Illinois Creative Recovery Grant Program (B2B Arts)

B2B Arts: Program Overview

The Back-to-Business Creative Recovery Grant Program (B2B Arts) makes available $50 million in recovery grants to businesses in the arts and creative sector i the state of Illinois that experienced financial hardship due to the COVID-19 pandemic. The program will provide grants ranging from $5,000 to $250,000 to concert and theatre venues, performing or presenting arts organizations, arts education organizations, museums, and cultural heritage organizations in Illinois.

Frequently Asked Questions

Eligibility Questions

1. Do you own and operate a for-profit business, non-profit, partnership or sole proprietorship physically located in the State of Illinois? *

- Yes
- No

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IF NO

1a. Does your business have a mailing address located in Illinois?*

- Yes
- No

1b. Where are your headquarters located? * (Select from dropdown)

1b. Where are your headquarters located? *

- Select from a dropdown of states

2. Were you in operation prior to March 12, 2020?*

- Yes
- No

3. Are you currently in operation in Illinois?*

- Yes
- No

4. Did you experience a loss in earned or contributed revenue of at least $5,000 due to economic disruptions related to the COVID-19 pandemic?*

- Yes
- No

5. What is your industry? *

- Independent live venue operators
- Performing or presenting arts organization
- Arts education organization

- Museum
- Cultural heritage organization
- Movie Theaters
- Other Industry

Need help? Review our [FAQs](#) and the following support guidance for how to determine your industry using a NAICS code.

- What is a NAICS Code: https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/
- Find your 6-digit NAICS Code here: https://www.naics.com/search

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Welcome!

You are eligible to apply for the B2B Arts Grant Program. Successful awardees will be notified via email from notifications@email.submittable.com.

You can invite additional people to complete this form as a collaborator.

[Follow this link for additional information](#)

- Click on Invite Collaborators. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite.
- Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft submission using Submittable. In order to communicate with collaborators through the Submittable platform, all invitees must accept the invite BEFORE the owner of the submission (that's you!) hits Submit.
- After you've sent invitations to collaborate, you can click on the Invite Collaborators link again anytime to see the status of your invitations. In the row for each invitee who has not yet accepted their invitation, you will see a Pending indication. There will also be a trash can next to each person's name so that the Submission Owner can remove anyone that they no longer want to collaborate on the submission.

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Scroll down to apply

Questions?

**Please review our FAQs or reach out via email
to ncrccdfgrants@submittable.com for assistance.**

What you will need to apply:

- **Federal Employer Identification Number (EIN), Social Security Number (SSN), or Individual Tax Identification Number (ITIN)**
- **Valid Government-issued photo ID(s)**
- **Business/organization tax returns for 2019, 2020, and 2021**

Business/Organization Information

1. Business Legal Name*

If applicable. Enter your business legal name as shown state issued business license or registration.

2. Has this business operated using a different name? *

- Yes, using a DBA (Doing Business As)
- Yes, we have changed our name
- No

IF you selected "Yes, using a DBA (Doing Business As)"
2a. Business/Organization DBA, if applicable ("Doing Business As")*

Enter your *"Doing Business As"* tradename if different from your business legal name.

2a. Previous Business Name(s)*

Enter your *"Doing Business As"* tradename if different from your business legal name.

3. I operate as a:*
- C Corporation or S Corporation
- LLC
- Nonprofit
- Partnership
- Sole Proprietorship

IF C Corporation or S Corporation, LLC, Nonprofit, Partnership

Please enter your EIN Number (9 digits) as your Tax Identification Number

IF Sole Proprietor

Please enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) as your Tax Identification Number

4. Tax Identification Number (9 Digits)*

SSN/EIN Example: 123456789
Please enter 9 digits only. Do not enter dashes.

5. DUNS number (9 Digits) (Optional)

Limit: 9 characters.

Please enter 9 digits only. Do not enter dashes.

