



Nonprofit Assistance Grant Program Guidelines

PROGRAM OVERVIEW

In support of Erie County's nonprofits that have been negatively impacted by the COVID-19 public health emergency, the County is providing emergency funding through the Erie County CARES Nonprofit Assistance Grant Program.

When Governor Wolf signed Act 24 of 2020 into law May 29, 2020, \$625 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding was provided for counties in the commonwealth. These monies have been distributed to counties by means of block grants through the Department of Community and Economic Development (DCED). Erie County has received \$24.3 million in block grant funding, of which \$6.5 million has been committed to the Nonprofit Assistance Grant Program.

PROGRAM DETAILS

Applicants may request up to 10% of their annual operating budget or \$100,000, whichever is less. (e.g. An organization with an annual operating budget of \$250,000 may request up to \$25,000. An organization with an operating budget of \$1M or greater may request up to \$100,000.)

Applicants may not request funding to support expenditures that have already been covered by CARES Act funded programs, such as the Paycheck Protection Program, Economic Injury Disaster Loan, etc.

Awarded funds must be spent by December 30, 2020, with final report forms due to the County by January 8, 2021.

ELIGIBLE USES OF FUNDING

Funds from the Nonprofit Assistance Grant Program may be used to support the following:

- Expenditures incurred due to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020, such as, but not limited to, the purchase of Personal Protective Equipment (PPE), development of digital resources and processes, modification of a physical space to allow for physical distancing and public safety;
- General operating expenses, such as, but not limited to, mortgage, rent, utilities, salaries (that are not covered by PA unemployment or other sources); and/or
- Expenses related to existing or new programs and services that (1) directly address challenges created or exacerbated by the COVID-19 public health emergency, and/or (2) need to be adapted to satisfy current CDC and Pennsylvania Department of Health guidelines related to COVID-19.

ELIGIBILITY REQUIREMENTS

- The organization must qualify for tax exemption under IRS code 501(c)3 or 501(c)19.
- The organization's principal office must be located in Erie County, PA, and the residents of Erie County, PA must be a primary audience of the organization.
- The organization must have an annual operating budget of \$9M or less, as shown in the organization's most recently filed tax reporting form.

- The organization must have suffered from business interruption caused by required closures, and/or incurred unbudgeted expenses, as a direct result of the COVID-19 public health emergency.
- The organization must be engaged in activities that are legal under federal, state, and local laws and must not discriminate based on age, race, color, religion, national origin, handicap, sexual orientation, marital status, gender or gender identity.

INELIGIBILITY

- Organizations not headquartered in Erie County, PA, as evidenced by the organization's legal address in Box C of the IRS 990
- Organizations not delivering services in Erie County, PA
- Organizations that did not experience revenue loss due to the coronavirus pandemic and/or organizations that have no additional costs associated with the coronavirus pandemic
- Organizations that were not operational as of December 30, 2019
- Government or government-owned or controlled entities
- For-profit businesses
- Private clubs/organizations that limit membership for reasons other than capacity
- Organizations primarily engaged in lobbying or political activities
- Organizations with annual revenue that exceeds \$9M
- Organizations NOT compliant with all federal, state, & local laws, including taxation
- Organizations that are not in compliance with current public health guidelines
- Organizations that have not complied with coronavirus pandemic phased reopening restrictions

REVIEW CRITERIA

Applicants are not guaranteed funding. Due to the anticipated high volume of applications, preference will be given to applicants who:

- Provide clear and compelling evidence that they have experienced substantial economic hardship because of the COVID-19 public health emergency;
- Have not yet received CARES Act funding through another COVID-19 relief grant or loan program; and/or
- Serve traditionally underserved populations within the county.

TIMELINE

Deadline for proposals is Monday, September 14, 2020 at 11:59 pm. Funding announcements will be made by October 5, 2020 following approval by Erie County.

HOW DO I APPLY?

1. Create a new application online. All applications and support materials must be uploaded and submitted via the online application at <https://eriecountypa.submittable.com>. Erie County will not accept any physical copies. (Applicants must create an account on the website to access the application form and to upload support materials.)
2. Begin the online application. Applicants may submit only one application.
3. Fill in the online application and upload support materials. A copy of your Form 990 or 990 EZ for the most recently completed fiscal year, as well as a copy of your IRS letter of determination, are required. For organizations that

submitted a 990-N or are exempt from filing a Form 990, please upload a copy of your year-end financial report or actual budget for your most recently completed fiscal year. If available, please upload your most recent annual report.

4. Submit the application. When the application is complete and all required support materials have been attached, click the Submit button on the bottom of the application form to submit an application.

For more information, contact NonprofitCARES@eriecountypa.gov.



FREQUENTLY ASKED QUESTIONS

What is the purpose of the Erie County CARES Nonprofit Assistance Grant?

