

Crawford County COVID-19 Nonprofit Relief Grant Program

PROGRAM GUIDELINES **AS MODIFIED DECEMBER 3, 2020**

The Crawford County COVID-19 Nonprofit Relief Grant Program (the “Program”) is a grant fund that has been established with The Community Foundation for Crawford County to distribute \$400,000 that the County received through section 5001 of the federal Coronavirus Aid, Relief and Economic Security Act (the “CARES Act”). The Program has been created by Crawford County, with several community partners, to assist nonprofits throughout Crawford County that are coping with the financial hardship imposed by the COVID-19 pandemic. The below guidelines establish the nonprofits eligible for funding, the type of expenses that can be paid with grant funds, and the application and award process.

I. General Description of the Program

Eligible nonprofits will be able to receive grant funds from the program in order to assist those nonprofits with operating expenses incurred or paid after March 23, 2020, when the State of Ohio began the process of closing certain businesses within the State, and at which point several businesses, including nonprofits, were being affected by both mandatory and voluntary closures, cancellations, and postponements of operations, activities, and events, both in and outside of Ohio, and substantial losses in revenue as a result of business interruption and broad economic impact of the pandemic. Eligibility for the grants will be tied to key criteria linked to supporting nonprofits that were viable prior to the pandemic, have been impacted by COVID-19, are located in Crawford County and have the potential to continue to operate following the pandemic.

Applicants must apply online to the Community Foundation, which will review the same for completeness and compliance with these guidelines. Applications will be taken starting at 9:00 a.m. on Monday, December 7, 2020 and run until 11:59 p.m. Thursday, December 17, 2020. All complete applications submitted during that time, that follow the eligibility criteria set forth below, will be reviewed by the Foundation’s staff and Board. The Board will recommend the awarding of grants to nonprofits with completed applications generally based on the criteria set forth in Exhibit A, with the intention of awarding grants based on the following: the impact of the COVID-19 pandemic on the operation and success of the nonprofit, the likelihood of the nonprofit’s future success, the number of job opportunities preserved for Crawford County nonprofits, the location of the nonprofit, and the commitment of the nonprofit to diversity, equity, and inclusion. The Community Foundation will announce the award of grant funds the week of December 21, 2020 and will begin distributing grant funds the following week.

All grants made under the Program are being made with the intention to provide immediate funding to nonprofits to reimburse the costs of interruption caused by required closures, to assist with the payment of costs where the nonprofit faces uncertainty as to its ability to pay due to the pandemic, to keep as many nonprofits in Crawford County operating as possible, and to retain as many jobs for Crawford County residents as possible in light of the severe economic hardships brought by the COVID-19 pandemic. All contributions of funds to the Program are made for the purpose of furthering economic development, preserving employment opportunities for Crawford County residents, and preserving the operations of Crawford County’s nonprofits during a time of need and emergency.

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The primary objective of the Program is to minimize long-term economic hardship to Crawford County residents and nonprofits that may result from the COVID-19 pandemic.

II. Eligibility Criteria

- A. To be eligible for grant funds under the Program, Crawford County nonprofits must meet the following requirements, as of March 23, 2020:
- The organization must operate as a 501(c)(3) organization who is in good standing with the State of Ohio Secretary of State's office and the IRS and had already received their nonprofit status prior to February 28, 2019. For-profit entities of any type, including sole proprietorship, partnership, corporation (both S and C), professional association, limited liability company, limited partnership, or limited liability partnership are **not eligible** for this grant opportunity (businesses that are for-profit generally file an IRS Form 1040 with a Schedule-C, 1040-SR with a Schedule-C, 1065, 1120 or 1120-S.)
 - The principal place of operation, or headquarters, for the nonprofit must be located within Crawford County. If located outside of Crawford County, the organization must have a Crawford County address, and must be providing services in Crawford County to be considered.
 - The nonprofit must not be permanently closed and must intend to continue its operations following the COVID-19 pandemic.
 - The nonprofit must not be in receivership or bankruptcy.
 - All nonprofits will be required to provide the nonprofits' federal employer identification number.
- B. The nonprofit shall not be one of the following, regardless of its general eligibility under subsection (A), above:
- Public, private, or charter schools
 - Colleges and universities
 - Hospitals
 - Any government or public service entity
 - Any levy-funded organization
 - Any other funders (e.g. other foundations, etc.)

