertainty of current economic conditions makes the grant necessary to support the ongoing operations of the eligible person or entity.
  - If the entity is currently in operation, must state that the entity will remain in operation after

receipt of the funds. If the entity is currently shuttered, the statement must include the intent to reopen with an estimated reopening date.

- All statements must include an assurance that the entity was fully operational on February 29, 2020.
- The [SVOG FAQ](#) has language an Applicant may use for the Certification of Need.
- Government issued photo ID of the business owner or authorized representative of the entity
  - A copy of the front and back of a photo ID of the business owner or an authorized representative of the organization. Acceptable forms of ID are a state driver's license or identification card, passport book, passport card, US permanent resident card, etc.
- Business license, if applicable
  - If your entity is required by city, county, or state laws to have a business license, provide a copy.
- \* The name, EIN, and DUNS number for each of the applicant's affiliates, if applicable
  - If your entity has affiliates (organizations connected through common ownership, management, or through contractual or other legal arrangements), you will need to provide a list, including the names, EINs, and DUNS numbers.
  - For more information on affiliates, see the [SVOG FAQ](#).

## Financial Documents

- 2019 Tax Return
  - If in operation for any portion of 2019, a copy of the entity's 2019 tax return, including all schedules.
- 2020 Tax Return
  - If applicant has already filed 2020 taxes, applicant will be required to provide 2020 tax return, including all schedules, at time at application.
  - If applicant has not yet filed 2020 taxes, applicant will be required to provide 2020 tax return, including all schedules, upon filing if awarded an SVOG.
- 2018 Tax Return (only required for non-profit organizations which have not ended their 2020 fiscal year)
  - For non-profit organizations that have not yet reached the end of their 2020 fiscal year, a copy of the organization's 2018 tax return, including all schedules.
- \* Bankruptcy Documents (only required if Chapter 11 or Chapter 13 bankruptcy)
  - Such as a copy of the bankruptcy petition, current docket sheet of the bankruptcy proceeding, an order of confirmation of the bankruptcy plan, or an order of dismissal or order closing the case.
- Tax exempt status documentation (in the form of 501(a) exempt status, government charter), if applicable
  - If you were exempt from filing 2019 and 2020 federal taxes, upload a document verifying your exempt status.
  - Note that exempt from filing taxes and exempt from paying taxes are separate and distinct.

## Standard Forms

- [SF-424B – Assurances for Non-Construction Programs](#)
  - Certifies the entity will comply with all applicable requirements of the federal laws, executive orders, regulations, and policies governing the grant program. This is part of the SAM.gov registration as well.
- [Certification of a Drug-free Workplace](#)
- [SBA Form 1623](#), Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- [SBA Form 1711](#), Certification Regarding Lobbying & Disclosure of Lobbying Activities – required for organizations that do not engage in lobbying, as applicable
- \* SF-LLL [Disclosure of Lobbying Activities](#) – required for organizations that engage in lobbying activities, as applicable
  - Certification explaining the nature of any lobbying activities.
- \* SVOG-specific 4506-T – SVOG Request for Transcript of Tax Return – required for applicants who filed tax forms 1040, 1065, 1120, 1120-S, 990, or 990-EZ

## Applicant-Specific Documents

### 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

### Motion Picture Theatre Operator

- Floor Plan of the facility that identifies the projection booth or space containing a motion picture projector

### Museum Operator

- Floor Plan (or comparable documentation) demonstrating indoor exhibit spaces and at least one auditorium, theater, or performance or lecture hall with fixed seating
  - Include plan of grounds if outdoor space is used for the auditorium, theater, or performance or lecture hall.
- A document with links to State or local ordinances documenting pandemic-related occupancy restrictions (orders from government officials or offices)
  - State or local orders that demonstrate the limitation on occupancy that affected the museum.
  - Links or copies of documents (e.g., a .pdf or .doc of restrictions) will be accepted.
- Documentation of non-profit or not-for-profit status (in the form of tax-exempt status letter - only required for non-profit entities)

# Examples of Supporting Documentation, Information, and Technology

In addition to the required documents identified above, the SBA is providing the following list of types of supporting documentation that can be used to demonstrate an applicant's compliance with a particular eligibility requirement. The examples on this list are not exhaustive and applicants are invited to submit any other documentation they feel helps support their eligibility. All documents will need to be legible.

