

SC CARES NONPROFIT RELIEF GRANT PROGRAM DESIGN

WHAT IS THE NONPROFIT RELIEF GRANT PROGRAM?

The SC CARES Nonprofit Relief Grant Program, as authorized by Act 154 of 2020, will award grant funds to nonprofit organizations to reimburse qualifying expenditures for providing services or for revenue loss due to COVID-19, between March 1, 2020, and December 1, 2020.

The program has been allocated \$25 million dollars and will provide grant amounts of between \$2,500 and \$50,000.

HOW CAN A NONPROFIT QUALIFY FOR THE PROGRAM?

To qualify for the Nonprofit Relief Grant Program, an organization:

- Must be designated as a 501(c)(3) nonprofit organization by the IRS;
- Must be in operation from Sept. 13, 2019, to present;
- Must be physically located in South Carolina (must provide address, including street address, city, and county in which they are located and a mailing address for the organization, if different);
- Must NOT be listed on the Federal debarment list per the [System for Award Management \(SAM\) website](#);
- Must apply on their own behalf and will not be allowed to utilize a fiscal receiver for this grant;
- Must be in good standing with the State and provide the following:
 - Nonprofit filed the appropriate 990, 990-EZ, or 990-N; and
 - Nonprofit is registered with the South Carolina Secretary of State, if required (i.e., charitable organization).
 - Current registration letter if registered as a charity; or
 - Letter of Existence if they are a corporation

HOW IS GRANT FUNDING DETERMINED?

Grant funding eligibility and grant reimbursement amount will be based on the financial and other information provided in this application, along with the required documentation. Grant eligibility will only be considered up to the grant award maximum amount of \$50,000.

- **To establish grant eligibility, an organization:**
 - Must show expenditures of funds related to services provided to people in response to the COVID-19 public health emergency.
 - Expenditures may include:
 - Costs of providing services to people in response to COVID-19 (e.g., machinery and equipment, payroll expenses, health care benefits, contract labor, supplier payments, etc.).
 - Operating Costs (Ex. raw materials, marketing expenses, etc.).

- Rent, lease or mortgage payment for real property used for business purposes (Ex. A storefront, warehouse, or other space to provide services to people in response to COVID-19).
- Rent, lease or purchase payment for business property (Ex. delivery vehicle, food truck, kitchen equipment, technology, payment, and communications systems/equipment).
- Utility payments for business properties (not including personal residence).
- New or expanded technology applications and Wi-Fi services.
- Personal Protective Equipment (PPE), sanitation supplies and equipment.
- Installation of plexiglass barriers, temperature detection systems and automatic sinks/toilets.

HOW CAN NONPROFITS USE THE GRANT FUNDS?

Grant proceeds may be used for reimbursement of qualifying expenditures incurred or expected to be incurred between March 1, 2020 through December 1, 2020.

- A qualifying expenditure is an expenditure of funds related to services provided to people in response to the COVID-19 public health emergency.
- Qualifying expenditures may also include lost revenue as a result of the COVID-19 public health emergency.
- Qualifying expenditures **do not** include any expenditure that qualified the nonprofit entity to receive federal emergency relief funds, including the Paycheck Protection Program (ex. Paycheck Protection Program, etc.).

Grant funds received are not be used for the same costs covered by:

- CARES Act funds (i.e. PPP, SBA EIDL, etc.);
- Other Federal grants or Loans the nonprofit has received as a result of the COVID-19 health emergency;
- Other local grants in response to the COVID-19 health emergency; or
- Business interruption insurance payments due to the COVID-19 health emergency.

HOW WILL THE GRANTS BE DISTRIBUTED?

- The approved grant amounts will be between \$2,500 and \$50,000 based on the actual amount of qualifying expenditures, not to exceed \$50,000.
- Priority will be given to:
 - Applicants that did not receive other assistance, such as a Paycheck Protection Program loan or other CARES funds;

- Applicants with expenditures related to:
 - food assistance, including prepared meals;
 - rent or mortgage assistance;
 - utilities assistance;
 - mental health counseling;
 - health care services, including access to health care supplies, mental health, and behavioral health;
 - criminal domestic violence and children's advocacy services; and
 - arts and cultural items or activities.

HOW WILL APPLICATIONS BE EVALUATED?

Applications will be evaluated and awarded by a panel consisting of:

- the Director of the Department of Social Services, or his designee;
- the Director of the Department of Mental Health, or his designee;
- the Director of the Department of Consumer Affairs, or her designee;
- the Director of the Department of Health and Human Services, or his designee;
- the Director of the Department of Alcohol and Other Drug Abuse Services, or her designee;
- the Secretary of State, or his designee;
- the Director of the South Carolina Arts Commission, or his designee;
- the Director of the Department of Archives and History, or his designee; and
- the Executive Director of the South Carolina State Housing Finance and Development Authority, or her designee.

Applicant will receive a notification indicating grant approval or denial, and if approved, the dollar amount of the grant.

Grant awards will be issued to qualifying grant recipients through South Carolina Department of Administration.

WHEN IS THE APPLICATION FOR THE NONPROFIT RELIEF GRANT PROGRAM DUE?

All applications must be submitted by November 1, 2020.

All required documentation must be uploaded and submitted with the application in order to be complete. Applications missing required documentation may be determined incomplete, and ineligible for funding.

