

The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA). Eligibility criteria applies.



CALIFORNIA Nonprofit Performing Arts Grant Program

APPLICATION PORTAL POWERED BY LENDISTRY

Program and Application Guide

Revised 07.08.22

The purpose of the California Nonprofit Performing Arts Grant Program is to provide grants to eligible nonprofit performing arts organizations, as defined by the Program, to encourage workforce development.

Grants for this Program will be awarded on a first-come-first-served basis in specified amounts depending on the applicant's annual gross revenue in the 2019 taxable year.

Grant moneys awarded under this section shall only be used for the following:

1. Employee expenses, including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;
2. Contributions or payments to a centralized payroll service;
3. Recruitment, training, development, and other human resources related expenses; and/or
4. Other operating expenses or equipment for employees.

“**Eligible nonprofit performing arts organization**” means a registered 501(c)(3) nonprofit entity that satisfies the criteria for a qualified small business pursuant to subdivision (f) of Section 12100.82, with no more than two million dollars (\$2,000,000) in annual gross revenue. An eligible nonprofit may be in one of the following North American Industry Classification System codes, as reported on the entity’s tax return:

- 711110 - Theater Companies and Dinner Theaters.
- 711120 - Dance Companies.
- 711130 - Musical Groups and Artists.
- 711190 - Other Performing Arts Companies.

Grantees: Nonprofit Performing Arts Organizations

A nonprofit performing arts organization must satisfy the following criteria, at minimum, to be eligible to receive a workforce development grant under the California Nonprofit Performing Arts Grant Program:

1. Applicant satisfies one of the following:
 - i. meets the definition of an “eligible nonprofit performing arts organization” pursuant to Program guidelines, meaning that Applicant is registered as a 501c(3) nonprofit entity that satisfies the criteria for a qualified small business pursuant to subdivision (f) of Cal. Gov't Code § 12100.82, has no more than two million dollars ($\leq 2,000,000$) in annual gross revenue, and is in one of the following North American Industry Classification System codes, as reported on the entity's tax return:
 - 711110 - Theater Companies and Dinner Theaters.
 - 711120 - Dance Companies.
 - 711130 - Musical Groups and Artists.
 - 711190 - Other Performing Arts Companies; or
 - ii. serves as a fiscal sponsor for entities that meet the requirements set forth in subsection 1(i) above; and

2. Applicant, or in the case of a fiscal sponsor, such Applicant's eligible, fiscally-sponsored organization began operating in the state prior to June 1, 2019, as evidenced by the eligible nonprofit performing arts organization's official filing with the California Secretary of State.

Grants amounts will be awarded based on the annual gross revenue of the eligible nonprofit performing arts organization, or in the case of a fiscal sponsor, such grantee's eligible, fiscally-sponsored organization.

Eligible Grant Awards	Annual Gross Revenue in 2019 Taxable Year
\$25,000	\$1,001 - \$100,000
\$50,000	\$100,001 - \$1,000,000
\$75,000	\$1,000,001 - \$2,000,000

For Lendistry to review an application, applicants must upload all the following required documentation:

1. Applicant Certification ([Download Here](#));
2. Government-Issued Identification;
3. Proof of Tax-Exempt Status (501(c)(3));
4. Proof of Business Organization (at least one of the following):
 - Articles of Incorporation;
 - Articles of Organization;
 - Business License;
 - Fictitious Business Name;
5. Proof of Revenues (unaltered and filed 990 tax returns for 2019); and
6. Fiscal Sponsor Agreement (if applicable).

Important Notes for Uploading Documents:

1. This list is not exhaustive. Lendistry may contact you by email, phone, and/or text (if authorized) to request additional documentation to verify the information you submitted in your application.
2. All documents must be submitted in PDF format.
3. File size must be under 15MB.
4. The file name cannot contain any special characters (!@#\$%^&*()_+).
5. Please [download and save](#) the Application Certification before you fill it out.



CALIFORNIA
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APPLICATION PORTAL POWERED BY LENDISTRY

Tips for Applying

Tip #1: Review Your NAICS Code

Eligible applicants must be in one of the following North American Industry Classification System codes, as reported on the entity's tax return:

- **711110 – Theater Companies and Dinner Theaters;**
- **711120 – Dance Companies;**
- **711130 – Musical Groups and Artists; or**
- **711190 – Other Performing Arts Companies.**

To review your NAICS code, go to:
<https://www.naics.com/search/>.

An Applicant, or in the case of a fiscal sponsor, such Applicant's, fiscally-sponsored organization that is currently classified with a National Taxonomy of Exempt Entities (NTEE) code may use the following document to determine which NAICS code is most applicable to their business: [NTEE CODE ASSIGNMENTS](#)

The screenshot shows the NAICS & SIC Identification Tools website. The header includes the NAICS Association logo and navigation links: Home, Data Enrichment, Business Lists, Market Research, Products, Company Lookup, NAICS Codes, and a COVID-19 alert. The main content area is titled "NAICS & SIC Identification Tools" and features two search input fields labeled "Enter Keyword(s)" with "NAICS Search" and "SIC Search" buttons. Below these are three buttons: "NAICS CODE DRILL-DOWN", "SIC CODE DRILL-DOWN", and "COMPANY LOOKUP TOOL". A "NAICS LOOKUP HELP" button is also present. On the right side, there is a "Need Help?" section with a search prompt and a dropdown menu, and a "Data Services & Products" section with links to Business Lists, Data Appends, Data Append API, and NAICS & SIC Manuals. At the bottom, there is a "NAICS CODE LIST: Click Any Two Digit NAICS Code to Drill Down Further" section with a table of industry codes and their corresponding number of business establishments.

Code	Industry Title	Number of Business Establishments
11	Agriculture, Forestry, Fishing and Hunting	369,913
21	Mining	32,295
22	Utilities	48,540
23	Construction	1,515,426
31-33	Manufacturing	649,784
42	Wholesale Trade	697,549
44-45	Retail Trade	1,818,792
48-49	Transportation and Warehousing	634,602
51	Information	371,083
52	Finance and Insurance	779,989

Tip #2: Use a Valid Email Address

Please make sure you are using a valid email address and that it is spelled correctly in the application.

- Updates and additional guidance for your application will be sent to the email address you provide. Certain email addresses cannot be recognized in Lendistry's system and may cause delays in communication regarding your application.

If you used an incorrect or invalid email address in your application, please contact our call center at 866-759-5320 to update your information.

DO NOT submit a new application. Submitting multiple applications may be detected as potential fraud and disrupt the review process for your application.

Invalid Email Addresses

The following email addresses will not be accepted or recognized in our system:

Emails *beginning* with **info@**

Example: info@mycompany.com

Emails *ending* with **@contact.com** or **@noreply.com**

Example: mycompany@contact.com

Example: mycompany@noreply.com

Tip #3: Prepare Your Documents in PDF Format

All required documents must be uploaded to the Portal in PDF format only. The documents must be clear, aligned straight, and contain no disruptive backgrounds when uploaded.

Important Notes for Uploading Documents:

1. All documents must be submitted in PDF format (Government-issued ID may be submitted as a PDF or JPEG).
2. File size must be under 15MB.
3. The file name CANNOT contain any special characters (!@#\$%^&*()_+).
4. If your file is password protected, you will need to enter it in.

Don't have a scanner? !

We recommend downloading and using a free mobile scanning app.

Genius Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Adobe Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Sample: Correct Upload

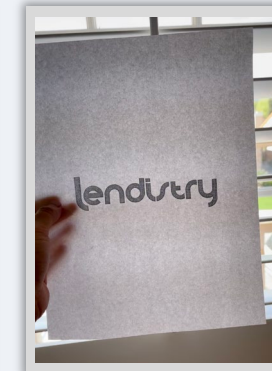


Document is clear and aligned straight.

Sample: Incorrect Upload



1



2

1. Document not aligned straight.
2. Document is in front of window (busy background) and a hand is seen in the photo.

Tip #4: Use Google Chrome

For the best user experience, please use Google Chrome throughout the entire application process.

Other web browsers may not support our interface and can cause errors in your application.

If you do not have Google Chrome on your device, you can download it for free at <https://www.google.com/chrome/>.

Before you begin the application, please do the following on Google Chrome:

- 1. Clear Your Cache**
- 2. Use Incognito Mode**
- 3. Disable Pop-Up Blocker**

Clear Your Cache

Cached data is information that has been stored from a previously used website or application and is primarily used to make the browsing process faster by auto-populating your information. However, cached data may also include outdated information such as old passwords or information you have previously entered incorrectly. This can create errors in your application and may result in it being flagged for potential fraud.

Use Incognito Mode

Incognito mode allows you to enter information privately and prevents your data from being remembered or cached.

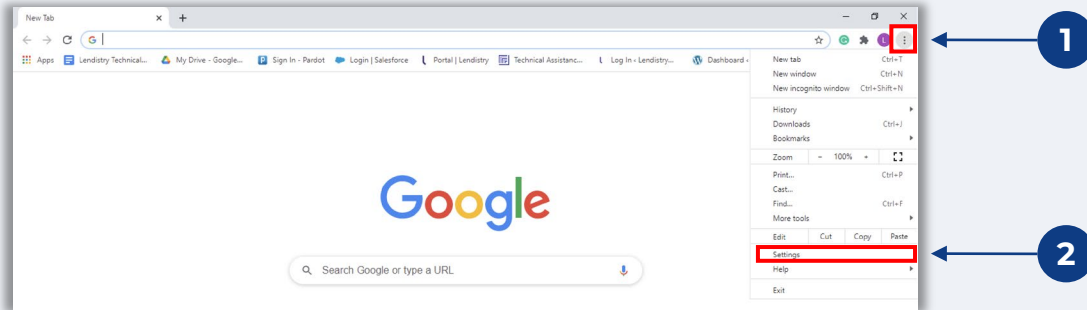
Disable Pop-Up Blocker

Our application includes multiple pop-up messages that are used to confirm the accuracy of the information you provide. You must disable the pop-up blocker on Google Chrome to see these messages.

How to Clear Your Cache

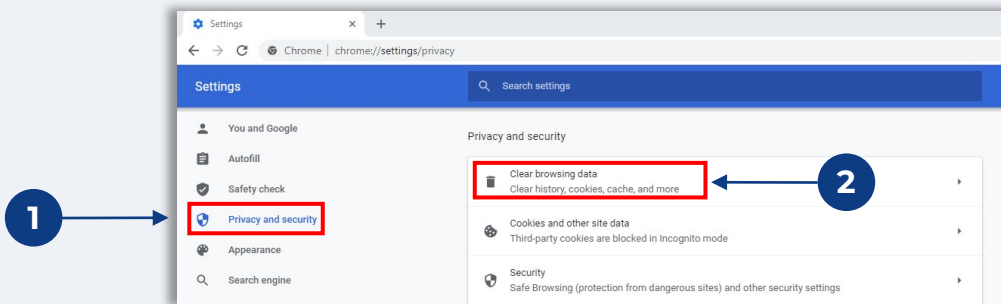
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