## All Applicants

### Technology

- \* Business website address, if applicable
  - If the Applicant organization has a business website, provide the address.
  - If an applicant does not have its own website address, a link to the applicant's page on a social media platform can be used.
- \* Social media presence (in the form of links to social media posts, screenshots of social media posts, or receipts for paid advertising on social media platforms)

### Organizational and Identifying Documents

- Business formation documents
  - Examples include Articles of Incorporation, Certificate of Existence, Certificate of Organization, State LLC Agreement, Certificate of Formation, Articles of Information, or Partnership Agreements, Operating Agreement, Doing Business As (DBA) Certificate, Certificate of Good Standing from State or City Government, etc.
  - The documents must be valid at the time of submission and have all required signatures.
- Documents that support date business began operations
  - Examples include quarterly tax filings, financial statements, payroll documents, business formation documents referenced above, business license, etc.
- \*Personnel documents
  - Documents to support personnel working for the entity. Examples include employee list with job titles and employee status (full and part time), contracts, payroll records, job descriptions, etc.
  - See [SVOG FAQ](#) for additional information.

### Financial Documents

- Monthly or Quarterly Income Statements or Profit & Loss statements for 2019 and 2020, signed by an owner or an authorized representative of the organization (cannot be signed by an accountant or adviser who may be supporting the applicant in completing the application)
  - Monthly or Quarterly income statements or profit & loss statements that demonstrate all sources of revenue and expenditures.

- If the entity was not in business for all of 2019, include income statements for all quarters it was in operation.
- 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.

## Applicant-Specific Documents

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

- Documents to show that the venue has audio mixing equipment, a public address system, and a lighting rig
  - Examples include receipts for purchase or installation, insurance documents covering the items, photographs, venue spec sheets, or other documentation that proves the venue has this equipment.
- If the applicant is promoting or producing live performing arts events at venues they do not operate, document the events
  - Examples include a list of venues at which the applicant has promoted, produced, managed, or hosted live events between January 1, 2019 and February 29, 2020; show listings and contracts/memorandums with artists; or profile in professional industry database or registry.
- Marketing materials
  - Examples include copies of print or electronic advertising, paid receipts for advertising, social media pages, etc. that list event titles, show times and dates, and ticket price or entry requirement.
  - If you had 10 or more events during 2019, provide support for the 10 events that you feel best represent your organization.
  - If you had fewer than 10 events, provide support for all events.
- Box office/ticketing information for February 2020 performances
  - Examples include ledgers, income statements, box office reports, etc. Should show dates, artists or events, ticket prices, and number of tickets sold. Provide the report 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 documentation.
- Artist performance agreements
  - Examples include contracts, financial documentation, and performance agreements.

## Motion Picture Theatre Operator

- Proof of a cinema projection system
  - Examples include a venue layout diagram, photos, service agreements, purchase agreements, or contracts from a projector provider, or a digital cinema certification form.
- Marketing materials
  - Examples include copies of print or electronic advertising, paid receipts for advertising, social media pages, etc. that list motion picture titles, show times and dates, and ticket price or entry requirement.
  - If you had 10 or more events during 2019, provide support for the 10 events which you feel best represent your organization.
  - If you had fewer than 10 events, provide support for all events.
- Box office/ticketing information for February 2020 performances
  - Examples include ledgers, income statements, box office reports, etc. Should show dates, artists or events, ticket prices, and number of tickets sold. Provide the report 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 documentation.

## Talent Representative

- Evidence demonstrating representation of at least two performing artists or entertainers
  - Examples include contractual/consultant agreements with talent represented, venues used and evidence of booking.
- List of individuals or acts represented and venues for which they were contracted to perform in 2019 and 2020 (including performances cancelled due to COVID-19)
  - Crosswalk listing of all individuals or acts represented and venues for which they were contracted to perform. This list should include all talent represented in 2019 and 2020, the venues for which they were contracted to perform and the performance dates (note if the performance was canceled due to COVID-19).