The Erie County CARES Nonprofit Assistance Grant Program provides emergency financial assistance to qualifying nonprofit organizations that have been negatively impacted by the COVID-19 public health emergency.

Where did this funding come from?

These funds come from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law on March 27, 2020. The \$2 trillion economic relief package aims to protect the American people from the public health and economic impacts of COVID-19. The CARES Act provides economic assistance for local governments and American workers, families, and small businesses.

Act 24 of 2020 was signed by Governor Wolf on May 29, 2020. This legislation provides \$625 million in CARES Act funding that has been awarded to the state of Pennsylvania by means of block grants for counties in the commonwealth through the Department of Community and Economic Development (DCED).

Erie County's application for the COVID-19 County Relief Block Grant was submitted to the Pennsylvania Department of Community and Economic Development June 16, 2020 and \$24.3 million was received by Erie County a month later. How these funds are to be used was approved by Erie County Council on August 4, 2020.

Which nonprofits qualify for this funding?

All nonprofit organizations qualifying for tax exemption under IRS code 501(c)3 and 501(c)19 that are located and provide programs and services in Erie County are eligible to apply.

What can I use these funds to pay for?

Erie County CARES Nonprofit Assistance Grant Program funding may be used to cover expenditures incurred due to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020, such as, but not limited to, the purchase of Personal Protective Equipment (PPE), development of digital resources and processes, modification of a physical space to allow for social distancing and public safety; general operating expenses, such as, but not limited to, mortgage, rent, utilities, salaries (that are not covered by PA unemployment or other sources); and/or expenses related to existing or new programs and services that (1) directly address challenges created or exacerbated by the COVID-19 public health emergency, and/or (2) need to be adapted to satisfy current CDC and Pennsylvania Department of Health guidelines related to COVID-19.

How much funding is available for nonprofits?

Erie County has set aside \$6.5 million for eligible nonprofits to receive one-time grants of up to 10% of applicants' operating budgets or \$100,000, whichever is less. This program is not a loan program, so funds do not need to be reimbursed to the county. Applicants are not guaranteed funding.

If my application is approved, how quickly will I receive assistance?

Complete applications with all required documentation will be reviewed and funding decisions made within three weeks of the grant deadline. Depending on the number of applicants, the goal is to approve applications and process payments within 14-28 days from the date of approval. Please be advised that no organization is guaranteed to receive Erie County CARES Nonprofit Assistance Grant Program funding.

Erie County is committed to helping our nonprofit organizations in need of aid as quickly as possible. Due to the widespread impact of the pandemic to our local community, we anticipate a high volume of requests.

What is the application deadline?

The deadline for eligible organizations to apply to the Erie County CARES Nonprofit Assistance Grant Program is Monday, September 14, 2020.

Am I eligible if I meet some, but not all, of the eligibility requirements?

No, a nonprofit organization must meet ALL eligibility requirements to be eligible.

Are churches eligible for this grant?

Churches and religious organizations are eligible for this grant program. Per PA DCED guidance, if a church is organized as a 501c3 nonprofit, and has eligible expenditures associated with the pandemic, per the federal and state guidance, they are eligible for support.

What documentation do I need to provide in the application?

Be prepared to upload to your application a PDF copy of your tax exemption letter of determination from the IRS, your most recent annual report (if available), as well as a PDF copy of your 2019 Form 990 or 990 EZ. Applicants that submitted a 990-N or are exempt from submitting Form 990 must upload a copy of their year-end financial report or actual budget for the most recently completed fiscal year.

Will my organization be required to report how I spent funds that are awarded?

Yes, grantees will be asked to complete a final report form. Also note that your organization may be required to provide access to such records as may be necessary to prevent fraud or ensure compliance with federal requirements for use of CARES Act funding.

Why did the County set the maximum grant amount at 10% of the applicant's annual operating budget, or up to \$100,000?

Erie County established this maximum award amount to provide meaningful financial relief to as many nonprofits as possible. Based on the anticipated number of qualified nonprofits in the county, setting a maximum award amount allows the county to help all eligible nonprofits that may apply.

Which figure do I use for my annual operating budget?

An annual operating budget is a statement of the revenues and expenses you expect over twelve months period of time, or your fiscal year. For the purposes of this application, applicants are asked to use their total annual operating expenses as the figure required for the application field "Annual Operating Budget."

What if I have questions about the application or whether my organization qualifies?

Please direct questions to NonprofitCARES@eriecountypa.gov. Questions will be answered in the order in which they are received. Due to the widespread impact of the pandemic on our local community, the County anticipates a high volume of applications.