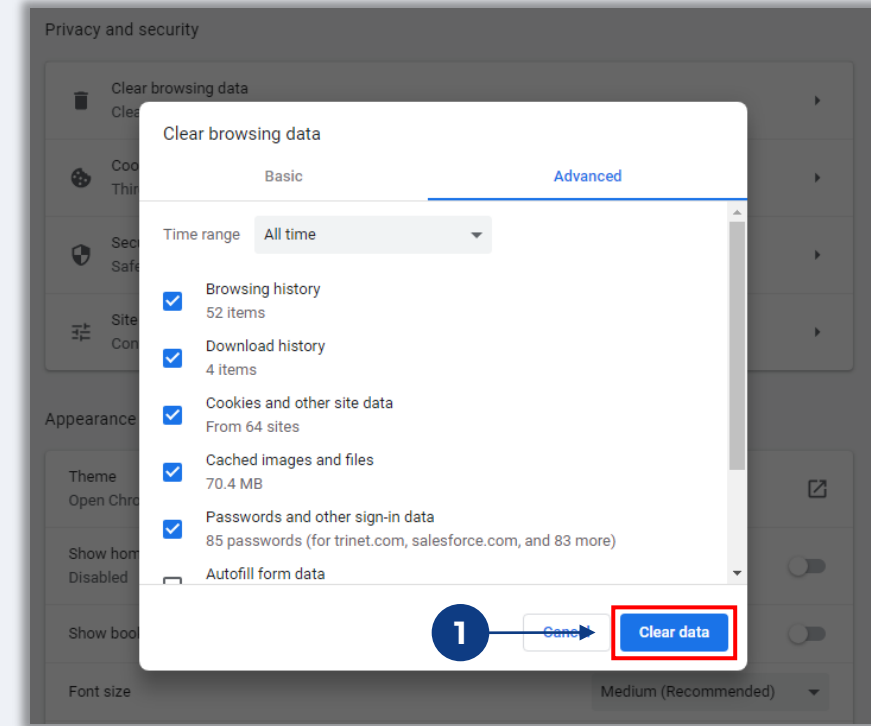
Step 2

Go to **“Privacy and Security”**, and then select **“Clear Browsing Data.”**



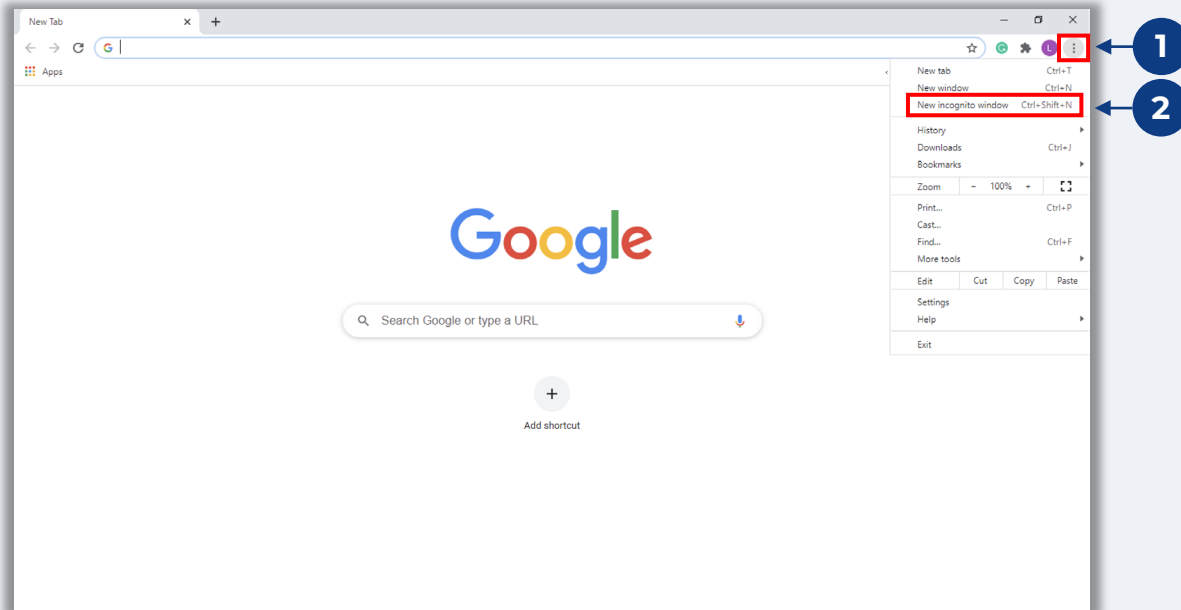
Step 3

Select **“Clear Data.”**



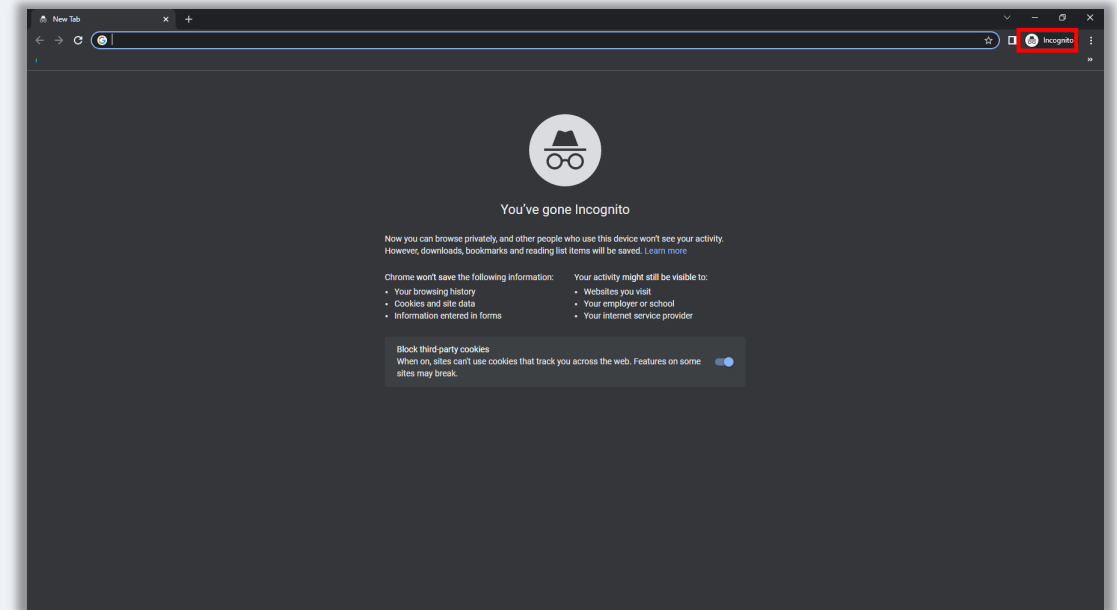
Step 1

Click the three dots in the upper right corner of your web browser, and then select **“New incognito window.”**



Step 2

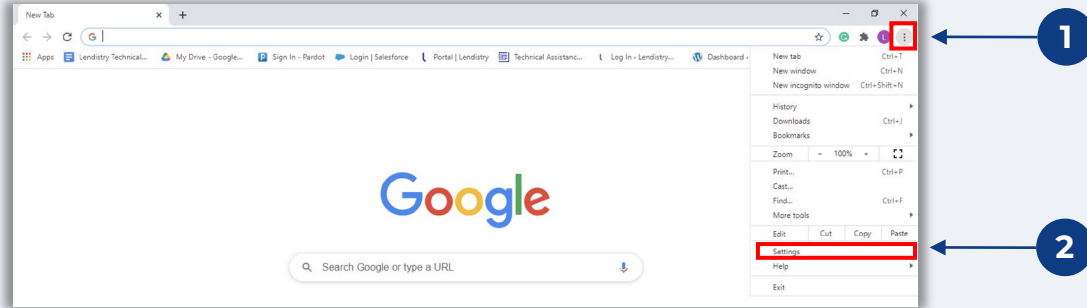
Your browser will open a new Google Chrome window. Use incognito mode throughout the entire application process.



How to Disable Pop-Up Blocker

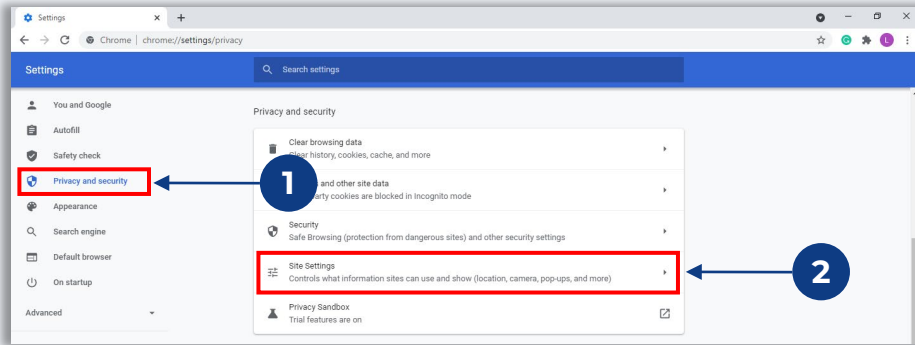
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



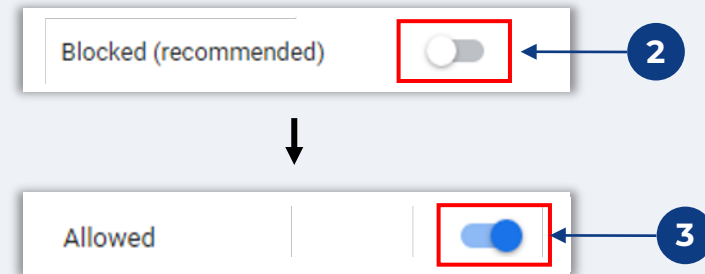
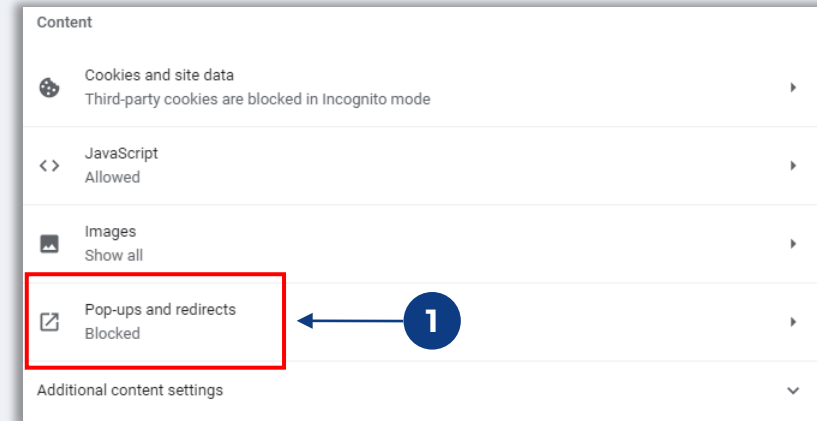
Step 2

Go to **“Privacy and Security”**, and then select **“Site Settings.”**



Step 3

Select **“Pop-up and Redirects.”** Click the button so that it turns blue and the status changes from **“Blocked”** to **“Allowed.”**





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The Application Process

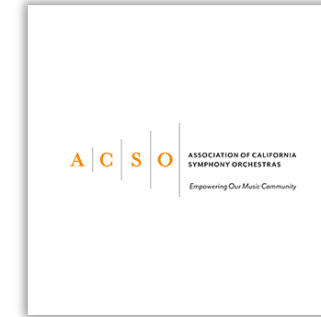
Our Partners

Lendistry's partners include mission-based lenders and small business advisory and technical assistance providers to help you and your business succeed. This includes many of the State of California supported small business centers who prioritize the expansion of technical assistance to underserved business groups.

You may reach out to one of our partners for additional assistance with the program guidelines, submitting an application, navigating Lendistry's Portal, and more. **Please select one partner only to avoid duplicate applications.** Submitting multiple applications may be detected as potential fraud and disrupt the review process for your application.