Find your DUNS number here: https://www.dnb.com/duns-number/lookup.html

6. Business/Organization Mailing Address*

- Country
- Address
- Address Line 2 (optional)
- City
- State, Province, or Region
- Zip or Postal Code

7. Do you operate out of an address that is different from your business address?*

- Yes
- No

IF Yes

7a. Physical Location of Business Street Address*

7b. Physical Business Suite or unit number (optional)

7c. Physical Business City*

7d. Physical Business State*

7e. Physical Business Zip*

8. Select Your Sector / NAICS Code Category*

*For businesses that offer multiple services, such as a yoga studio and café, then select the sector that pertains to the largest source of revenue

Need help? Review our [FAQs](#) and the following support guidance for how to determine your NAICS code.

- What is a NAICS Code: https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/
- Find your 6-digit NAICS Code here: https://www.naics.com/search

8a. Please provide your business' 6-digit NAICS code/industry that best describes your business*

9. Please pick the category that best describes your business/organization's products, services, or activities. *

For a definition of industries, click [here](#).

10. What year did you start your business/organization?*

IF you started your business in 2020
10a. What month did you start your business in 2020?*

IF C Corporation or S Corporation, LLC, or Nonprofit
Finding your Illinois Secretary of State File Number
We will use this number to verify information about your business. You can look up this number by searching for your business name in the [Illinois Secretary of State website.](#)

10b. Enter your Illinois Secretary of State File Number*

Limit: 8 characters.

Eligibility

11. Were you in operation prior to March 12, 2020? *

- Yes
- No

12. Are you currently in operation in Illinois? *

- Yes
- No

13. Did you experience a loss in earned, contributed, or total revenue of at least $5,000 due to economic disruptions related to the COVID-19 pandemic? *

- Yes
- No

Business/Organization Background

Gross business revenue is the amount of your business income before you subtract taxes and other expenses.

- If you are a sole proprietor or a single-member Limited Liability Company (LLC), you can find your gross receipts on Schedule C of your IRS Form 1040 Line 1 on Schedule C
- If you are a corporation, you can find your gross receipts on IRS Tax Form 1120 Line 1a
- If you are a non-profit, you can find your gross receipts on IRS Tax Form 990 Line G or 990EZ Line L

Please enter numeric digits only. Round to the nearest whole number and do not include commas or decimal points. **Example: $85,450.15 would be entered 85450**

14. Did you receive any of the following grants? Select all that apply. *
B2B Grant (Previous round)

- BIG Grant
- None of the Above

Applicants that previously received a BIG or B2B grant, which was based on tax year 2020, will receive an award based only on losses reflected in tax year 2021.

IF Nonprofit
14a. Do the gross receipts for your organization total $50,000 or less? *

- Yes
- No

15. What was your business/organization's annual gross receipts for 2019?*
Please enter "0" if you started your business in 2020.

IF Nonprofit, with gross receipts that total over $50,000
15a. 2019 Program Service Revenue (IRS 990, Line 9)*
15b. 2019 Contribution and Grant Revenue (IRS Form 990, Line 8) *

16. What was your business/organization's annual gross receipts for 2020?*

IF Nonprofit, with gross receipts that total over $50,000
16a. 2020 Program Service Revenue (IRS 990, Line 9)*
16b. 2020 Contribution and Grant Revenue (IRS Form 990, Line 8) *

17. What was your business/organization's annual gross receipts for 2021?*

IF Nonprofit, with gross receipts that total over $50,000
17a. 2021 Program Service Revenue (IRS 990, Line 9)*
17b. 2021 Contribution and Grant Revenue (IRS Form 990, Line 8) *

Financial Documents

Please upload financial documentation for 2019, 2020 and 2021 gross annual business revenues (Businesses opened in 2020 will need to provide documentation for 2020 and 2021)

Please upload one financial document for each year. Financial documents may include one of the following:

- IRS form 1040 IRS form 1065
- IRS form 1120
- IRS form 1120S
- IRS form 990, 990EZ, or 990N

- For fiscally sponsored non-profits, eligible museums, or venues that are part of a larger nonprofit, only: Profit and Loss Statement

If you have questions or experience difficulty uploading documents, please reach out via email to ncrccdfgrants@submittable.com

18. Does your organization not have its own tax documents because you are fiscally sponsored or part of a larger nonprofit organization, such as a private university?*

- Yes
- No

IF Nonprofit
In the case of venues, museums, or cultural organizations that are part of larger organizations, such as a university, they must provide financial statements reflecting only the activities of the venue, museum, or cultural organization, as long as those statements are audited or have been approved by the parent organization board or senior leadership.