Erie County CARES Nonprofit Assistance Grant Program

APPLICATION

(For reference only. All applications must be submitted online at <https://eriecountypa.submittable.com>)

Organization Name:

SECTION 1: Eligibility:

You are incorporated as a 501 (c)3 or 501 (c)19 in the Commonwealth of Pennsylvania. Yes/No

Please upload a copy of your IRS Letter of Determination.

You are physically located in Erie County, Pennsylvania and have Erie County, Pennsylvania residents as your primary audience(s). Yes/No

You have suffered from business interruption caused by required closures, and/or incurred unbudgeted expenses, as a direct result of the COVID-19 public health emergency. Yes/No

You have been in operation for at least one year. Yes/No

You have an annual operating budget of \$9M or less, as shown in the organization's most recently filed tax reporting form. Yes/No

You have filed a Form 990, 990 EZ, 990-N for the most recently completed fiscal year. Yes/No

Please upload a copy of your Form 990 or 990 EZ here. If your organization filed a 990-N, please upload an end-of-year or actual budget for your most recently completed fiscal year.

SECTION 2: Contact Information

Primary Contact Name:

Primary Contact Title:

Primary Contact Email:

Primary Contact Phone #:

Mailing Address:

Mailing Address 2: (optional)

Mailing City:

Mailing State:

Mailing Zip:

Website:

EIN #:

SECTION 3: Organizational Information

What is your primary organization type? Choose one. (Arts, Culture & Humanities, Education, Health, Human Services, Religious Institution, Community Capacity, Fire/Rescue/EMS, Environment & Animal-Related)

What is your mission statement? (100 Words)

Describe the primary audience you serve. Tell us if your organization serves underrepresented people in our community. (250 Words)

Clearly and succinctly describe your organizational activities, achievements, and key statistical data for the year 2019. (Key statistical data varies among nonprofit industries. Examples of key statistical data include, but are not limited to number of visitors, number of families and individuals served, tons/poundage of food distributed, etc.) (500 Words)

Upload a copy of your most recent annual report, if available.

SECTION 4: COVID-19 Impact

How has your organization been affected by COVID-19? (250 Words)

Are you operating in compliance with CDC and Pennsylvania Governor Wolf's guidelines for operating safely during the COVID-19 public health emergency? Yes/No

Annual Operating Budget:

Fiscal Year End:

Is there a danger of permanently closing your operations without further funding? Yes/No

How has your budget been impacted by COVID-19? Please complete the following Excel spreadsheet using your current fiscal year board-approved budget.

Income	Proposed or Budgeted Amt March 1, 2020 – August 31, 2020	Actual Amt March 1, 2020 – August 31, 2020	Description/Notes
e.g. Admissions	\$35,000.00	\$2,300.00	Concerts cancelled due to safety concerns
e.g. Endowment	\$300,000.00	\$255,000.00	Decrease due to changes in market
Expenses	Proposed or Budgeted Amt March 1, 2020 – August 31, 2020	Actual Amt March 1, 2020 – August 31, 2020	Description/Notes
e.g. Payroll	\$240,000.00	\$120,000.00	Half of the full-time staff has been let go

e.g. Rent	\$65,000.00	\$65,000.00	

How many months' worth of cash reserve did you have on March 1, 2020?

How many months' worth of cash reserve do you have now?

If you have an endowment or foundation, is the income unrestricted? Yes/No/Not applicable

Number of salaried full-time or equivalent staff before March 1, 2020:

How many salaried full-time or equivalent staff have you had to lay off due to COVID-19?

Number of hourly staff or independent contractors before March 1, 2020:

How many hourly staff or independent contractors have you had to lay off due to COVID-19?

Paycheck Protection Program Loans: Approved/Denied/Pending/Did not apply If approved, amount:

Economic Injury Disaster Loans (EIDL): Approved/Denied/Pending/Did not apply If approved, amount:

Other COVID Relief Funds: Source: Approved/Denied/Pending/Did not apply If approved, amount:

If you have received funds from other CARES Act supported programs, how have you used these funds? (250 Words)

Amount Requested:

Funding awarded through this program may be used to support expenditures incurred due to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020, such as, but not limited to, the purchase of Personal Protective Equipment (PPE), development of digital resources and processes, modification of a physical space to allow for physical distancing and public safety; general operating expenses, such as, but not limited to, mortgage, rent, utilities, salaries (that are not covered by PA unemployment or other sources); and/or expenses related to existing or new programs and services that (1) directly address challenges created or exacerbated by the COVID-19 public health emergency, and/or (2) need to be adapted to satisfy current CDC and Pennsylvania Department of Health guidelines related to COVID-19. If awarded funding, how will you use it? Please be precise and justify, or provide evidence for, your request amount. (500 Words)

If there is any information that we have not requested, but which you feel is important for the evaluation of your application, please provide it here. (250 Words)

SECTION 5: Certification