To learn more about our partners and how they can help you apply for the California Nonprofit Performing Arts Grant Program, visit

<https://canonprofitperformingarts.com/partners/>



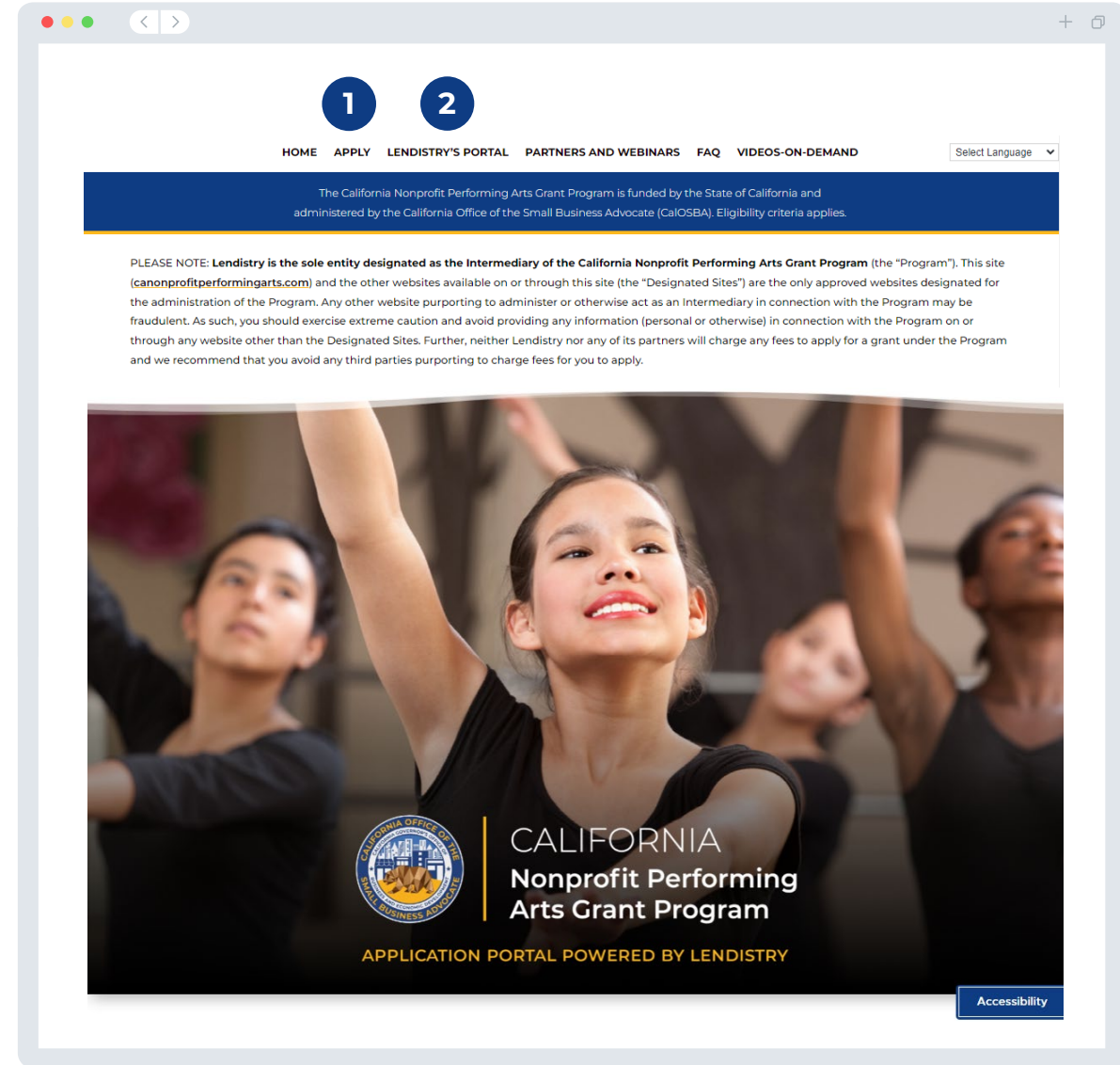
Where to Apply

To apply for a grant, please visit the Program's website at <https://canonprofitperformingarts.com/>.

- 1 To start a new application, select “**Apply**” from the menu. You will be redirected to Lendistry's Application Portal (see page 22 for reference).
- 2 You will be able to access and manage your application at any time by clicking “**Lendistry's Portal.**”

The California Nonprofit Performing Arts Grant Program website also contains various resources to help guide you through the entire application process. Resources include:

- Guidelines for the Program
- Program and Application Guide
- Application Certification Download
- List of Partners and Webinars
- Call Center Number and Hours
- Videos-on-Demand
- FAQ



Create a Portal Account

Before you can start a new application, you will need to create an account for Lendistry's Portal.

How to Create a Lendistry Portal Account

Step 1

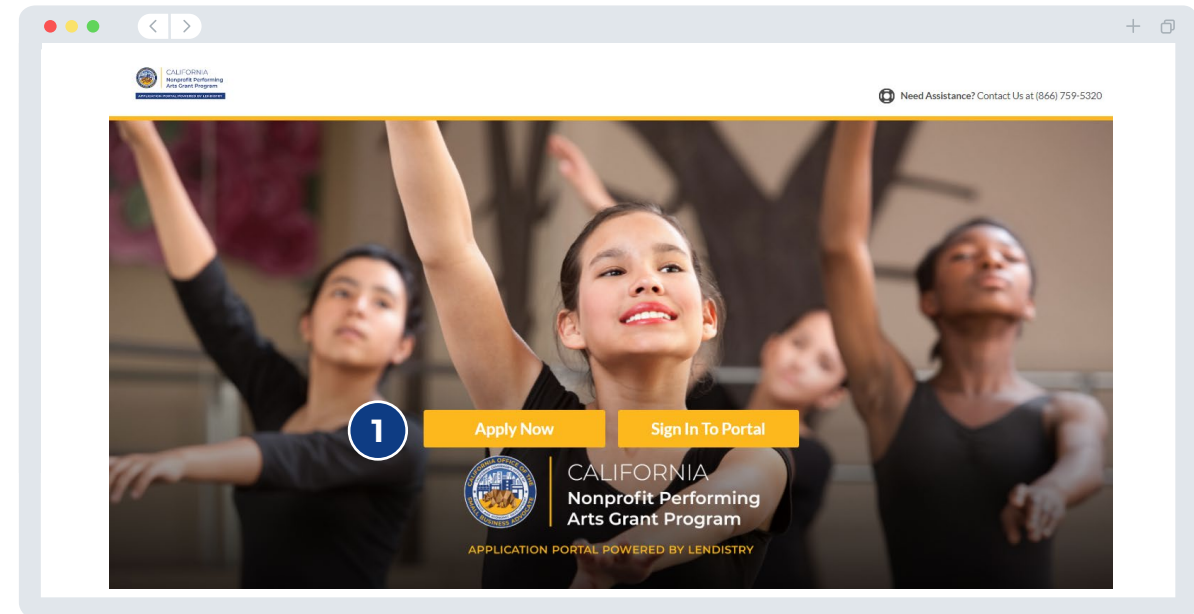
Click "**Apply Now**" to create an account.

Step 2

Register your email address and phone number. **The email and password you register here will be your login credentials for the Portal**, so it is very important that you make note of them. **You will also need to enter a real and working mobile number in this section.**

Step 3

A **confirmation code** will be sent to you via SMS/Text, which you need in order to complete your account registration. To protect your privacy and the information you provide, you will also need a confirmation code every time you log into the Portal. Data and messaging rates may apply.



2

Register your email and phone number.

3

Enter the confirmation code.

Select an Application

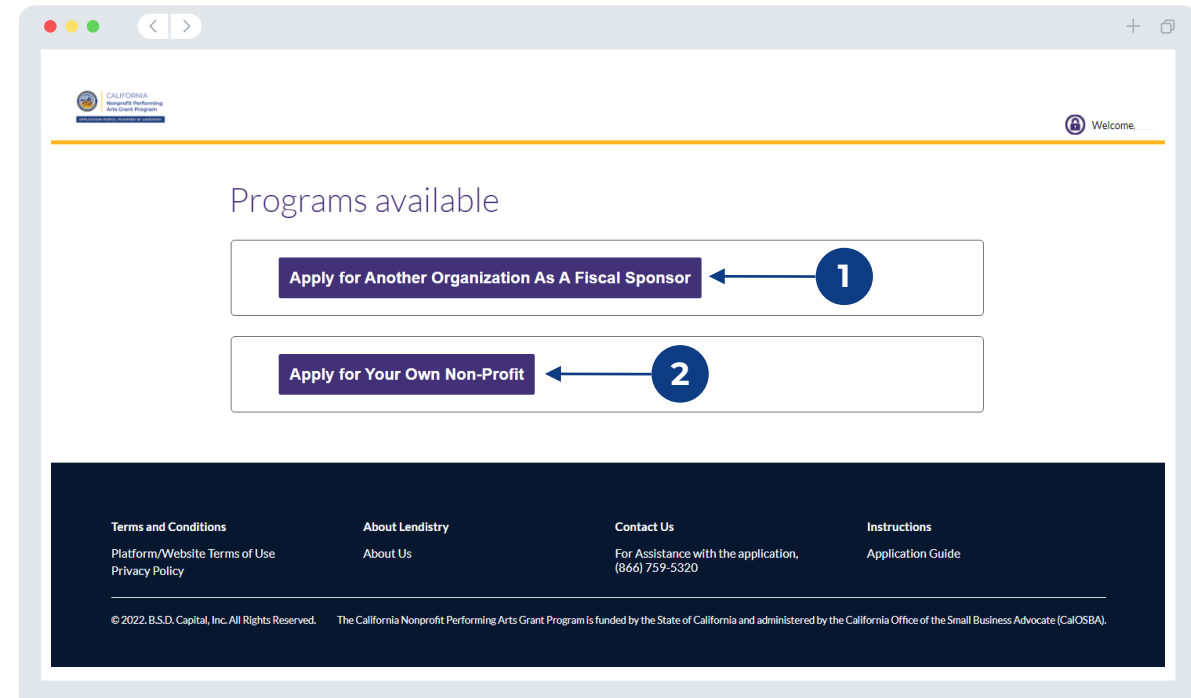
After you have created an account for Lendistry's Portal, you will be redirected to the Portal's Dashboard to select an application.

Eligible nonprofit performing arts organizations (see Definitions on page 3) can submit an application for the California Nonprofit Performing Arts Grant Program on their own or through a fiscal sponsor.

- 1 If you are a fiscal sponsor applying for a grant award on behalf of an eligible, fiscally-sponsored organization, use the application called "**Apply for Another Nonprofit Organization as a Fiscal Sponsor.**"
- 2 If you are an eligible organization or fiscal sponsor applying for your own organization, use the application called "**Apply for Your Own Nonprofit.**"

Important Note:

- A fiscal sponsor may submit multiple applications; however, only one application per fiscally-sponsored organization is allowed. Submitting multiple applications for one fiscally-sponsored organization may be detected as potential fraud and disrupt the review process for your application.





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Apply as a Fiscal Sponsor

Fiscal Sponsor Corporate Officer Information

- Officer First Name
- Officer Last Name
- Email (Please use the email that you registered for Lendistry's Portal.)
- Residential Address Line 1 (P.O. Box not acceptable)
- Residential Address Line 2 (P.O. Box not acceptable)
- Residential City
- Residential State
- Residential Zip Code
- Officer Date of Birth
- Officer Social Security or ITIN Number (SSN or ITIN)¹
- Title/Position
- Referral Partner²
- Applicant Race³
- Gender³
- Applicant Ethnicity³
- Officer Preferred Phone Number (Please use the mobile number that you registered for Lendistry's Portal.)
- Consent to Auto-Dialed Calls or Text Messages⁴

¹Required to make sure applicant is not on the OFAC list.

²The referral partner you choose will not affect the review process for your application.

³Your response will not affect the review process for your application.

⁴Check the box if you would like to receive updates on your application during the review process via SMS/Text.

