



TOOLBOX GRANT SAMPLE QUESTIONS

PLEASE NOTE: This document, outlining questions, is not the application and cannot be used to apply for the grant. It is intended to provide information and support in preparing application materials. All applicants must apply via the Submittable platform to be considered for funding.

ELIGIBILITY INFORMATION

- Is your venue, and related business entity (if different), located in the United States, or its territories?
- Has your venue been in operation since January 1, 2020? If yes, please provide the date.
- Is your legal capacity between 50 and 300 persons? If yes, what is your legal, sellable capacity? Please provide a photo of your venue's capacity certification, placard, or other evidence of occupancy.
- Does your venue present more than 50 unique performances each year? (Can be multiple performances in one day). If yes, please provide the number of music performances presented in an average year and upload documentation.

BUSINESS INFORMATION

Name of venue

Registered name of business entity (for-profit or nonprofit)

Federal Tax Identification Number (EIN)

Name and title of Principal Owner/CEO/Executive Director

Venue Address

Business Address (if different from venue address)

Applicant's name and role at venue

Phone

Link to venue's website

Please list your venue's social media handles here

What is the ownership structure of the venue (e.g., LLC, corporation, nonprofit)?

Please tell us, in a few sentences, about your venue, such as your mission or your presenting history, or the reasons you own/run a music venue.



PROJECT PROPOSAL

- How much are you requesting in funding? (Funding up to \$10,000)
- Please outline your Toolbox funding request, including details about the intended outcome and elements involved. How will your project improve the venue experience for musicians, staff, and/or audiences?
- What is the anticipated timeline for the project? Please describe how this project will be completed within the grant period: January 15, 2024 to July 15, 2024.

FINANCIAL INFORMATION

- Please upload your project budget as an Excel file and a PDF.
- What was your general operating budget in 2022?

ADDITIONAL INFORMATION

- Please feel free to add web links to resources that you believe will help the jury better understand your venue (YouTube links, news articles, etc).
- What primary genres does your venue book? Check all that apply.

Rock	Indie/Alternative	Jazz
Folk/Americana	Punk/Metal	Hip-hop
Singer-songwriter	Afro-Latin	Other
- What percentage of your booking is local vs. touring acts?
- How are artists primarily compensated?
- Is the venue structurally connected to another business (e.g. bar/restaurant) or entity (e.g. nonprofit)?
- How many full-time and part-time staff members does your venue employ?
- Is your venue owned or leased?
- Is your venue operated by someone who identifies as one of the following?

American Indian/Alaskan Native	LGBTQIAS2S+
Asian/Asian American	Native Hawaiian/Other Pacific Islander
Black/African American	Person with a disability
Female	White/Caucasian
Latino/x/e	I prefer not to respond
- Does your venue intentionally welcome Black, Indigenous, Latino/x/e/, People of Color, the LGBTQIA2S+ community, and/or people with disabilities through its programs? If you would like to, please share more about the venue's diversity, equity, and accessibility initiatives. (Optional)



(check box) Please confirm that your proposal does not fall into any of the following categories:

- Activities that support a religious purpose or require faith-based participation.
- Discriminatory or exclusionary programs.
- Political campaigns or legislative advocacy (lobbying).

(check box) Please confirm that your venue does not fall under any of the following exclusions:

- Venues that received Live Music Society funding during 2023.
- Music presenters and promoters who present music on selected nights in a venue but do not own or manage the premises (talent buyers and promoters may partner with venue management to submit).
- Venues located in a larger Performing Arts Center with multiple stages, presenting various arts, such as dance, musicals, and theater.
- Venues that are a 'second stage' in a larger music venue or are supported by revenue from a larger capacity.
- Private member organizations that are not open to the general public.
- Bars and restaurants that are not music-focused small venues. Music must be the primary brand identity of the business.
- Faith-based organizations requiring faith-based programming participation.
- Pop-up spaces that occasionally host concerts.

(check box) Please confirm that your request for funding is not any of the following:

- General operating support.
- Capital campaigns.
- Endowment funding.
- Debt reduction.
- Litigation expenses.
- Taxes due.