IF Yes
For fiscally sponsored non-profits OR museums, venues, or heritage organizations that are part of a larger nonprofit, only: Please upload your 2019 Profit and Loss Statement*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

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Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

For fiscally sponsored non-profits OR museums, venues, or heritage organizations that are part of a larger nonprofit, only: Please upload your 2020 Profit and Loss Statement*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

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Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

For fiscally sponsored non-profits OR museums, venues, or heritage organizations that are part of a larger nonprofit, only: Please upload your 2021 Profit and Loss Statement*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

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Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

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IF No

Please upload your 2019 IRS form 990, 990EZ, or 990N for non-profits*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Please upload your 2020 IRS form 990, 990EZ, or 990N for non-profits*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Please upload your 2021 IRS form 990, 990EZ, or 990N for non-profits*

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

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CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

19. What financial documents will you be providing for 2019? Select all that apply.*

- IRS form 1040 (sole proprietors) and the following: Schedule C, Profit and Loss from Business
- IRS form 1065 Partnership Return (no K-1s required)
- IRS form 1120 Corporation Return (no schedules required)
- IRS form 1120S S Corporation Return (no K-1s required)
- For fiscally sponsored non-profits, eligible museums, or venues that are part of a larger nonprofit, only: 2019 Profit and Loss Statement
- Not Applicable - my business opened in 2020

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

For fiscally sponsored non-profits OR museums, venues, or heritage organizations that are part of a larger nonprofit, only: Please upload your 2019 Profit and Loss Statement*

20. What financial documents will you be providing for 2020? Select all that apply.*

- IRS form 1040 (sole proprietors) and the following: Schedule C, Profit and Loss from Business
- IRS form 1065 Partnership Return (no K-1s required)
- IRS form 1120 Corporation Return (no schedules required)
- IRS form 1120S S Corporation Return (no K-1s required)
- For fiscally sponsored non-profits, or eligible museums or venues that are part of a larger nonprofit, only: Profit and Loss Statement

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

For fiscally sponsored non-profits OR museums, venues, or heritage organizations that are part of a larger nonprofit, only: Please upload your 2020 Profit and Loss Statement *

21. What financial documents will you be providing for 2021? Select all that apply.*

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- IRS form 1040 (sole proprietors) and the following: Schedule C, Profit and Loss from Business
- IRS form 1065 Partnership Return (no K-1s required)
- IRS form 1120 Corporation Return (no schedules required)
- IRS form 1120S S Corporation Return (no K-1s required)
- For fiscally sponsored non-profits, or eligible museums or venues that are part of a larger nonprofit, only: Profit and Loss Statement

Choose File

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

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Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Work Sample or Eligible Programming Document:

Provide a recent, relevant work sample that demonstrates your artistic work or a document or webpage that provides information about your organization or business' eligible programming. Work samples do not need to be professionally produced.

Applicants may upload JPG images or PDFs OR provide URLs or web links to websites, documents, video or audio recordings, or images. Please provide any instructions or information that is needed to access your work sample or document, such as passwords to protected videos. Please note that links to account-based file sharing websites like Dropbox or Google cannot be accepted.

Work samples or programming documents may include:

Independent Live Venue Operators
For independent live venue operators, marketing materials for performances at the venue or work performed or presented at the venue.

Arts Education
For arts education, marketing materials, lesson plans, or curriculum for arts education programs or courses offered by the organization.

Performing or Presenting Arts or Movie Theaters
For performing or presenting arts or movie theaters, video or sound recordings, images, or literary samples, or marketing materials for performance or presentation.

Museums
For museums, marketing materials for programs or exhibitions offered by the museum, or work presented at current or past exhibitions that the museum has curated or produced.

