

Requesting COVID-19 Relief through the SC CARES Nonprofit Relief Grant Program

Receiving COVID-19 Relief Funds from the State of South Carolina is a simple online process.

This document will help guide you through the steps to submit an application to request relief funding.

Steps to request COVID-19 Relief Funding:

1. Self-register and login to the portal to answer application questions.
2. Provide required documentation.
3. Submit your application.

Resources available for assistance:

SC CARES Call Center Help line: 803-670-5170
Open 8:30 a.m–5 p.m, EST Monday–Friday

SC CARES Call Center Email: SCCares@admin.sc.gov

For program communications, trainings, application, frequently asked questions: <https://accelerate.sc.gov>

Visit the accelerateSC website. Click on “CARES Act” in the top blue bar. Then click “Applying for SC CARES Act Funds” in the dropdown menu:

<https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>

Step 1:

Scroll through the page for details on the two grant programs — Minority and Small Business Relief and Nonprofit Relief.

Review the information in the Nonprofit Relief Grant Program section. Download and complete the “Nonprofit Relief Grant Program Calculation Worksheet.” You will need to complete this worksheet for your application.



1 **Nonprofit Relief Grant Program**

Provides grants to nonprofit organizations to reimburse qualifying expenditures for providing services or revenue loss due to COVID-19.

Grant Awards: Will range from \$2,500 to \$50,000

Eligibility Criteria:

- Designated as a 501(c)(3) nonprofit organization by the Internal Revenue Service
- Registered as a public charity with the South Carolina Secretary of State
- Physically located and providing services in South Carolina
- In operation from September 13, 2019, to present
- Can demonstrate a financial or operational impact due to COVID-19

Application Window: October 19, 2020 – November 1, 2020

Application: [Click here for the application.](#)

Application Process Tools:

- [Nonprofit Relief Grant Program Overview](#) (Updated 10.14.20)
- [Nonprofit Relief Grant Program Design FAQs](#) (Posted 10.14.20)
- [Nonprofit Relief Grant Program Webinar](#) (Posted 10.15.20)
- [Nonprofit Relief Grant Program Calculation Worksheet](#) (Posted 10.19.20)

Application Assistance:

- SC CARES Call Center: A knowledgeable and friendly staff is available to guide people through the process. Applicants can call 803-670-5170 between 8:30 a.m.-5 p.m., Monday through Friday. Applicants can also email questions to SCCares@admin.sc.gov.
- [Entities offering Nonprofits assistance with the grant application process.](#) (Posted 10.19.20)

Applicant Agreement:

- [South Carolina Nonprofit Program Beneficiary Agreement](#) (Posted 10.17.20)

2. After completing the Calculation Worksheet, click on application link under the Nonprofit Relief Grant Program heading to begin the application.

2

Application Window: October 19, 2020 – November 1, 2020

Application: [Click here for the application.](#)

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3. Fill out the information on the on the Self-Registration screen.

NOTE: Your username must be in the form of an email. (ex: jsmith@example.com)

4. Click on the blue “Submit” button at the bottom.

IMPORTANT:

- Business owners and providers with multiple TINs must complete one application for each TIN.
- Each application requires a unique registration and username.
- Applicants may create multiple usernames under the same email address. However, each username must be unique and must be in “email address” format (ex. jsmith@example.com).

3

Registration for the SC CARES Minority and Small Business Relief Program and Nonprofit Relief Program

Register

* First Name
First Name

* Last Name
Last Name

* Email
Enter a valid email...

* Username (Must be in format of email address)
Enter a valid Username...

Phone
Phone Number...

* Business or Nonprofit Name
Business or Nonprofit Name...

* Password
Password...

* Confirm Password
Confirm Password...

