



## **COVID-19 NONPROFIT GRANT PROGRAM**

### **Program Outline**

To continue to provide Nonprofits in Putnam County with support as a means of relief as a result of disruptions caused by the COVID-19 global pandemic, the County government is making available funds to support qualified eligible Nonprofits. Grants are being offered as a result of acute changes in economic conditions, needs, and resources as well as the availability of state and federal relief programs.

Qualified eligible nonprofits may receive a one-time grant of up to \$4,000 to support COVID related programs and operating responses. The application window for the Putnam County CARES Nonprofit Grant Program will open at approximately 10 am on September 17, 2020, and close at approximately 5 pm on September 30, 2020.

### **Program Guidelines for Putnam County Nonprofit Grant Program**

Eligible applicants must meet the following criteria:

- Have 501c(3), 501c(4), or 501c(6) status organization in good standing with the Internal Revenue Service (IRS).
- Be a nonprofit with a physical location in Putnam County, Florida that was in operation on or before March 1st, 2020 and has experienced disruption due to the COVID-19 global pandemic
- Have been in operation prior to March 1, 2020.
- Must be able to spend funds within the requirements of the U.S. CARES Act (i.e. expenses have a direct nexus to COVID-19, encumbered prior to December 30, 2020).

Organizations that received other Federal CARES Act assistance, such as Paycheck Protection Program (PPP) loans, are eligible so long as expenses are not duplicated.

The following entity types are not considered eligible to apply:

- For-profit businesses
- Memorials
- Nonprofit hospitals and education institutions
- Organizations or activities not promoting compliance to CDC COVID-19 protection guidelines.
- Private foundations (except those working on COVID-19 relief)

### **Required Documentation**

Before you begin, please ensure you have a pdf or jpg of the following documents available and ready to submit as part of your application:

1. Copy of the IRS Tax Exemption Determination Letter
2. State of Florida Tax Exemption Certificate
3. Copy of Driver's License, state ID or passport of an individual authorize to represent the organization and their title.



### **Focus Area Categories**

Putnam County identified the following focus areas for nonprofit grant assistance. It is important to select the category that best represents your organization's mission and program(s). If your organization falls into more than one category, please select only one.

- **Health and Human Services**

Health nonprofits cover a broad range of organizations concerned with the body or mind. Substance abuse and additional treatment programs, disease prevention and treatment, and mental health and crisis services all fall into this category.

Human Services organizations provide services such as distributing food to those in need, assisting vulnerable populations, providing job training, developing and operating affordable housing, helping people prepare for and recover from disasters, and acting as advocates for children.

- **Workforce Development & Social/Legal Services**

Organizations providing services that help people find, get, and keep employment, as well as organizations providing information, services, and advocacy on legal matters. Social activities also include programs to help youth mature into adults who contribute to society.

- **Arts and Culture**

Organizations with programming that promotes or develops art in any medium (visual, performing, music, etc.), preserves or commemorates historical events and local cultures, or promotes the distribution of ideas. Examples include art museums, historical societies, theaters, local-access radio and television, and festivals.

- **Environment and Animals**

Environmental organizations are dedicated to reclaiming and preserving natural resources. They include organizations providing services such as recycling programs, wetlands management, and garden clubs. Animal nonprofits include humane societies, shelters and SPCAs, bird and wildlife sanctuaries, fisheries, veterinary organizations, zoos, and animal-training nonprofits.

### **Grant Awards and Eligible Costs**

Grant awards are as follows for eligible applicants:

- Qualified eligible nonprofits will receive \$4,000.

Eligible nonprofits receiving funds from Putnam County will be required to certify that they will only use proceeds for: **activities related to addressing COVID and the public health crisis**

- Rent/mortgage payments paid or to be paid between March 1st, 2020 through November 30th, 2020. (i.e. social distancing and the need to rent bigger space)
- Activities related to adjustment to the delivery of services and programming, such as for PPE, equipment to enforce social distancing, touchless point of sale systems, hardware and software to adjust ordering, sales, etc



**Grant awards cannot be used for the following costs:**

- Operating costs (Salary, payroll, utilities etc.)
- Lost sales, donations, or sponsorships
- Costs incurred prior to March 1, 2020
- Litigation/legal expenses inactions by or against the organization
- Providing funds, directly or indirectly, for dividend distribution, return of capital, or otherwise to owners, partners, or shareholders of the nonprofit enterprise
- The payment of any local, school district, state, and/or federal tax obligations
- To finance a nonprofit, project, activity, and/or location primarily located outside the geographic boundaries of Putnam County, Florida
- Any expense already satisfied by local, state, or federal loan/grant programs – such as SBA's Paycheck Protection Program or Economic Injury Disaster Loan
- Any nonprofit activities not otherwise specified as allowable costs per the grant agreement (to be executed prior to funds disbursement)

**Award of Grant and Grant Contracting**

Completed applications will be reviewed and considerations for grant awards will be based on satisfaction of eligibility criteria and demonstrated need in the grant application. Overall evaluation of need and grant award decision criteria will include:

- Complete and thorough application
- Meet minimum eligibility criteria
- Well explained and demonstrable need due to COVID-19 disruptions.
- Supports the economy of our communities and/or the entire county in the short and long term

Applicants awarded grant funding will be required to sign a grant contract and documentation provided as part of the award and disbursement process. Additionally, at least one authorized signatory in the nonprofit will be required to sign an affidavit at the time of grant contract execution requiring that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, the certification will acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in prompt repayment. Additional individuals may be required to sign as well depending on the ownership structure of the nonprofit and the determination of the program administration entity.