Cultural Heritage Organizations
For cultural heritage organizations, marketing materials for programs, exhibitions, or festivals offered by the organization, work from current or past exhibitions that the organization has curated or produced, or work from festivals the organization has produced.

22. Will you be providing a work sample or document reflecting your eligible programming via a URL or web link, or via a document upload?*
- URL or web link
- Upload a document

22a. Please enter URL to your work sample or document that reflects eligible programming:*

22a. Please upload your work sample or document reflecting your eligible programming below:*

23. Please enter a brief description of your work sample or document reflecting eligible programming below (e.g. "flyer for dance performance in June," "streaming site for album released March 22," "curriculum for our summer sculpting class," "website showing upcoming concert schedule") *

_____

Identity Verification

Submittable leverages Fraud Prevention Tools to ensure grant funds go to legitimate businesses such as yours. These tools are secure and widely used by service providers and financial institutions to verify a person's identity. The identify verification step is to be completed by the person filling out the application. There are two options available to verify your identity:

• **Knowledge Based Authentication (KBA):** After providing your information, you will see a 5-question quiz based on your personal history. Please note that for privacy purposes, your quiz responses will not be stored or shared with organizations.

• **Identity Verification (IDV):** This tool compares an identification document to your real-time selfie by taking a photo with your device (e.g.smartphone or computer camera). Please note for privacy purposes, your scanned images of your identification or your selfie will not be shared or saved.

For additional information on Submittable's Fraud prevention tools, please visit https://www.veriff.com/ or https://submittable.help/en/articles/6167384-what-is-identity-verification-idv

24. Identity Verification*

- Take a photo of my ID card and take a selfie (current device with a working camera is required)
- Answer questions about myself

This step in the application helps ensure grant funds go to legitimate businesses such as yours. The identity verification step is to be completed by the person filling out this application. How will you verify your identity?

Please note that this will be verification on behalf of yourself, and should not be taken on behalf of anyone else.

You have chosen to take a picture of your ID card and a selfie. Click "Proceed" to continue. Acceptable forms of ID include: Government issued ID card, Passport, Tribal ID, Residence Permit, or Driver's license

IF you selected "Take a photo of my ID card and take a selfie"

You have decided to answer some questions about yourself. Please click the PROCEED button below to enter your identity details, then click INITIATE QUIZ

22a. Photo Identity Verification

To confirm your identity, you'll need to provide a photo of your ID as well as take a selfie in real time. A smartphone or webcam is required. Learn More

Acceptable forms of ID include: Government issued ID card, Passport, Residence Permit, or a Driver's license.

PROCEED

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IF you selected "Take a photo of my ID card and take a selfie"

You have decided to answer some questions about yourself. Please click the PROCEED button below to enter your identity details, then click INITIATE QUIZ

24a. Question-Based Identity Verification

Knowledge Based Authentication, or KBA, is a tool widely used by service providers and financial institutions to verify identities. After providing your information, you'll receive a 5 question personalized quiz based on your history. Please note, for privacy purposes, your quiz responses will not be stored or shared. Learn More

By clicking Proceed you are agreeing to our third party vendor Authenticate.com's Terms of Use.

PROCEED

Photo ID Upload

25. Please upload business owner's or authorized non-profit representative's valid Government-issued photo ID (Please submit a photo copy of the front and back of the ID). If you are a nonprofit, please upload lead executive or board chair's identification. *

Choose File

Examples include (submit one): Illinois state-issued driver's license/ID card, U.S. Passport book or card, Tribal ID card, CityKey, or other valid, state issued or federal issued photo ID.

CHOOSE FILE

Select up to 15 files to attach. No files have been attached yet. You may add 15 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Demographic Information

The following information will not impact award decisions and is used for reporting.