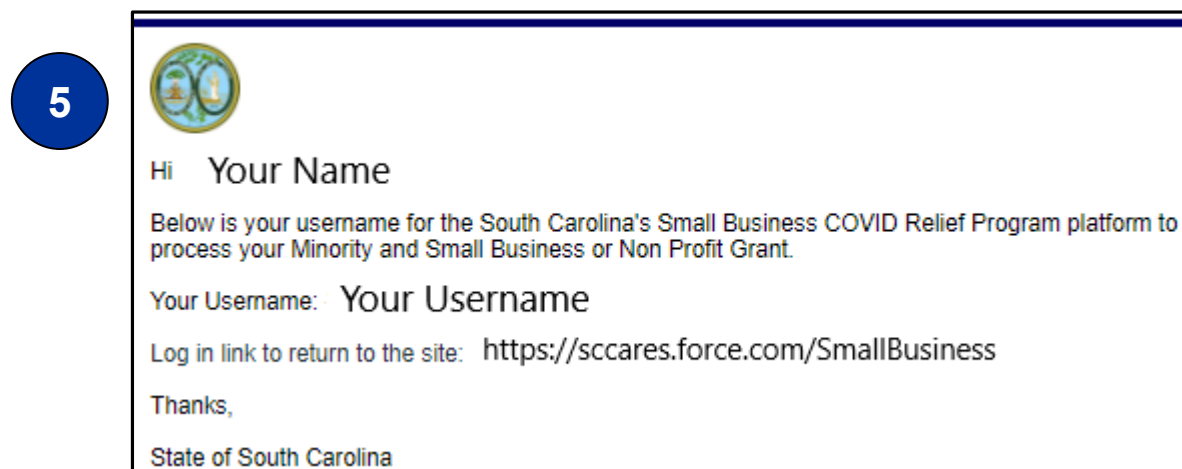
Passwords must be at least 10 characters and include at least one letter and one number.

4

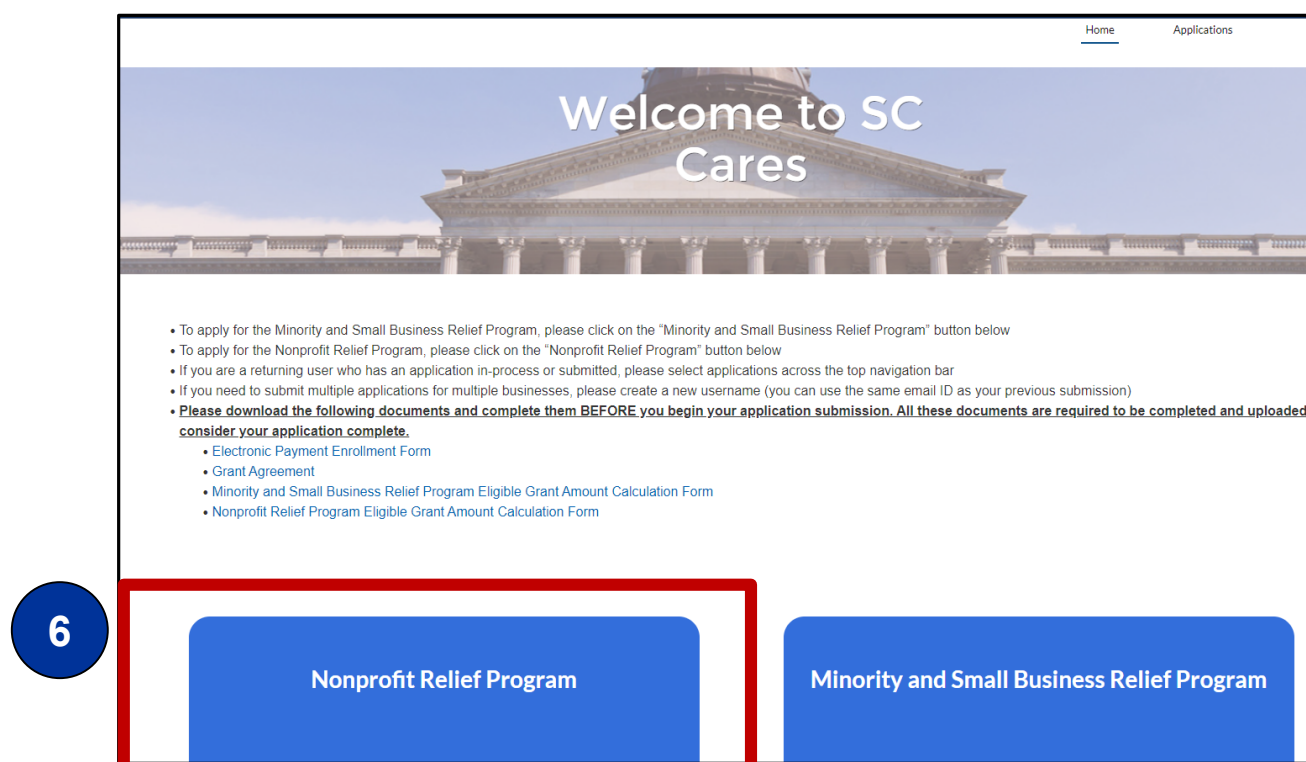
Submit

Already have an Account?

5. Upon registering, you will receive a welcome email.



6. Click on the “Nonprofit Relief Program” button at the bottom of the application portal screen to begin your application.



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7. There are six sections of the application. All sections must be completed for consideration of your request. Each section must be filled out completely and saved once completed. You may return to completed sections if edits are needed.

