



# FAQs

## King County Festivals & Events Grant Program

**Q:** Do applicants need to have both a DUNS and a SAM number? If so, how do you register for a DUNS and a SAM number and do applicants need their numbers in hand before applying to the King County program?

**A:** Yes, applicants must have both a DUNS and a SAM number to be eligible for award. Applicants who do not have a DUNS number can register at Dun & Bradstreet, following the [online registration process](#). Applicants who do not have a SAM number can register through [SAM.gov](#) following a helpful [registration guide](#).

Please note that there is NO FEE to register, or maintain your registration, in the System for Award Management (SAM.gov). If you receive an email from a company claiming to represent SAM.gov, be cautious. If you get an e-mail from a company offering to help you register in SAM.gov asking you to contact them and pay them money, be cautious. These messages are not from the Federal Government. It is FREE TO REGISTER in SAM.gov for any entity. It is also free to get help with your registration.

According to the FAQ page on SAM.gov, you can expect to have your application processed within 5 business days, however, it may take up to 25 business days for your application to be approved. If you have applied for a SAM number your application to the King County Festivals & Events Program will be considered. King County is willing to work with applicants in this situation until their number is assigned.

**Q:** If an applicant has received a Shuttered Venue Operators Grant (SVOG) or other federal grants, such as Paycheck Protection Program (PPP) relief funding, will they be at a disadvantage for award from the King County grant program?

**A:** If an applicant has received another federal grant, such as an SVOG grant or PPP relief funding, the applicant is not necessarily disadvantaged from receiving an additional grant from King County. The applicant must identify the other grant(s) and amount(s) of their revenue loss that is/are already covered and may not count such covered loss when identifying the revenue loss that remains for purposes of applying to the King County program. The applicant may certainly apply to the King County program to request relief for any gap in revenue loss that remains.

**Q:** If an organization produces more than one event, can each individual event apply for a separate grant, or would the whole organization apply for a single grant?

**A:** Whether an organization that produces multiple events would have the option to apply for separate grants for each event or one grant for the whole organization is dependent on the



organization's business structure for the purposes of reporting Federal taxes. If the organization operates as a single entity wherein all the events are reported as part of one business for tax purposes, then the organization may only apply for one grant to support its underlying events. If the organization operates as multiple entities where each individual event is reported as a separate business for tax purposes, then the organization may apply for a separate grant to support each event.

**Q:** What if an organization has not staged an event since 2019 and is not scheduled to stage an event until after September 1, 2022; for example, would next stage an event later in 2022? Would the organization be an eligible applicant?

**A:** In this circumstance, please describe the timing of your last and next staged event, including an explanation of why the timing of your next event is beyond the September 1, 2022 timeframe and the portion of your event budget that would be expended before September 1, 2022. With this information, your application will still be considered. King County is willing to work with applicants in this situation.

**Q:** What if an organization's 990s do not show a revenue loss because of a difference between the 990-reporting cycle and the organization's operating fiscal year; however, a revenue loss occurred?

**A:** In this case, include an explanation of the issue and provide information about how your organization's year is separated out regarding its operating fiscal year. Pending award, please be prepared to submit operating financials to demonstrate the loss as well as the 990's in question. The documentation of financials and 990s should be submitted upon request after award determinations are communicated.

**Q:** What if an applicant is concurrently applying for more than one federally funded grant program, but does not yet know if other grant applications will be awarded?

**A:** If you are applying for more than one federally funded grant concurrently without definite knowledge of other potential, future awards, simply document that you are applying to other grants with overlapping award schedules.

**Q:** Where the application requests information about an organization's revenue, what type of revenue should be reported?

**A:** Please report gross revenue.

**Q:** Where the application requests information about COVID expenses, what types of response will be valid? Will monetary estimates be necessary or will commentary about the range of COVID-related purchases and expenses suffice?



**A:** Applicants may submit monetary estimates and commentary about the range of COVID-related purchases and expenses. If a monetary estimate is available, please include it. The more information that can be provided the better for purposes of the application evaluation process.

**Q:** What if the parent organization of a specific event made money from non-event sources of revenue between 2019 – 2020/2021, but the event itself lost money between the same timeframes? Will the event be eligible to apply in this case?

**A:** In this case, describe the issue in your application and provide information about your event budget as well as the parent organization budget to support your explanation. Pending award, please be prepared to submit operating financials for the event and the 990s for the parent organization to demonstrate the event loss and organization gain between the timeframes in question. The documentation of financials and 990s should be submitted upon request after award determinations are communicated.

**Q:** What if the event revenue goal is over \$250,000 but expenses are under \$250,000, and further the event in question has lost a significant amount of revenue over the past two years, where target revenue has not been met? Should the event apply under the large or small event category?

**A:** As stated in the request for proposals, the large and small event category distinction is based on the size of an event annual operating budget, which is defined as expected revenue and expenses to operate your event business over the course of a year. If your annual operating budget is over \$250,000, then you may apply to the large event category. If less than \$250,000, then apply to the small event category.

**Q:** What if the event in 2022 is anticipated to be smaller than in 2019, does that factor into the eligibility of an organization?

**A:** The grant program is designed to provide relief funding for past revenue losses between 2019 and 2020/2021, specific to events held in the past. Going forward the size of an event does not impact an organization's eligibility, but the intent of the program and the performance indicators are based on an ability to continue holding an event in the future.

**Q:** What if an event that was held in 2019 was cancelled due to COVID in both 2020 and 2021, do losses for both cancelled years count as the event's revenue loss for purposes of the grant application? Similarly, if an organization holds multiple events, can the organization combine all losses across its events to demonstrate revenue loss for purposes of the grant application?

**A:** Yes, the COVID-related losses in both 2020 and 2021 count toward the gross revenue loss reported in the grant application. And likewise, the losses across multiple events run by an organization count toward the gross revenue loss reported in the grant application, as long as the organization reports all of the said events under one tax filing.



**Q:** What if an organization whose events lost money between 2019 and 2020/2021 decides to hold a new event in the 2022? Could money awarded for revenue losses from a previously held event be used to support the new event?

**A:** Yes, money from the award could be used to support a new event, the evaluation for award would be based on past revenue losses.

**Q:** What if an applicant has other questions?

**A:** Questions about this funding opportunity may be addressed to [info@wfea.org](mailto:info@wfea.org) or [creativeeconomy@kingcounty.gov](mailto:creativeeconomy@kingcounty.gov) and a representative will respond to your question within 24 hours.

**Q:** What is WFEA's role in the King County Festival and Events process?

**A:**

- WFEA is assisting in grant application opportunity marketing and messaging to the Festivals and Events community throughout King County. It has the only comprehensive database of Festivals and Events in King County.
- WFEA is providing two impartial subject matter experts with no known conflicts of interest, from outside of King County to help provide event production subject matter expertise, and for review panel assistance.
- WFEA as an entity/or the WFEA panelists are not applying for any Festival and Events King County grant funding.
- WFEA will not see any financial information provided by applicants.
- WFEA membership status is not a criterion for application. All applications will be evaluated using the criteria listed in the RFA, (Request For Application).
- While WFEA has been contracted to assist in answering questions and providing technical assistance to applicants, WFEA's draft answers are vetted and approved by King County.
- Technical assistance (from WFEA to applicants) is available to any applicant, regardless of membership. Please feel free to reach out to WFEA.
- King County will solely provide oversight to the grant application, award, and grant management processes.



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