26. What race or ethnicity does the business owner or organization's lead executive identify with? Please select all that apply: *

- American Indian/Native American or Alaska Native
- Asian American
- Black or African American
- Hispanic or Latino/a/x
- Middle Eastern or North African (MENA)/Arab American
- Native Hawaiian or Other Pacific Islander
- White
- Multiple Races
- Not Listed
- I decline to answer

27. What gender does the business owner or organization's lead executive identify as? *

- Female
- Male
- Nonbinary
- Not listed
- I decline to answer

28. Is the business owner or organization's lead executive a veteran?*

- Yes
- No
- I decline to answer

29. Is the business owner or organization's lead executive a person with disabilities?*

- Yes
- No
- I decline to answer

30. How did you hear about this opportunity? (Optional)

31. Website (Optional)

Certifications

Certification 1

I certify that I am authorized to submit this proposal on behalf of the applying business or organization.

Certification 2

I certify that all information contained in this application is true to the best of my knowledge and belief, and duly reflects the applicant's business activities, under penalty of perjury.

Certification 3

I attest that, if awarded the Illinois Creative Recovery Grant Program, the award will be used to cover eligible losses and expenses incurred since March 12, 2020, due to financial hardship caused by the COVID-19 pandemic and that this funding will be used for expenses not covered by other COVID-19 related public or private funding sources. I acknowledge my business may be asked to provide receipts or additional documentation for up to 5 years following the receipt of any grant funding. If any of the expenses paid with grant money are found ineligible according to Federal Treasury or State of Illinois guidelines, I agree to reimburse the State of Illinois up to the full amount of the grant award.

Certification 4

I certify that my business is currently active and was active prior to March 12, 2020.

Certification 5

I certify that I acknowledge and agree to all terms contained in the Illinois Creative Recovery Grant Program Certification Agreement *[hyperlink to doc]*. (Applicants that receive an award will be required to sign this agreement prior to receiving awarded funds.)

Certification 6

I certify that my business is not in any one of the following categories that are ineligible for this grant:

- independent contractors or freelance workers that do not operate a sole proprietorship;

- businesses that primarily provide child care that have received and/or are registered for Child Care Restoration Grants;
- a private club or business that limits membership for reasons other than capacity;
- a business that derives at least 33% of its gross annual revenue from legal gambling activities;
- a business engaged in pyramid sales, where a participant's primary incentive is based on the sales made by an ever-increasing number of participants;
- a business engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted. (Included in these activities is the production, servicing, or distribution of otherwise legal products that are to be used in connection with an illegal activity, such as selling drug paraphernalia or operating a motel that knowingly permits illegal prostitution);
- a business principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting;
- a government-owned business entity (except for businesses owned or controlled by a Native American tribe);
- a business primarily engaged in political or lobbying activities;
- a night club or strip club;
- a pawn shop;
- a liquor store;
- an establishment similar to any enumerated above; or
- a business in which a majority owner has a financial or familial connection to a director, principal shareholder or leadership member of the Department or Department's partner under the program.

Signature

Please Note: By entering data into the next field (Name, Title, and Contact Phone Number) you are:

1. Representing that you are an officer or other agent duly authorized to enter into legally binding agreements for the applicant.
2. Agreeing to submit this grant application in an electronic form, which shall be bound by its contents as an electronic transaction.
3. Agreeing that your insertion of data into these following fields constitutes an electronic signature:

Name*
Title*
Contact Phone Number*

In the event we are unable to reach you, who may we contact about your application?

Name
Contact Phone Number
Contact Email Address

☐   **By checking this box I authorize NCRC CDF discuss this application with the individual listed above.**

⚠️ You are about to submit your application. ⚠️

Correcting mistakes or making edits after your application has been submitted is not allowed. Please review our FAQs for how to withdraw an application if needed. For additional grant resources and opportunities, please visit: THIS WEBSITE

To complete and submit your application click 'Apply Now'. Your email service provider will sometimes try to predict incoming spam mail on

your behalf and filter it into your spam folder before you ever see it. If you're not receiving expected emails from notifications@email.submittable.com, you will want to safe list the address to help ensure that these emails reach you.

Safe listing an email address means explicitly telling your email service provider that emails from notifications@email.submittable.com are not spam or junk mail. How can I safelist notifications from Submittable?