



## Cultural Facilities Fund FAQ

**Q: Why is there a requirement to have 50% of the funding when requesting an allocation above \$25,000?**

A: This demonstrates project viability and helps ensure the funds will be effectively utilized.

**Q: There is an eligibility restriction not to exceed \$5,000,000. Does this only apply to for-profit organizations?**

A: Yes, the revenue cap applies only to for-profit organizations.

**Q: How do I document in-kind contributions as part of my match?**

A: Provide a signed letter from the organization or individual detailing what was contributed and its Manufacturer's Suggested Retail Price (MSRP). If a discount was provided, you must include the dollar amount that was reduced from the MSRP.

**Q: How do I document volunteer labor for a capital facilities project?**

A: You'll need documentation from the contractor or company stating the estimated pro bono hours. Multiply those hours by \$35/hour, regardless of their standard rate, to calculate the eligible match value.

**Q: If I'm awarded, when can I expect the funds?**

A: Since these are public funds from a public government agency, payment of the grant can only happen after the work has been done and proper paperwork submitted. Receipt of funds is usually 3 – 4 weeks after you submit your invoice and final report so timing of payment will depend on the timing of your programming and submission of your paperwork. We will work with you so that you know what steps you need to take to receive payment.

**Q: When will the awards be announced?**

A: By November 2025.

**Q: May I use these funds for capital equipment purchases, such as new lighting for my theater?**

A: It depends on the item. If the equipment, like dimmers or control systems, that are built into the building, then yes, it may qualify. However, lighting instruments (e.g., fixtures or cabling) are considered portable and would not be eligible.

**Q: Do I have to apply to the Centering Art & Racial Equity Grant to receive the Cultural Facilities Grant?**

A: No. Both grants have been combined into one application to simplify the process. When you log in, one of the first questions on the application allows you to select which grant you are applying for.

**Q: If my organization reaches its three-year history between the application deadline and January 2026, do we still qualify?**

A: No. Your organization must have been established for at least three years by August 5, 2025.

**Q: If our project begins before January 2026 but continues into 2026, can we submit a request for the portion occurring after January 2026?**

A: Yes. When submitting your application, include information only about the portion of the project that will occur after January 2026.

**Q: The application asks about audience and supporter demographics, but our organization doesn't track this information. What should we enter?**

A: We understand this can be difficult to track, especially for non-ticketed events or open public spaces. Please provide your best estimate and use the elaboration text box to explain how you arrived at your response.

**Q: Do we have to use the budget template provided in the application?**

A: No, you may use your own version as long as it includes the requested information. We recommend reviewing the template to ensure you're capturing all required data points.

**Q: What are examples of ineligible expenses?**

A: This is not a complete list, just examples:

- Furniture (tables, chairs, bookcases, etc.)
- Decorative items (art, photos, etc.)
- Computers and electronic devices (laptops, speakers, etc.)
- IT equipment (unless it's built into the wall)
- Fundraising expenses
- Advertising, marketing, or PR expenses
- Moving costs
- Signage that is not affixed to the building
- FTE staff salaries and benefits
- General maintenance and repairs