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- Demonstrated need because of increased expenses or decrease in revenues resulting from COVID-19
- A clear outline of how you used these funds – they can be used for general operating support to assist the nonprofit in staying open and operating.
- Apply towards expenditures between March 23, 2020 – Dec. 5, 2020.
- Work in an area or service deemed a basic need or important need:
 1. **Food/Clothing** – providing groceries, meals, or other food and clothing services direct to Crawford County residents.
 2. **Shelter** – housing assistance including homeless prevention and service organizations, or other nonprofits who assist in temporary housing or housing support services.
 3. **Health** (excluding hospitals) – providing medical, dental, and mental health care to Crawford County residents.
 4. **Safe Care/Safety Net Services** – keeping children, elders, and special needs populations safe at home or in community settings (i.e., non-school childcare centers, elder care wellness services, also included in this area would be before or after school programs, homeless shelters, mentoring, community and neighborhood development programs who are providing some basic needs to their neighborhoods, social service programs to refugees and immigrants, educational programs that enhances one’s ability to become employed or to care for their children/family, stray pet care or pet adoption services)
 5. **Workforce Development** – Programs designed to assist residents with acquiring and maintaining employment considering the economic impact created by the COVID-19 pandemic.
 6. **Entrepreneurship** – Programs designed to assist residents with starting a business or that provide support services to local entrepreneurs, considering the economic impact created by the COVID-19 pandemic.

Other factors that will be considered when making grant awards from this fund:

- Organization size and capacity, taking into consideration the number of employees an organization has or its capacity to increase service with its current workforce.
- Organization must not have received a direct CARES Act disbursement (except for Paycheck Protection Program) or received other CARES Act dollars from Crawford County.

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- Must disclose other COVID support dollars from other community funders (Galion Community Foundation, United Way, etc.).
- Organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Code.

III. Eligible expenses

- A. Unless excepted below, all expenses of the nonprofit that are deductible as ordinary and necessary expenses under the U.S. Internal Revenue Code may be paid for with grant funds from the Program. Examples of eligible expenses include, but are not limited to:
- Mortgage payments for the nonprofit's principal place of business or such other business location in Crawford County. Mortgage payments for the nonprofit that are in an owner's primary residence are not eligible.
 - Rent payments for the nonprofit's principal place of business or such other business location in Crawford County. Rent payments for the nonprofit that are in an owner's primary residence are not eligible.
 - Utility payments – electric, gas, sewer, water, trash removal – for the business's principal place of business or such other business location in Crawford County. Utility payments for the nonprofit that are in an owner's primary residence are not eligible.
 - Health, property and casualty and liability insurance payments.
 - Salaries or wages of all employees employed by the nonprofit.
 - Vehicle and equipment lease or rental payments for vehicles and equipment leased on or prior to March 23, 2020.
 - Such other costs related to interruption of the nonprofit caused by required closures, including the closure of the nonprofit's suppliers and/or customers.
- B. Each applicant for funds will include in its application to the Foundation an itemization of the expenses it intends to pay with the grant funds, which will be reviewed for compliance with the eligible expenses set forth in Section III (A), above. As part of the grant application, the nonprofit shall provide a listing to the Community Foundation of all expenses paid that they will be using the grant funds for, along with supporting documentation. Documentation will be in the form of cancelled checks, paid invoices, bank statements, or similar documents evidencing payment. For unpaid expenses the nonprofit has incurred and NOT been able to pay, documentation may include recent invoices and bills showing past due amounts, late notices, eviction warnings, etc.

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- C. All expenses reported to the Community Foundation as paid using Program funds must either be incurred by the nonprofit or paid by the nonprofit on or after March 23, 2020, and before Dec. 5, 2020. No grant funds may be used to pay for vehicles or equipment leased or purchased after March 23, 2020 (this prohibition is not intended to apply to inventory of the nonprofit). No Program Grant Funds may be used to repay expenses that were also claimed as part of other CARES Act funding programs – such as the Paycheck Protection Program; nor anything else reimbursable by the federal government.
- D. The eligible expenses set forth above constitute, to the best of the County of Crawford and the Community Foundation's knowledge and understanding, eligible expenses for which funds can be used under Section 5001 of the CARES Act, and the nonprofit cannot use grant funds it receives for purposes other than those set forth above.

IV. Application and Award Process

- A. Nonprofits that wish to apply for a grant from the Program shall submit to the Community Foundation the following documents in electronic format:
- A complete online application prescribed by the Community Foundation. To access that online portal, applicants should go to www.cfcrawford.org. The application will include basic information regarding the nonprofit, as well as the following information:
 - o Summary level information on 2019 revenues and expenses, 2020 YTD revenues and expenses and COVID-19 impact on revenue and expenses.
 - o An indication of expenses that the nonprofit will pay with grant funds awarded from the Program.
 - o A completed form W-9 for the nonprofit to enable IRS reporting and verification.
 - o A copy of the nonprofit's most recent 990 tax return.
 - o A copy of the nonprofit's IRS nonprofit determination letter.
- B. This grant opportunity process will commence at 9:00 a.m. on Monday, December 7, 2020 and run until 11:59 p.m. Thursday, December 17, 2020. All applications must be **fully submitted and completed** during this time to be considered. Applications will be received electronically via the Community Foundation's online portal. No late submissions and no paper applications will be accepted.