WHAT TYPES OF DATA AND DOCUMENTATION IS REQUIRED WITH THE APPLICATION?

1. Documentation of nonprofit operations:

- A completed and signed IRS Form W-9 Request for Taxpayer Identification Number and Certification (The organization's name and address must match the information provided on the 990 and grant application).
- Mailing Address (should match address listed on W-9)
- Remittance Address (if different than mailing address)
- Verification of 501(c)(3) Status — IRS Determination Letter
- Most Recent IRS Form 990 or 990-N
- 2019 Budget — Gross Receipts
- 2020 Budget — Gross Receipts
- Year-to-date Budget (preferably through September 2020)
- Self-certification that the nonprofit was operating in South Carolina from Sept. 13, 2019, to present;
- Brief narrative indicating the types of services provided to people in response to COVID-19 and how the nonprofit has been impacted to date.
 - Narrative must include:
 - a description of the nonprofit service area;
 - services provided;
 - number of people served and any increases in volume experienced; and
 - a description of the overall impacts of services provided and how the organization has had to adapt their service offerings in response to COVID-19.

2. Documentation required to validate priority for grant distribution:

- Applicant must attest that they did not receive PPP, EIDL, or other CARES Act funding, or other Federal, state or local funds for the same expenses submitted in this grant application.
- Indicate that expenditures for which applicant seeks a grant are related to:
 - food assistance, including prepared meals;
 - rent or mortgage assistance;
 - utilities assistance;
 - mental health counseling;
 - health care services, including access to health care supplies, mental health, and behavioral health;
 - criminal domestic violence and children's advocacy services; and
 - arts and cultural items or activities.

3. Documentation of Qualifying Expenditures:

- Lost Revenue:
 - Lost revenue will evaluate Gross Receipts for March-December 2019 (Actual) minus Gross Receipts for March-December 2020 (Actual and Projected) minus any federal funds received for the same purpose.
 - Provide a brief statement on business prior to COVID-19 and what the effects of COVID-19 have been
 - Report year-on-year revenue change values in required worksheet
 - Documents needed to support revenue loss:
 - 2019 tax filing(s), either quarterly or the full year (required), and
 - **One (1)** of the following:
 - Form 990
 - Financial Statements
 - Certified Accountants Statement
 - Available 2020 tax filings documentation
 - If the organization does not have 2020 tax documentation, the organization must provide a self-certification statement.
- Other Qualifying Expenditures:
 - For purchased/contracted good or services:
 - Invoice(s)/receipts of purchases — Should include description that ties to COVID activity, date of purchase, vendor name, and dollar value
 - Contracts and/or purchase orders — For purchases associated with submitted invoices
 - For labor/payroll expenses:
 - Certified Payroll Records — Support costs incurred for payroll expenses related to providing services to people in response to COVID-19, **or**
 - Activity log/description of work done by employees included on payroll — Describe activities and confirm that employees time was tied to providing services to people in response to COVID-19.
 - Rent, lease or mortgage statement for real property used for business purposes. (Ex. A storefront or warehouse. Does not include personal residence.)
 - Rent, lease or purchase statement for business property (Ex. delivery vehicle, food truck, kitchen equipment, technology, payment, and communications systems/equipment.)
 - Utility bill for business properties. (Not including personal residence.)

4. Documentation required by state to pay applicant if grant funds are awarded:

- Electronic Payment Enrollment Form

5. Nonprofit must certify on application:

- Accuracy of information provided;
- That the grant request is necessary due to expenses incurred related to services provided to people in responses to COVID-19 and subject to the guidelines of a Federal program and the State of South Carolina Nonprofit Relief Grant Program;
- Agreement that use of grant funds are subject to audit if required and subject to repayment provisions if information from the application is found to be inaccurate, the applicant violates the grant agreement, or the applicant does not meet the requirements of the CRF funds;
- That nonprofit is in good standing with the State of South Carolina; and
- That the grant is subject to income tax reporting.

WHAT CAN ORGANIZATIONS DO IF THEY NEED HELP DURING THE APPLICATION PROCESS?

During the application process, if a nonprofit organization needs assistance or has questions, please contact the SC CARES Call Center (803) 670-5170 or SCCares@admin.sc.gov. The call center is open Monday through Friday, 8:30 a.m. to 5 p.m.

Nonprofit organizations are encouraged to utilize the accelerateSC website to access recorded webinars for information on program requirements, completing the application and required documents. The accelerateSC website can be found here: <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>

The Nonprofit Relief Grant Program will also utilize the State's strong network of community organizations throughout the state to assist applicants with completing the grant application. On Monday, October 19, this comprehensive list can be found here: <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>

ADDITIONAL CARES ACT FUNDING INFORMATION

South Carolina has received funds through the Coronavirus Aid, Relief, and Economic Security Aid, also known as CARES Act. The CARES Act established the \$150 billion Coronavirus Relief Fund, which will be used to assist states and local governments impacted by the COVID-19 pandemic.

The U.S. Department of the Treasury issued the money to states and certain local governments. The amount issued to each entity is based upon the population as provided in the CARES act. The funds can only be used to cover costs that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019;
- were not accounted for in the budget most recently approved as of March 27, 2020; and
- were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

U.S. Treasury guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures due to the COVID-19 public health emergency.