The screenshot shows a web browser window displaying the 'Fiscal Sponsor Corporate Officer Information' form. The form is titled 'Fiscal Sponsor Corporate Officer Information' and includes a sub-header 'We want to get to know you. Please fill out the information below.' The form is divided into two columns of input fields. The left column includes: Officer First Name, Email, Residential Address Line 1, Residential Address Line 2, Residential State, Officer Date of Birth (with Month, Day, and Year dropdowns), Title/Position, Applicant Race, and Applicant Ethnicity. The right column includes: Officer Last Name, Residential Address Line 1 (P.O. Box not acceptable), Residential City, Residential Zip Code, Officer Social Security or ITIN Number (SSN or ITIN), Referral Partner (with a link to find the Referral Partner), Gender, and Officer Preferred Phone Number. At the bottom of the form, there is a checkbox for 'I consent to auto-dialed calls or text messages.' Below the form are two buttons: 'Save and Continue Later' and 'Submit Ownership and Continue'. The footer of the page contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with copyright information for B.S.D. Capital, Inc. and the California Nonprofit Performing Arts Grant Program.

Section 2: Business Info 1

Tell Us About Your Fiscal Sponsor Organization

- Legal Business Name of Fiscal Sponsor
- Doing Business As/“DBA” (if applicable)
- Does your business have an EIN?
 - If yes, enter your EIN.
- Business Address Line 1 (Please enter physical address of business)
- Business Address Line 2 (Please enter physical address of business)
- Business City
- Business State
- Business Zip Code
- Business Phone Number
- Are you a nonprofit or for-profit business?
- Business Entity Type
- State of Formation
- Date that your Fiscal Sponsor Organization was Established
- Business Website (if applicable)

The screenshot displays a web application interface for the California Nonprofit Performing Arts Grant Program. The top navigation bar includes tabs for 'Owner Details', 'Business Info - 1' (which is active), 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Bank Info', 'Upload Docs', and 'Apply'. The main content area is titled 'Tell Us About Your Fiscal Sponsor Organization' and contains a form with the following fields:

- Legal Business Name of Fiscal Sponsor *
- Doing Business As (DBA) - (Please type N/A if not applicable) *
- Does your business have an EIN? * (Dropdown menu with 'Select an option')
- Business Address Line 1 (Please enter physical address of business) *
- Business Address Line 2 (Please enter physical address of business)
- Business City *
- Business State *
- Business Zip Code *
- Business Phone Number * (+1-__-__-__)
- Are you a non-profit or for-profit business? * (Dropdown menu with 'Select an option')
- Business Entity Type * (Dropdown menu with 'Select an option')
- State of Formation * (Dropdown menu with 'Select an option')
- Date that your Fiscal Sponsor Organization was Established * (Month, Day, Year)
- Business Website URL - (Please type N/A if not applicable) *

At the bottom of the form are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice: '© 2022. B.S.D. Capital, Inc. All Rights Reserved. The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA).'

Fiscally-Sponsored Nonprofit Organization (referred to as "Sponsee")

- Legal Name of Sponsee Organization
- EIN of Sponsee
- Date that the Sponsee's Organization was established
- Primary Use of Funds for Sponsee
- Amount Requested by Sponsee
- Sponsee's Annual Gross Receipts for 2019 (this should match sponsee's tax return)
- Sponsee's Annual Gross Receipts for 2020 (this should match sponsee's tax return)
- Will this grant create new jobs for Sponsee?
- # of Full-time Employees Sponsee Organization had in 2020
- # of Part-time Employees Sponsee Organization had in 2020
- # of Full-Time Jobs Created Sponsee Organization in 2020
- # of Jobs Retained in Sponsee Organization in 2020

The screenshot shows a web application interface for the 'Business Info - 2' section. The page title is 'Fiscally-Sponsored Nonprofit Organization (referred to as "Sponsee")'. Below the title, there is a navigation bar with tabs for 'Owner Details', 'Business Info - 1', 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Bank Info', 'Upload Docs', and 'Apply'. The main content area contains the following form fields:

- Legal Name of Sponsee Organization ***: Text input field.
- EIN of Sponsee ***: Text input field with a placeholder 'XX-XXXXXXX'.
- Date that the Sponsee's Organization was established ***: Date picker with 'Month', 'Day', and 'Year' dropdowns.
- Primary Use of Funds for Sponsee ***: Dropdown menu with 'Select an option'.
- Amount Requested by Sponsee ***: Dropdown menu with 'Select an option'.
- Sponsee's Annual Gross Receipts for 2019 (this should match sponsee's tax return) ***: Text input field.
- Sponsee's Annual Gross Receipts for 2020 (this should match sponsee's tax return) ***: Text input field.
- Will this grant create new jobs for Sponsee? ***: Dropdown menu with 'Select an option'.
- # of Full-time Employees Sponsee Organization had in 2020 ***: Text input field.
- # of Part-time Employees Sponsee Organization had in 2020 ***: Text input field.
- # of Full-Time Jobs Created for Sponsee Organization had in 2020 ***: Text input field.
- # of Jobs Retained in Sponsee Organization in 2020 ***: Text input field.

At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice: '© 2022. B.S.D. Capital, Inc. All Rights Reserved. The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA).'

Section 4: Demographics

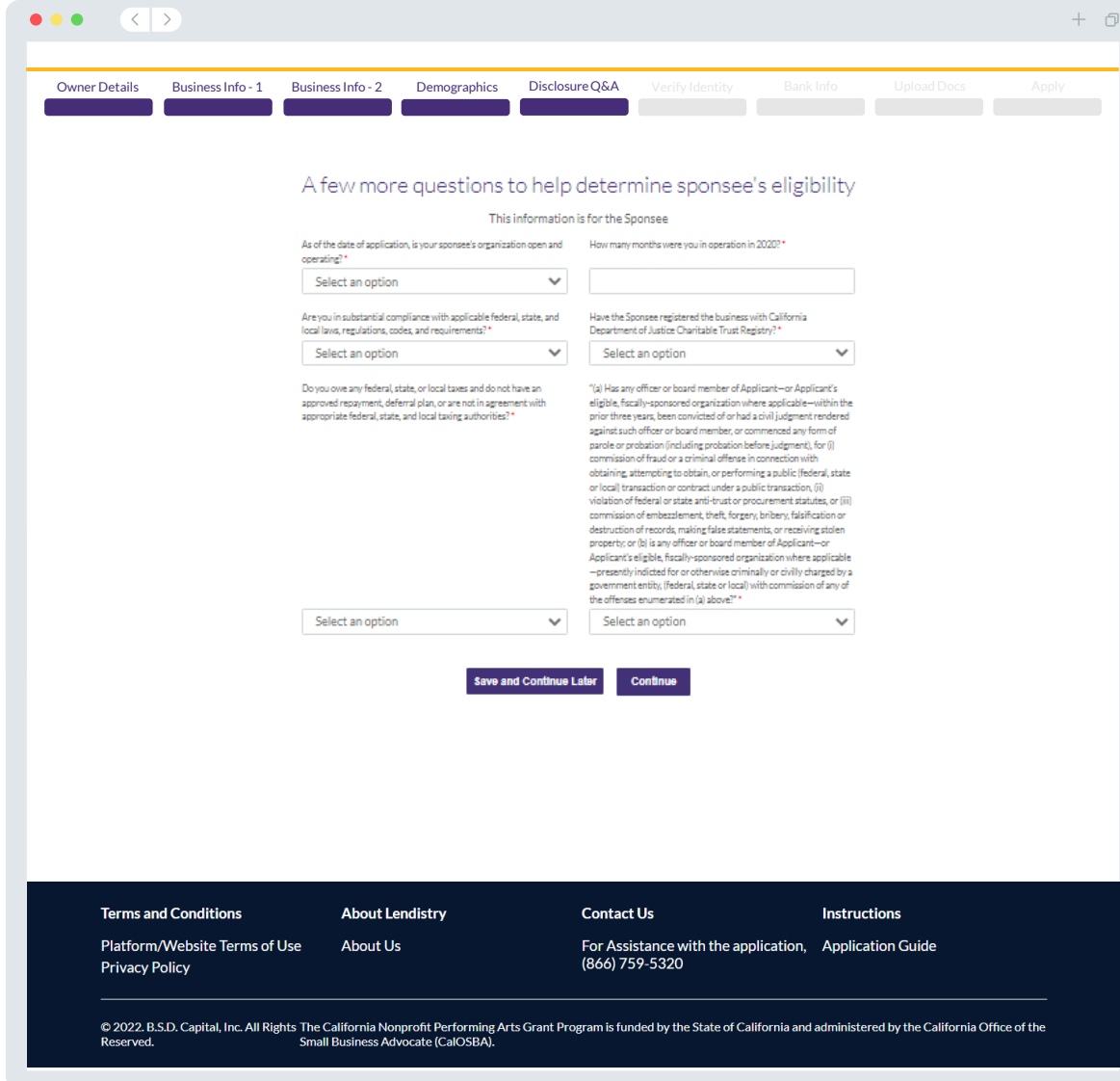
Tell Us More About Your Sponsee

- Who is the Sponsee's customer base?
- NAICS code of Sponsee
- Is the Sponsee Organization Women-Owned?
- Is the Sponsee Organization Veteran-Owned?
- Is the Sponsee Organization Disabled-Owned?
- Is the Sponsee Organization a franchise?
- Is the Sponsee Organization located in a rural area?

The screenshot shows a web application interface for the California Nonprofit Performing Arts Grant Program. The top navigation bar includes tabs for 'Owner Details', 'Business Info - 1', 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Bank Info', 'Upload Docs', and 'Apply'. The 'Demographics' tab is currently selected. The main heading is 'Tell us more about your Sponsee', followed by the instruction 'Please provide demographic data for your Sponsee Organization'. There are six dropdown menus with the following questions: 'Who is the Sponsee's customer base?', 'NAICS code of Sponsee (Click [here](#) to review your NAICS code)', 'Is the Sponsee Organization Women-Owned?', 'Is the Sponsee Organization Veteran-Owned?', 'Is the Sponsee Organization Disabled-Owned?', and 'Is the Sponsee Organization a franchise?'. A seventh dropdown menu asks 'Is the Sponsee Organization located in a rural area?'. At the bottom of the form are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice for 2022 B.S.D. Capital, Inc. and information about the program's funding by the State of California and administration by the California Office of the Small Business Advocate (CalOSBA).

A Few More Questions to Help Determine Sponsee's Eligibility (This information is for the Sponsee.)

- As of the date of application, is your Sponsee's organization open and operating?
- How many months was the Sponsee in operation in 2020?
- Is the Sponsee in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?
- Has the Sponsee registered the business with California Department of Justice Charitable Trust Registry?
- Does the Sponsee owe any federal, state, or local taxes and does not have an approved repayment, deferral plan, or is not in agreement with appropriate federal, state, and local taxing authorities?
- Has any officer or board member of Applicant—or Applicant's eligible, fiscally-sponsored organization where applicable—within the prior three years, been convicted of or had a civil judgment rendered against such officer or board member, or commenced any form of parole or probation (including probation before judgment), for (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, (ii) violation of federal or state anti-trust or procurement statutes, or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or (b) is any officer or board member of Applicant—or Applicant's eligible, fiscally-sponsored organization where applicable—presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in (a) above?