Upon the execution of the grant contract and it's returned to the County, efforts will be made to disburse funds in a timely manner.

NOTE: Because of the COVID-19 pandemic and in an effort to further streamline application review and award, applications are encouraged to provide a current email address with their grant application. Grant contract documents will be submitted electronically to the email address you provide in your application.



### **Reconciliation of Eligible Expenses**

Eligible applicants must provide a reconciliation of how funds were utilized by **November 30, 2020**. Awardees will be required to outline their use of funds and certify that the information is accurate subject to future audit/inspection.

A copy of the reconciliation form that grant awardees will be required to submit will be provided with an applicant's award letter.

### **Appeals Process**

Applicants determined to be ineligible for assistance will be notified by email regarding why their application did not meet the minimum program eligibility criteria. If applicants who are deemed ineligible disagree with their award determination, they will be provided an opportunity to appeal this determination and submit documentation illustrating how they meet the established program criteria. A link will be provided in the eligibility notice to submit updated documentation.

An online version of this application can be found here:

<https://putnamcares.force.com/SmallBusinessGrant/s/nonprofit>

A completed paper application be submitted at the following location:

Putnam County Government Complex  
2509 Crill Avenue  
Palatka, FL 32177



## COVID-19 NONPROFIT GRANT PROGRAM

Full Legal Name of Nonprofit (as shown on SunBiz)

Florida State Business Registration Document Number (as shown on SunBiz)

Nonprofit FEI/EIN

Nonprofit Type

- 501(c)(3)       501(c)(4)       501(c)(6)

Tax Exempt?

- Yes  
 No

Physical Location Address

Street Number      Street Name

<input type="text"/>	<input type="text"/>
----------------------	----------------------

City      State      Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

**Nonprofit Contact Information**

Name of Nonprofit Contact

Nonprofit Contact Title

Nonprofit Contact Email Address



# Putnam County *Florida*

Nonprofit Contact Phone Number

Organization Website

Did the nonprofit operate a physical location in Putnam County, FL on March 1, 2020?  Yes  No

as the nonprofit registered and active on March 1, 2020?  Yes  No

Number of Employees as of March 1, 2020

Organization Focus Area - (please select all that apply)

- Health and Human Services
- Workforce Development & Social/Legal Services
- Education
- Arts and Culture
- Environment and Animals



# Putnam County *Florida*

Basic description of the services provided in Putnam County, FL for which you are seeking funding and how you will implement the services (500 words max)

Does anyone in the ownership or leadership of the nonprofit have a family relationship with an employee of Putnam County Government?       Yes       No

If yes, please indicate the individual(s)

If yes, please indicate the relationship (mother, father, sister, brother, etc)

## **Nonprofit Interruption / Impacts of COVID-19**

Did your organization receive an SBA Paycheck Protection Program or Economic Injury Disaster Loan for COVID-19 Impacts?

Yes     No

Did your organization experience interruption as a result of the COVID-19 global pandemic?

Yes     No

Did the organization have to close due to state or local health orders?

Yes     No



# Putnam County *Florida*

Is the organization continuing to operate fully, remotely, partially, or is it shut down completely (choose the best describes current operations)

- Fully Operating
- Remotely Operation
- Partially Operating
- Closed Down Completely

Describe the disruption the COVID-19 global pandemic has caused for the nonprofit (500 words max)?





## Acknowledgments

You must check all items below for your application to be considered complete

- I acknowledge that all the information herein is accurate to the best of my knowledge as of the date of application submission.
- I acknowledge that as of this date the nonprofit is current with all federal, state, and local taxes owed.
- I acknowledge that the submission of a grant application does not constitute an award of funding.
- I acknowledge that applicants and grantees for this program are responsible for following the rules, regulations, and contract stipulations of loan and grant programs regardless of the source of funds; furthermore, I acknowledge that it is the responsibility of a grantee to use and report on all funds appropriately whether sourced from local, County, State, and/or Federal government programs.
- I acknowledge that all grant funds awarded that are not expended by October 31st, 2020 per the program guidelines and grant contract will need to be returned to Putnam County. Additionally, I acknowledge that all grant funds not spent in accordance with the program guidelines and/or grant contract will need to be repaid to Putnam County.
- I acknowledge that if my nonprofit/organization is awarded grant funds, one or more parties having leadership in the nonprofit or leadership in the organization may be required to sign an affidavit requiring that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, I acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in legal action including prosecution.

## Submission Confirmation

Please write your name, as it appears on your photo identification below. This certifies that you have the legal authority to submit this grant on behalf of the applicant and also you affirm that the information contained in the application is true and correct and is made subject to the penalty of perjury. You also affirm that if awarded this grant, all required reporting will be completed such that it will be true and correct and will be made subject to the penalty of perjury.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Title of Authorized Signatory