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- C. Complete submission of accurate information is the responsibility of the applicant. Given the volume of applications expected, the Community Foundation is unable to contact individual recipients related to incomplete information. The application process includes multiple opportunities for the applicant to review their submission and a final confirmation will be sent from the application system to the applicant's email. Incomplete applications will result in elimination of the company's application for the grant. Information submitted will be deemed as certified to be accurate and truthful by the applicant and will be relied on for determining eligibility and applicant scoring. False information provided by applicants could result in the requirement to repay grant funds as a result of submitting a false or misleading application.
- D. All complete applications received before the deadline and which meet eligibility will be considered for funding by the Board. Grant awards will be made based on the availability of funds and if needed, competitive application scoring. It is possible the Program will be unable to provide funds for every eligible applicant, and some may receive partial funding.

The Board will be responsible for oversight, advising grant program staff on the review process and providing general advice and support for the approach to applicant evaluation and the awards process. The Board shall review and approve the final set of awards.

Upon approval by the Board, grants will be funded only to the extent that grant funds are available. Grant awards will be announced by the Community Foundation sometime the week of December 21, 2020. Following award of each grant, the Community Foundation will send an online communication either announcing approval or denial of a grant. If approved, grantee will be required to sign a grant agreement. The nonprofit must complete and sign the online grant agreement and return to the Community Foundation to receive grant funds. Grant funds will be distributed as soon as possible following the receipt of a signed grant agreement.

- E. The Community Foundation may require the nonprofit leader to complete any necessary documentation to determine if the grant to that organization may be funded.
- F. Prior to receiving any grant funds, the nonprofit shall sign a grant agreement between itself and the Community Foundation. At a minimum, the grant agreement will (i) require the nonprofit to use all grant funds for the purposes set forth in these Guidelines and its application, (ii) require the nonprofit to follow and comply with all other provisions of these Guidelines, (iii) be conditioned on the nonprofit providing all information on the application, accompanying documents and verification of expenses in a true and accurate manner, (iv) require the nonprofit to be subject to audit and reimbursement of funds in the event it fails to comply with items (i) to (iii), and (v) require the nonprofit to indemnify and hold harmless the Community Foundation and all contributors of grant funds.
- G. In general, the Community Foundation will manage the Program and administer the distribution of grants in accordance with these Guidelines.

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- H. Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, the Community Foundation, or any grantor of funds to the Program, to make, award, or fund any grant to any entity whatsoever, and no entity shall have any claim, action, or cause of action against the Foundation or any grantor of funds for failure to make, award, or fund any grant. All determinations will be made with the best efforts of the Community Foundation and the Board and in the spirit of meeting the objectives of this program. The decisions of the Board are final, not subject to appeal and fully within the discretion of the Foundation subject to whatever process modifications they find necessary in the dispatch of their work to meet the guidelines of the program. A statement to this effect shall be included in the application.

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EXHIBIT A

UNDERWRITING CRITERIA

The below criteria may be used by the Community Foundation Board in determining whether to fund any grant. In evaluating nonprofits in view of the below criteria, the Community Foundation Board shall place a priority upon the goals of (i) preserving jobs at nonprofits within Crawford County, (ii) the value of the economic impact that the nonprofit has on Crawford County and surrounding markets and/or the corresponding loss if the nonprofit discontinues operations, and (iii) assistance to nonprofits that are threatened and/or economically harmed by the COVID-19 pandemic, but that were otherwise healthy and functional businesses prior to the pandemic, and are therefore likely to be successful following the pandemic.

Funds will be allocated and awarded by the Community Foundation for each nonprofit following receipt of applications and a determination regarding how much should be allocated to each nonprofit based on the number of applications received.

1. The impact of COVID-19 on the nonprofits ability to be successful.
2. The length of time the nonprofit has been in operation and the duration of the leadership's service to that organization or to the profession.
3. The number of FTE's employees employed by the nonprofit.
4. The location of the nonprofit, and, specifically, whether the nonprofit is located within the Distressed Communities Index as determined by the Economic Innovation Group (zip codes with a distressed score of 50+).
5. Considering the nonprofit's current operating expenses and revenue, the likelihood that the grant funds will pay enough of the operating expenses to allow the nonprofit to either continue operating or resume operations following the COVID-19 pandemic.
6. The strength of the sector within which the nonprofit is situated, particularly considering the COVID-19 pandemic and its impact on that nonprofit sector.
7. Whether the business has applied for other types of government and private funding (demonstrating a proactive work to supplement lost revenues).
8. The 2019 operating budget of the nonprofit.

Upon a majority vote of the members of the Community Foundation Board, the above criteria may be modified, provided that any modified criteria conform to the goals set forth in the first paragraph of this Exhibit A.