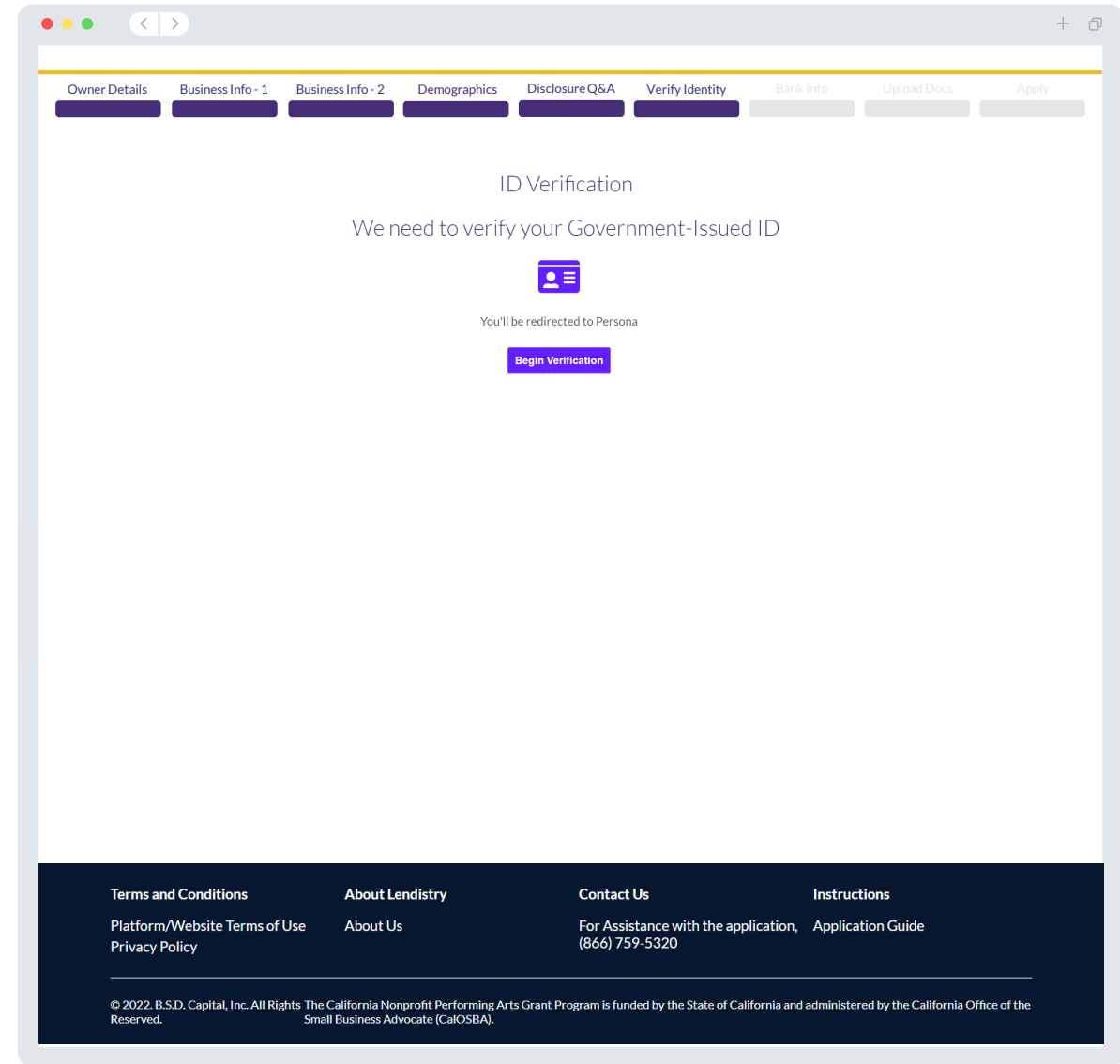
The screenshot shows a web application interface for the 'Disclosure Q&A' section. The navigation bar includes tabs for 'Owner Details', 'Business Info - 1', 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Bank Info', 'Upload Docs', and 'Apply'. The main content area is titled 'A few more questions to help determine sponsee's eligibility' and includes a sub-header 'This information is for the Sponsee'. There are four questions, each with a dropdown menu for the answer. The questions are: 1) 'As of the date of application, is your sponsee's organization open and operating?'; 2) 'How many months were you in operation in 2020?'; 3) 'Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?'; 4) 'Have the Sponsee registered the business with California Department of Justice Charitable Trust Registry?'. A detailed footnote (a) is provided for the fourth question. At the bottom of the form are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice for 2022 B.S.D. Capital, Inc.

Section 6: Verify Identity

In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. You will also need to take a selfie using a device with a front-facing camera.

What is Persona?

Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness checks.

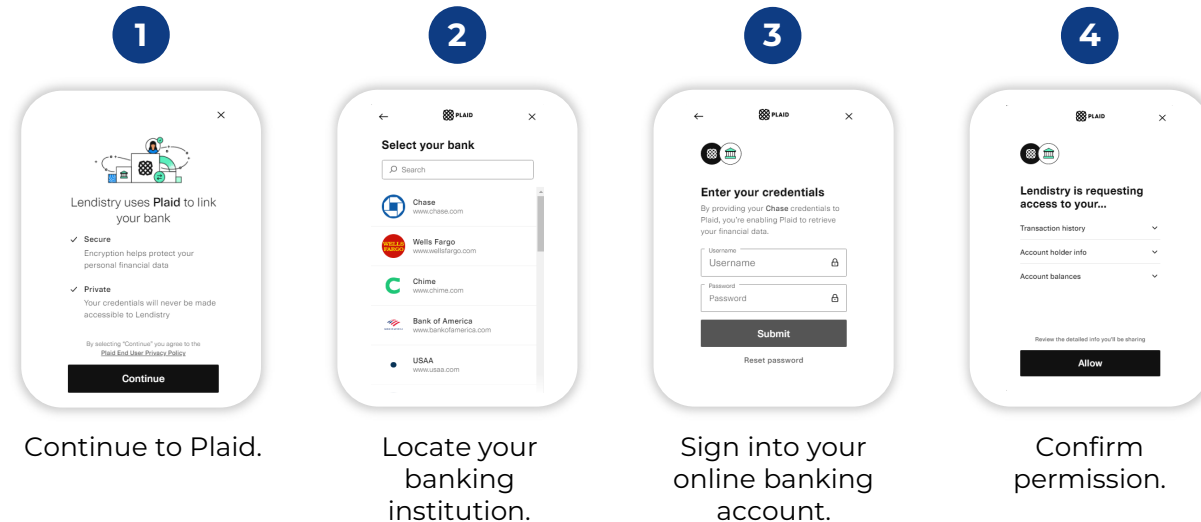
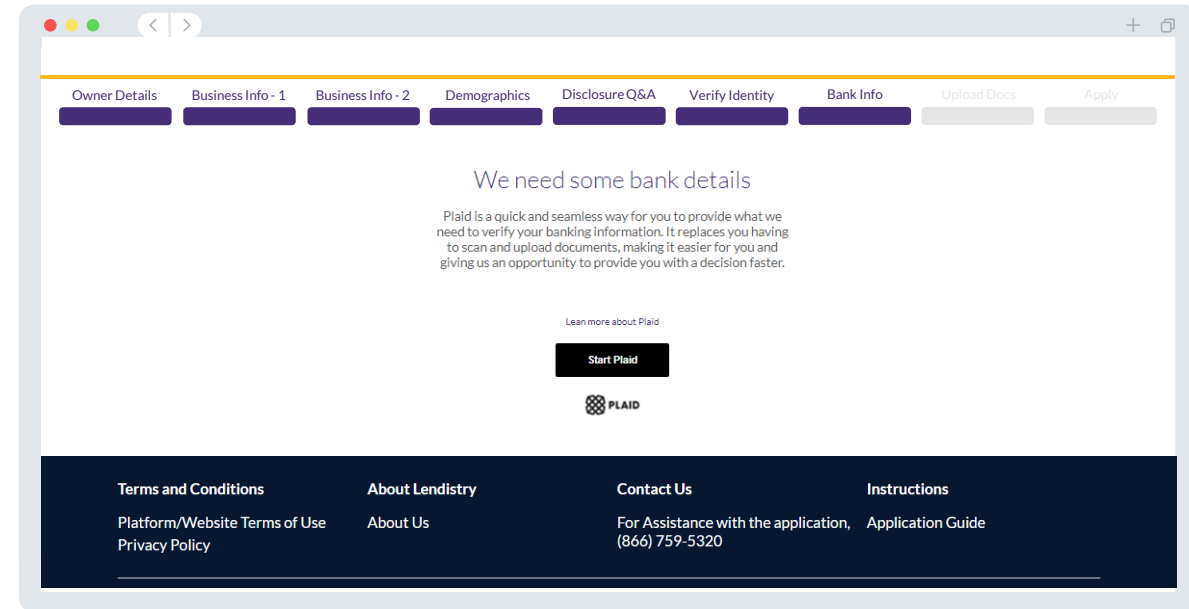


Section 7: Bank Info of Fiscal Sponsor

Why is your banking information needed?


Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account by reaching out to Lendistry at 866-759-5320.



Section 8: Upload Docs

Step 1

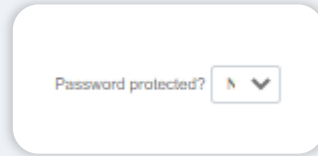
Select the upload  icon to locate the document file on your device.

Step 2

If the file is password protected, select YES from the dropdown menu titled **“Password Protected?”** and enter the file’s password. If the file is not password protected, select NO.





Selected **YES** if the file is password protected.



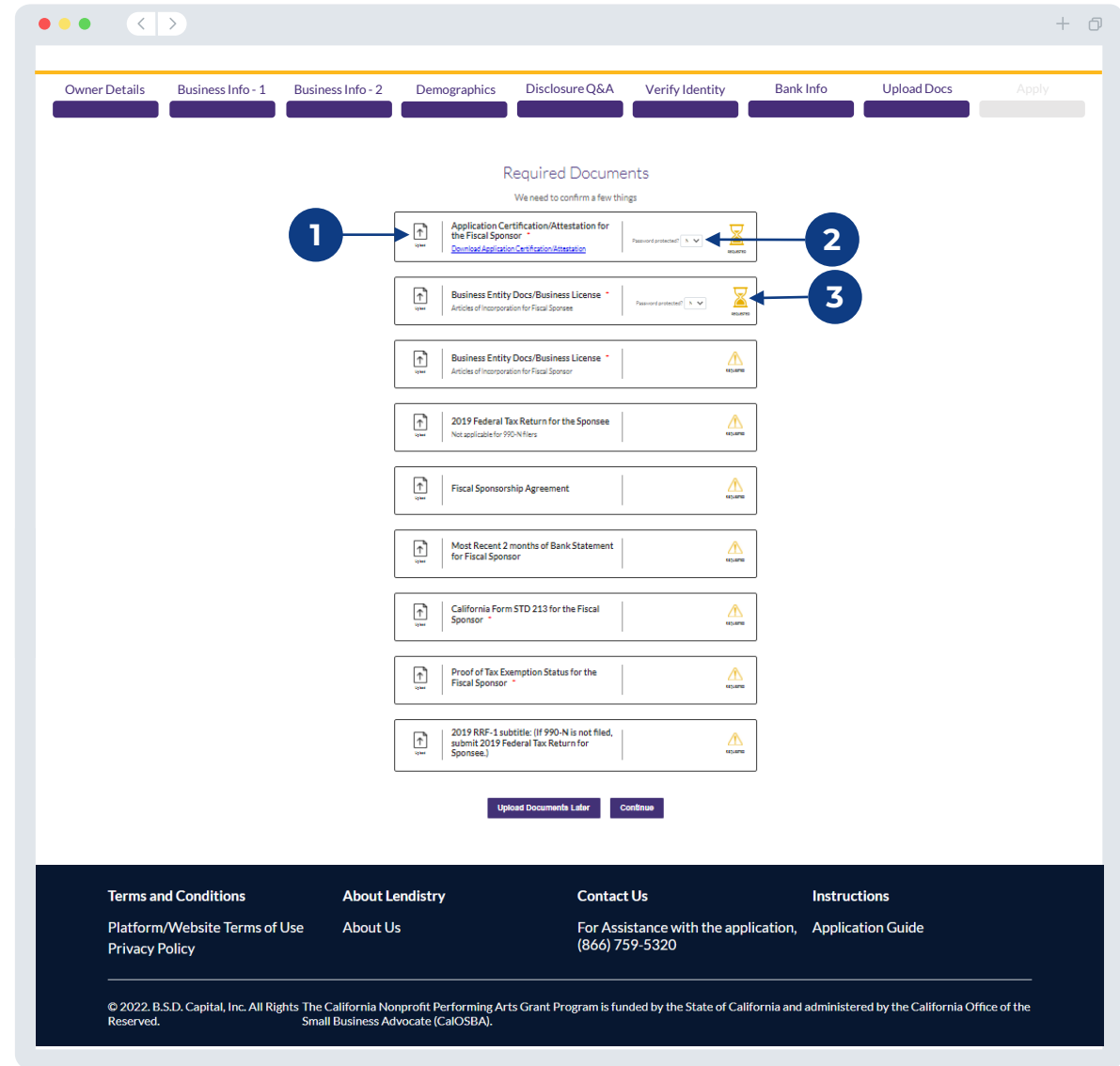
Selected **NO** if the file has no password.

Step 3

The status of should change from  “Requested” to  “Submitted.”

Step 4

Repeat the steps above until all documents have been uploaded.



Section 9: Pre-Submission Application Review

Before submitting your application, you will be able to review your responses. You must complete **all sections** of the application in order to submit it. This includes:

- Filling in all fields in the application form;
- Uploading all required documents;
- Verifying your bank account; and
- Verifying your identity.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits”** and fix any errors.
2. Read the Terms and Conditions and check the box to agree.
3. If you would like to review and submit your application at a later time, click on **“Save and Come Back Later.”** You can sign into the Portal at any time to manage your application. In the Portal, you will be able to finish and complete your application, upload documents, link your bank information, and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Submit”** to submit your application. Once you submit your application, you will NOT be able to edit your responses.

The screenshot shows a web application interface for reviewing an application. At the top, there is a navigation bar with tabs: Owner Details, Business Info - 1, Business Info - 2, Demographics, Disclosure Q&A, Verify Identity, Bank Info, Upload Docs, and Apply. The main content area is titled "Look it over" and asks "Do you need to change anything?". Below this is a summary of the business owner's information for "Luu Luu".

Business Owner - Luu Luu	
Officer First Name Luu	Officer Last Name Luu
Email campptact07@yopmail.com	Officer Address Line 1 (PO Box not acceptable) 330 E Lambert Rd
Officer Address Line 2 (PO Box not acceptable)	Officer City Brea
Officer State CA	Officer Zip Code 92821
Officer Date of Birth 01-30-1991	Officer Social Security or ITIN Number (SSN or ITIN) 123-45-6789
Title Position Chief Executive Officer/Director	Referral Partner Actors Equity
Applicant Race Asian	Gender Female
Applicant Ethnicity Not Hispanic or Latino	Officer Preferred Phone Number +1-955-766-7369
<input type="checkbox"/> I consent to auto-dialed calls or text messages. Yes	

Below the summary, there is a checkbox labeled "I have some edits" (callout 1). Below that is a paragraph of legal text: "I understand that by checking the box immediately following this notice, I am providing 'written instructions' to B.S.D. Capital, Inc. (the Lendstry) under the Fair Credit Reporting Act authorizing Lendstry to obtain information from my personal credit profile or other information from a credit bureau, and/or their authorized reseller, to provide Lendstry with information solely to prequalify me for credit online. Credit information accessed for my prequalification request may be different than the credit information accessed by a credit grantor on a date after the date of my original prequalification request to make the credit decision." (callout 2). Below this is another paragraph: "I acknowledge that after checking the box immediately following this notice, I may be subject to further additional verification, including without limitation identification and banking verification through one or more third-party services and may be requested to provide additional information in connection with such verification process. The provision of such additional information will be subject to Lendstry's privacy policy and/or the privacy policy of such third-party services, as applicable." (callout 3). Below this is a checkbox labeled "By checking this box, you agree to these terms and conditions" (callout 3). Below that are two buttons: "Save and Come Back Later" (callout 3) and "Submit" (callout 4).

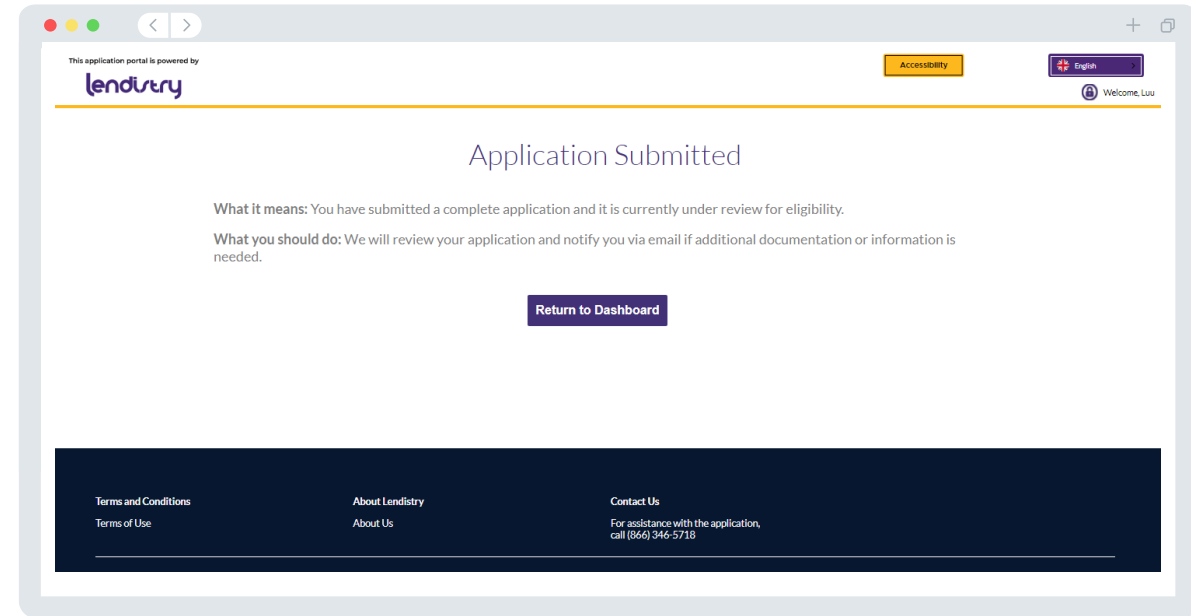
At the bottom of the page, there is a footer with four columns of links: Terms and Conditions, About Lendstry, Contact Us, and Instructions. The footer also contains copyright information: "© 2022, B.S.D. Capital, Inc. All Rights Reserved. The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA)."

Application Submission

You will receive a confirmation email from noreply@lendistry.com to confirm your application has been received. If more information or documents are needed, Lendistry may contact you by email, phone, and/or text (if authorized) to verify the information you submitted. Lendistry is available to assist you in understanding what business information is needed and how to upload documents.

Confirmation emails come from Lendistry at noreply@lendistry.com. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account's safe sender list.

TIP: Place "Lendistry" in your search bar.





CALIFORNIA
Nonprofit Performing
Arts Grant Program

APPLICATION PORTAL POWERED BY LENDISTRY

Apply for Your Own Nonprofit

Corporate Officer Information

- Officer First Name
- Officer Last Name
- Email (Please use the email that you registered for Lendistry's Portal.)
- Residential Address Line 1 (P.O. Box not acceptable)
- Residential Address Line 2 (P.O. Box not acceptable)
- Residential City
- Residential State
- Residential Zip Code
- Officer Date of Birth
- Officer Social Security or ITIN Number (SSN or ITIN)¹
- Title/Position
- Referral Partner²
- Applicant Race³
- Gender³
- Applicant Ethnicity³
- Officer Preferred Phone Number (Please use the mobile number that you registered for Lendistry's Portal.)
- Consent to Auto-Dialed Calls or Text Messages⁴

¹Required to make sure applicant is not on the OFAC list.

²The referral partner you choose will not affect the review process for your application.

³Your response will not affect the review process for your application.

⁴Check the box if you would like to receive updates on your application during the review process via SMS/Text.

The screenshot shows a web browser window displaying the 'Corporate Officer Information' form. The form is part of a multi-step application process, with 'Owner Details' currently selected. The form contains the following fields:

- Officer First Name *
- Officer Last Name *
- Email *
- Officer Address Line 1 (P.O. Box not acceptable) *
- Officer Address Line 2 (P.O. Box not acceptable)
- Officer City *
- Officer State *
- Officer Zip Code *
- Officer Date of Birth * (Month, Day, Year)
- Officer Social Security or ITIN Number (SSN or ITIN) * (Format: XXX-XX-XXXX)
- Title/Position * (Dropdown menu)
- Referral Partner * (Dropdown menu)
- Applicant Race * (Dropdown menu)
- Gender * (Dropdown menu)
- Applicant Ethnicity * (Dropdown menu)
- Officer Preferred Phone Number * (Format: +1-__-__-__)

At the bottom of the form, there is a checkbox for 'Consent to auto-dialed calls or text messages' and two buttons: 'Save and Continue Later' and 'Submit Ownership and Continue'.

The footer of the page contains the following information:

- Terms and Conditions: Platform/Website Terms of Use, Privacy Policy
- About Lendistry: About Us
- Contact Us: For Assistance with the application, (866) 759-5320
- Instructions: Application Guide
- © 2022, B.S.D. Capital, Inc. All Rights Reserved. The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA).

Tell Us About Your Organization

- Legal Business Name
- Doing Business As/“DBA” (if applicable)
- Does your business have an EIN?
 - If yes, enter your EIN.
- Business Address Line 1 (Please enter physical address of business)
- Business Address Line 2 (Please enter physical address of business)
- Business City
- Business State
- Business Zip Code
- Business Phone Number
- Are you a nonprofit or for-profit business?
- Business Entity Type
- State of Formation
- Date that your Fiscal Sponsor Organization was Established
- Business Website (if applicable)

The screenshot shows a web browser window displaying the 'Tell Us About Your Organization' form. The form is part of a multi-step process, with 'Business Info - 1' currently selected. The form contains the following fields:

- Legal Business Name *
- Doing Business As (DBA) - (Please type N/A if not applicable) *
- Does your business have an EIN? * (Dropdown menu with 'Select an option')
- Business Address Line 1 (Please enter physical address of business) *
- Business Address Line 2 (Please enter physical address of business)
- Business City *
- Business State *
- Business Zip Code *
- Business Phone Number * (+1-__-__-__)
- Are you a non-profit or for-profit business? * (Dropdown menu with 'Select an option')
- Business Entity Type * (Dropdown menu with 'Select an option')
- State of Formation * (Dropdown menu with 'Select an option')
- Date Business Established * (Month, Day, Year)
- Business Website URL - (Please type N/A if not applicable) *

At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'.

The footer of the page contains the following links and text:

- Terms and Conditions: Platform/Website Terms of Use, Privacy Policy
- About Lendistry: About Us
- Contact Us: For Assistance with the application, (866) 759-5320
- Instructions: Application Guide
- © 2022. B.S.D. Capital, Inc. All Rights Reserved. The California Nonprofit Performing Arts Grant Program is funded by the State of California and administered by the California Office of the Small Business Advocate (CalOSBA).

How Can We Help You?

- Primary Use of Grant
- Amount Requested
- Annual Gross Receipts for 2019 (this should match your tax return)
- Annual Gross Receipts for 2020 (this should match your tax return)
- Will this grant create new jobs?
- # of Full-time Employees your business had in 2020
- # of Part-time Employees your business had in 2020
- # of jobs created for your business in 2020
- # of jobs that were retained for your business in 2020

The screenshot shows a web browser window displaying the 'Business Info - 2' form. The form is titled 'How can we help you?' and contains several input fields and dropdown menus. The fields are arranged in two columns. The first column includes 'Primary Use of Grant' (a dropdown menu), 'Annual Gross Receipts for 2019 (this should match your tax return)' (a text input field), 'Will this grant create new jobs?' (a dropdown menu), and '# of Jobs that were Retained for your business in 2020' (a text input field). The second column includes 'Amount Requested' (a dropdown menu), 'Annual Gross Receipts for 2020 (this should match your tax return)' (a text input field), '# of Full-time Employees your business had in 2020' (a text input field), and '# of Jobs Created for your business in 2020' (a text input field). At the bottom of the form, there are two buttons: 'Save and Continue Later' and 'Continue'. The form is part of a larger application portal with a navigation bar at the top containing tabs for 'Owner Details', 'Business Info - 1', 'Business Info - 2', 'Demographics', 'Disclosure Q&A', 'Verify Identity', 'Bank Info', 'Upload Docs', and 'Apply'. The footer of the page contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice for 2022 B.S.D. Capital, Inc. and information about the California Nonprofit Performing Arts Grant Program.

Section 4: Demographics

Tell Us About Your Company

- Who is your customer base?
- NAICS code
- Women-Owned?
- Veteran-Owned?
- Disabled-Owned?
- Franchise?
- Rural?

The screenshot shows a web application interface for the California Nonprofit Performing Arts Grant Program. The 'Demographics' step is active, indicated by a purple bar in the navigation menu. The form contains several dropdown menus for selection:

- Who is your customer base? *
- NAICS code (Click [here](#) to review your NAICS code)
- Women-Owned *
- Veteran-Owned *
- Disabled-Owned *
- Franchise *
- Rural *

At the bottom of the form are two buttons: 'Save and Continue Later' and 'Continue'. The footer contains links for 'Terms and Conditions', 'About Lendistry', 'Contact Us', and 'Instructions', along with a copyright notice for 2022 B.S.D. Capital, Inc.

A Few More Questions to Help Determine Your Eligibility

- As of the date of application, is your business open and operating?
- How many months were you in operation in 2020?
- Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?
- Have you registered the business with California Department of Justice Charitable Trust Registry?
- Do you owe any federal, state, or local taxes and do not have an approved repayment, deferral plan, or are not in agreement with appropriate federal, state, and local taxing authorities?
- “(a) Has any officer or board member of Applicant—or Applicant’s eligible, fiscally-sponsored organization where applicable—within the prior three years, been convicted of or had a civil judgment rendered against such officer or board member, or commenced any form of parole or probation (including probation before judgment), for (i) commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, (ii) violation of federal or state anti-trust or procurement statutes, or (iii) commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or (b) is any officer or board member of Applicant—or Applicant’s eligible, fiscally-sponsored organization where applicable—presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in (a) above?”

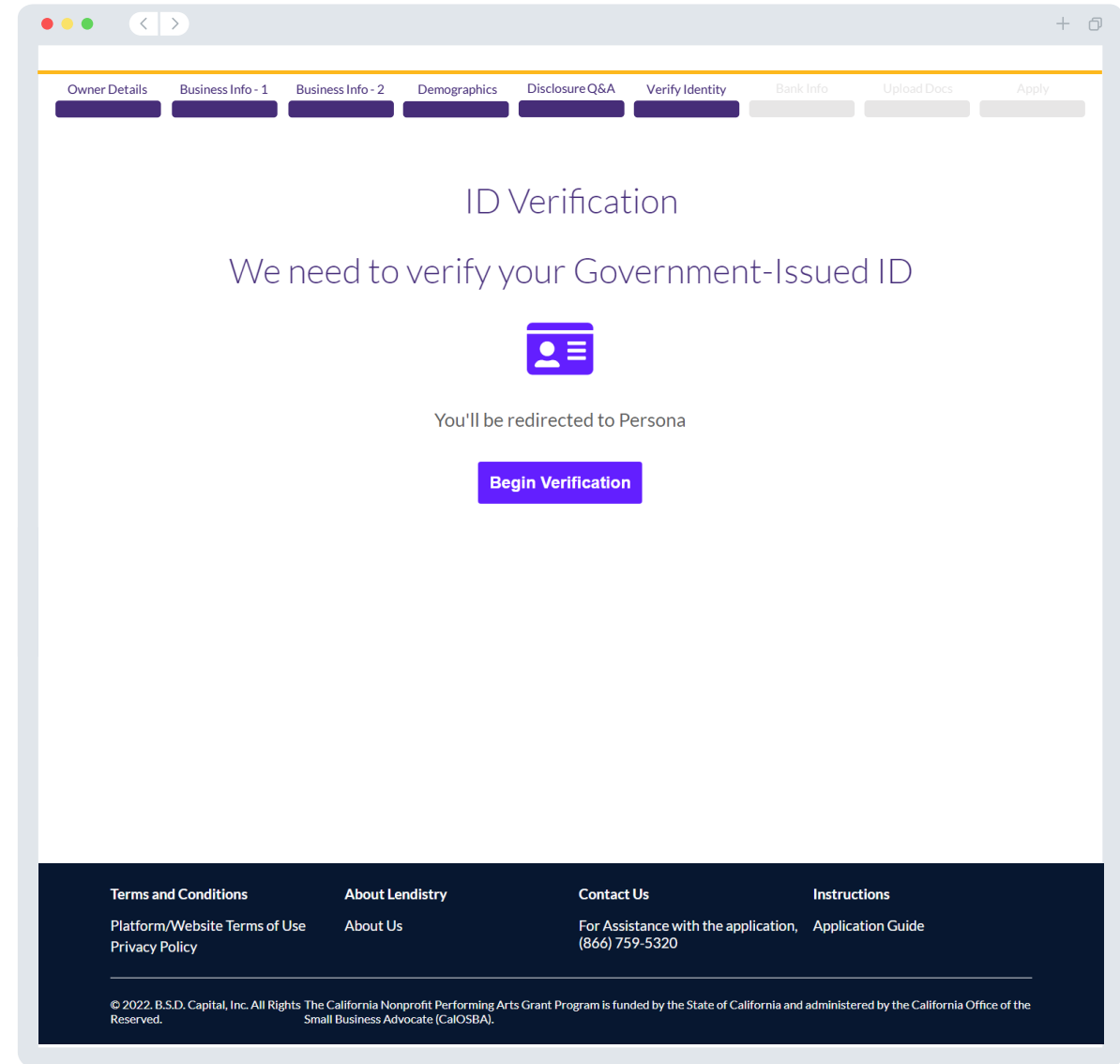
The screenshot shows a web application interface for the California Nonprofit Performing Arts Grant Program. The navigation bar includes tabs for Owner Details, Business Info - 1, Business Info - 2, Demographics, Disclosure Q&A (selected), Verify Identity, Bank Info, Upload Docs, and Apply. The main content area is titled "A few more questions to help determine sponsee's eligibility" and contains a form for the sponsee. The form includes four questions with dropdown menus and text input fields. The questions are: 1) "As of the date of application, is your sponsee's organization open and operating?" with a dropdown menu. 2) "How many months were you in operation in 2020?" with a text input field. 3) "Are you in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements?" with a dropdown menu. 4) "Have the Sponsee registered the business with California Department of Justice Charitable Trust Registry?" with a dropdown menu. Below the questions are two buttons: "Save and Continue Later" and "Continue". At the bottom of the page, there is a footer with links for Terms and Conditions, About Lendistry, Contact Us, and Instructions, along with copyright information for 2022 B.S.D. Capital, Inc. and the California Nonprofit Performing Arts Grant Program.

Section 6: Verify Identity

In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. You will also need to take a selfie using a device with a front-facing camera.

What is Persona?

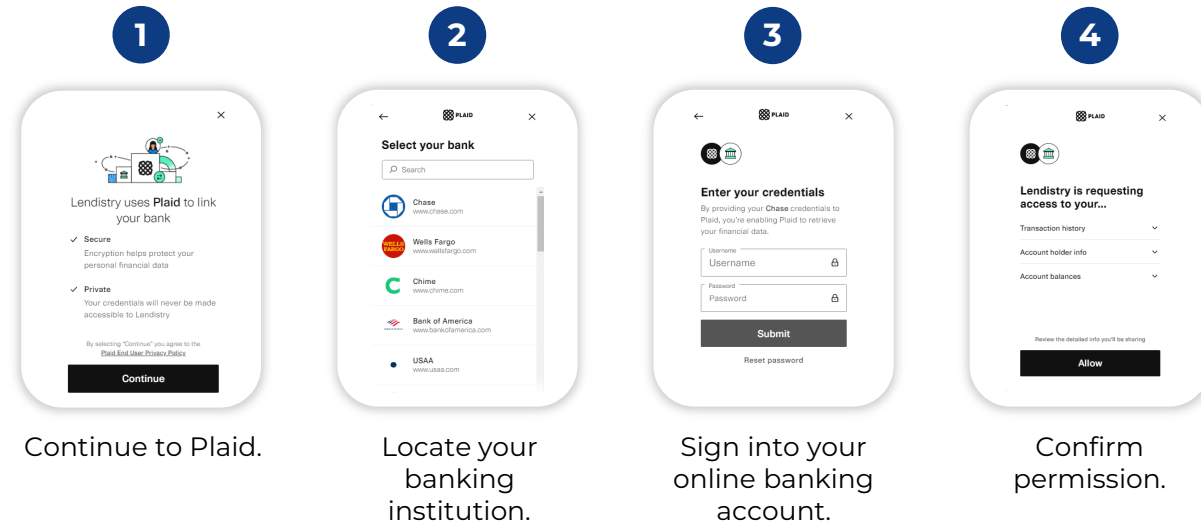
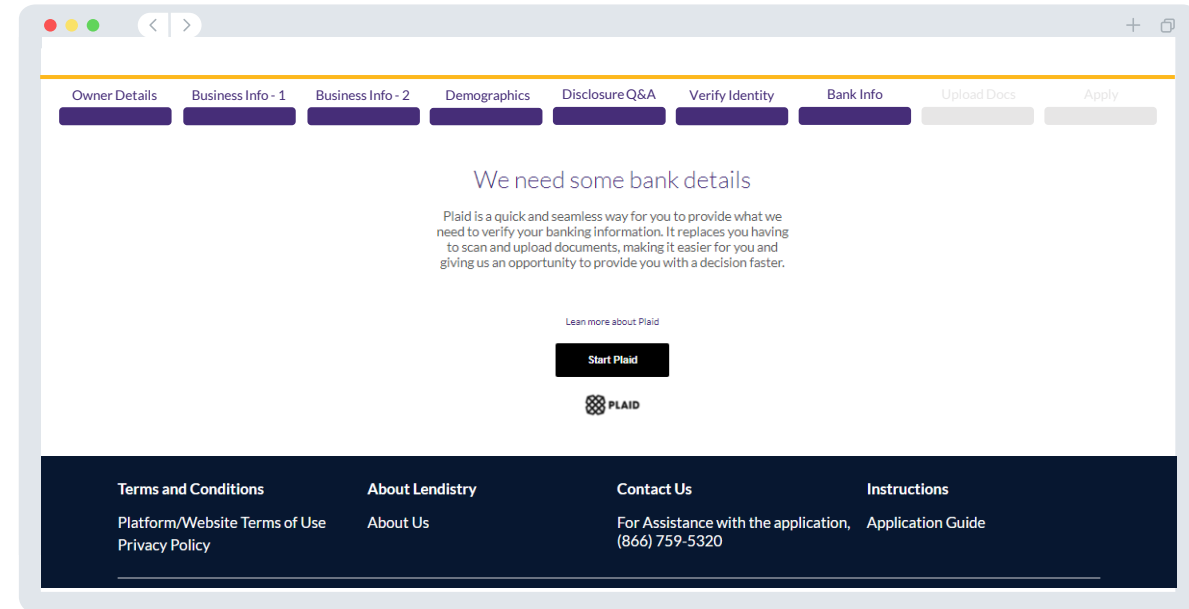
Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness checks.



Why Is Your Banking Information Needed?


Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account by reaching out to Lendistry at 866-759-5320 .



Section 8: Upload Docs

Step 1

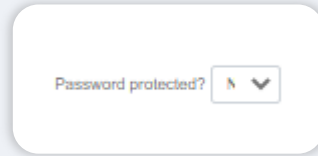
Select the upload  icon to locate the document file on your device.

Step 2

If the file is password protected, select YES from the dropdown menu titled “**Password Protected?**” and enter the file’s password. If the file is not password protected, select NO.





Selected **YES** if the file is password protected.



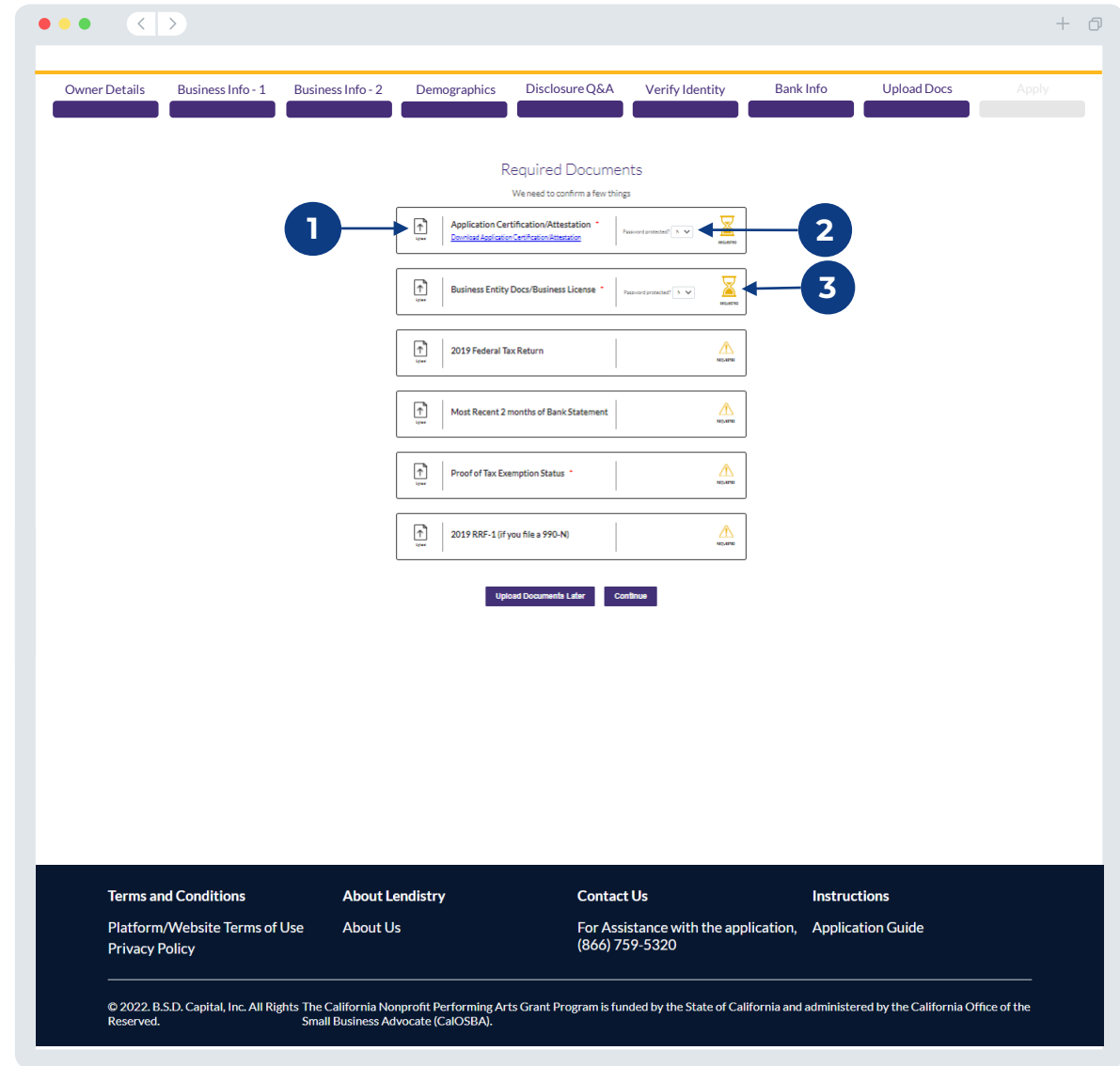
Selected **NO** if the file has no password.

Step 3

The status of should change from  “Requested” to  “Submitted.”

Step 4

Repeat the steps above until all documents have been uploaded.



Owner Details Business Info - 1 Business Info - 2 Demographics Disclosure Q&A Verify Identity Bank Info Upload Docs Apply

Required Documents

We need to confirm a few things:

- 1
- 2
- 3

Application Certification/Attestation * Password protected? [Y] [v] [REMOVED]

Business Entity Docs/Business License * Password protected? [N] [v] [REMOVED]

2019 Federal Tax Return [REMOVED]

Most Recent 2 months of Bank Statement [REMOVED]

Proof of Tax Exemption Status * [REMOVED]

2019 RRF-1 (if you file a 990-N) [REMOVED]

Upload Documents Later Continue

Terms and Conditions About Lendistry Contact Us Instructions
Platform/Website Terms of Use Privacy Policy About Us For Assistance with the application, (866) 759-5320 Application Guide

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Section 9: Pre-Submission Application Review

Before submitting your application, you will be able to review your responses. You must complete **all sections** of the application in order to submit it. This includes:

- Filling in all fields in the application form;
- Uploading all required documents;
- Verifying your bank account; and
- Verifying your identity.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits”** and fix any errors.
2. Read the Terms and Conditions and check the box to agree.
3. If you would like to review and submit your application at a later time, click on **“Save and Come Back Later.”** You can sign into the Portal at any time to manage your application. In the Portal, you will be able to finish and complete your application, upload documents, link your bank information, and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Submit”** to submit your application. Once you submit your application, you will NOT be able to edit your responses.

Owner Details Business Info - 1 Business Info - 2 Demographics Disclosure Q&A Verify Identity Bank Info Upload Docs Apply

Look it over
Do you need to change anything?

Business Owner - Luu Luu

Officer First Name Luu	Officer Last Name Luu
Email campptact07@yopmail.com	Officer Address Line 1 (PO Box not acceptable) 330 E Lambert Rd
Officer Address Line 2 (PO Box not acceptable)	Officer City Brea
Officer State CA	Officer Zip Code 92821
Officer Date of Birth 01-30-1991	Officer Social Security or ITIN Number (SSN or ITIN) 123-45-6789
Title Position Chief Executive Officer/Director	Referral Partner Actors Equity
Applicant Race Asian	Gender Female
Applicant Ethnicity Not Hispanic or Latino	Officer Preferred Phone Number +1-955-766-7369

I consent to auto-dialed calls or text messages.
Yes

I have some edits

I understand that by checking the box immediately following this notice, I am providing "written instructions" to B.S.D. Capital, Inc. dba Lendstry ("Lendstry") under the Fair Credit Reporting Act authorizing Lendstry to obtain information from my personal credit profile or other information from a credit bureau, and/or that authorized reseller, to authorize Lendstry to obtain such information solely to prequalify me for credit online. Credit information accessed for my prequalification request may be different than the Credit information accessed by a credit grantor on a date after the date of my original prequalification request to make the credit decision.

I acknowledge that after checking the box immediately following this notice, I may be subject to further additional verification, including without limitation identification and banking verification through one or more third party services and may be requested to provide additional information in connection with such verification process. The provision of such additional information will be subject to Lendstry's privacy policy and/or the privacy policy of such third-party services, as applicable.

By checking this box, you agree to these [terms and conditions](#)

Terms and Conditions About Lendstry Contact Us Instructions
Platform/Website Terms of Use Privacy Policy About Us For Assistance with the application, (866) 759-5320 Application Guide

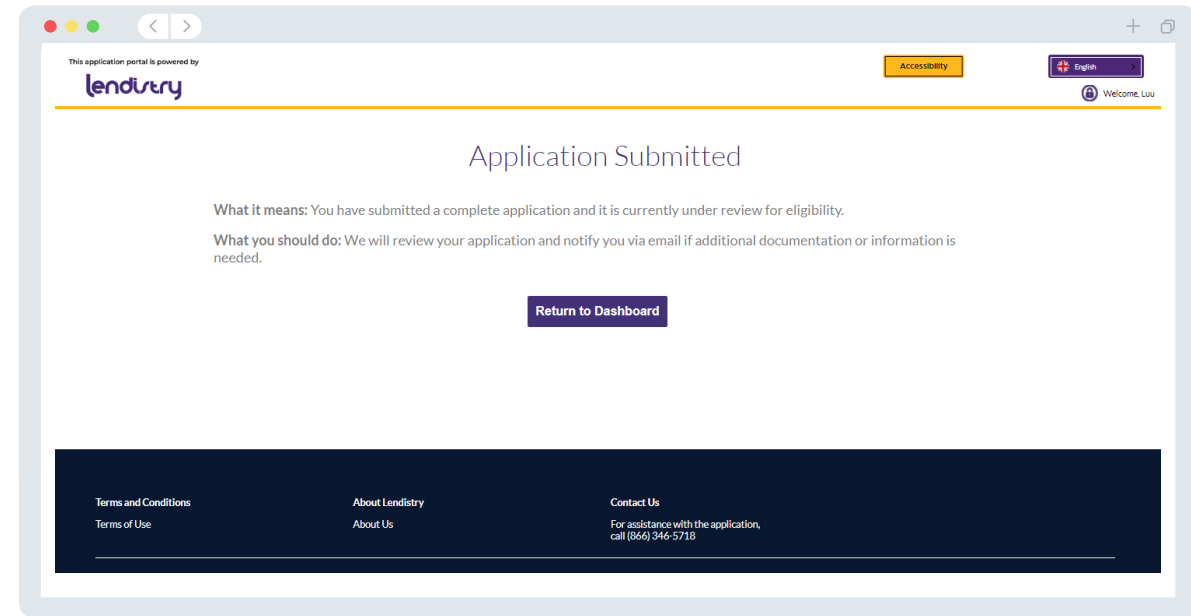
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TIP: Place "Lendistry" in your search bar.





CALIFORNIA
Nonprofit Performing
Arts Grant Program

APPLICATION PORTAL POWERED BY LENDISTRY

The Review Process

How will I know if I was awarded a grant?

The application process for this program contains multiple stages of validation. You must first meet the program's minimum eligibility requirements in order to be considered for a grant. **Important Note: Meeting the minimum eligibility requirements does not guarantee a grant award.**

Once you are determined to be eligible for this program, your application will then go through final validation to determine if you are approved or declined for funding. As part of this validation process, **you will be required to confirm certain information live over the telephone**. A member of Lendistry's team will reach out to you directly to complete this process.

Once your application is fully validated, you will receive an email from Lendistry to notify you if you have been approved or declined for grant funding.

How do I check the status of my application?

You can check the status of your application at any time by signing into Lendistry's Portal using the username, password, and mobile number that you registered. Once signed in, the status will appear on the dashboard.

Sign into Lendistry's Portal here:

canppa.mylendistry.com/landing

My documents and bank information has been fully validated and I have been approved for funding. When will I receive funding?

Once your application has been fully validated and approved for grant funding, your grantee agreement and W-9 form will become available to you as a **DocuSign document** in Lendistry's Portal. Please sign in and follow the instructions from DocuSign to initial, sign, and date both documents.

Sign into Lendistry's Portal here:

canppa.mylendistry.com/landing

Important Note: Your funds will not be released until this is complete.



Call Center

866-759-5320

Monday-Friday
7:00 a.m. – 7:00 p.m. PST

Quick Links:

[Program Overview](#)

[Eligibility Requirements](#)

[Grant Awards: Amounts](#)

[Required Documentation](#)

[The Application Process](#)

[Apply as a Fiscal Sponsor](#)

[Apply for Your Own Nonprofit](#)

[The Review Process](#)



CALIFORNIA
Nonprofit Performing
Arts Grant Program

APPLICATION PORTAL POWERED BY LENDISTRY