NOTE: The “Files” section is at the bottom of the page. This is where you will need to upload supporting documents when completing **Section VI — Attachments Acknowledgement**, including your completed worksheet.

The screenshot shows the 'NON-PROFIT APPLICATION' page. At the top, there is a logo and navigation links for 'Home' and 'Applications'. Below the title, there is a summary box with the following information: Application Number SA-0490, Application Status New, and Application Created Date 7/26/2020, 8:58 PM. A blue circle with the number '7' is positioned to the left of a red-bordered box that encloses six blue buttons labeled: I. Identifying Information, II. Registration Information, III. Funding and Eligibility Information, IV. Additional Aid, V. Agreements and Signatures, and VI. Attachments Acknowledgement. Below these buttons is a grey 'Submit' button. At the bottom of the page, there is a 'Files (1)' section with an 'Add Files' button and a table with columns for Title, Owner, Last Modified, and Size.

8. As you complete a section, it will update from blue to green. This indicates the section has been successfully completed.

This screenshot shows the same 'NON-PROFIT APPLICATION' page as above. The application status is still 'New'. A blue circle with the number '8' is positioned to the left of a red-bordered box that encloses the first two buttons: I. Identifying Information and II. Registration Information. These two buttons are now green, indicating they have been successfully completed. The remaining buttons (III-VI) and the 'Submit' button are still blue.

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9. Section I — Identifying Information

Click on the Section I — Identifying Information button to open. Complete information related to your organization. Required fields will be marked with a red asterisk (*).

A. Make sure to indicate that you are a nonprofit organization.

B. If payment should be mailed to an address other than your Registration Address, please check the box and complete the mailing address information.

C. Click the blue “Save” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

9 I. Identifying Information

Identifying Information

*Nonprofit Organization Name (As Shown in Tax Records): DBA(Doing Business As) or Other Known Name:

*Is this entity a 501 C 3 nonprofit registered with the IRS? **A**
 Yes No

*Business ID# (EIN/TIN/SSN) (No Dashes)

Is this Nonprofit Organization registered with the South Carolina Secretary of State?
 Yes No

DUNS Number (if known):

*City of Primary Location Within SC: County of Primary Location Within SC:
Begin typing the name of the county, and select from the resulting list

Nonprofit Registration Address (As shown on Tax Records):

*Street *State

*City *Zip

If payment remittance address is different than business address check the box and provide address where payment will be sent.
 B

Mailing Street Mailing State

Mailing City Mailing Zip

*First Name *Last Name

*Phone *Email **C**

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10. Section II — Registration Information

Required fields will be marked with a red asterisk (*).

- A. Click on check boxes for the types of COVID-19 related services your organization has provided.
- B. Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

10 II. Registration Information

*Date of Last IRS Form 990/990N Filing
Sep 30, 2020

*Name of Principal Officer
Robert Sample

Types of Services Provided

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

Arts and Cultural items or activities

Other

Cancel Save

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11. Section III — Funding and Eligibility

Information for these fields will be taken from your “Nonprofit Relief Grant Program Calculation Worksheet.”

If you have not completed the worksheet, [click here](#) to download a copy. Complete the worksheet before proceeding with Section III.

- A. Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the **“X”** on the error message to close and click **“Save”** again.

11

III. Funding and Eligibility Information

*Was the nonprofit organization in operation on September 13, 2019?

Description of Nonprofit geographic Service Area:

Any increases in volume experienced due to COVID-19:

*Description of the overall impacts of services provided, number of people served, and how the organization has had to adapt their service offerings in response to COVID-19:

*Actual Gross Receipts (Mar 1, 2019 - Dec 1, 2019):

Enter value from calculation worksheet

*Projected Gross Receipts (Oct 1, 2020 - Dec 1, 2020):

Enter value from calculation worksheet

*Actual Qualifying Expenditures (Mar 1, 2020 - Sep 30, 2020):

Enter value from calculation worksheet

*Projected Qualifying Expenditures (Oct 1, 2020 - Dec 1, 2020):

Enter value from calculation worksheet

*Maximum Grant amount for which your nonprofit may be eligible (Enter Total Request Value from Calculation Worksheet). Final grant amounts will be determined by the evaluation panel. Grant award amounts will be between \$2,500 and \$50,000:

Enter value from calculation worksheet

A

Cancel

Save

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12. Section IV — Additional Aid

Complete the three questions.

- A. If additional aid has been received, complete the last question with the number from cell J100 on your worksheet.
- B. Click the blue “Save” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

12 IV. Additional Aid

Federal COVID-19-related assistance includes, but is not limited to, amounts received under any of the following:

- Paycheck Protection Program (“PPP”) from SBA;
- CARES Act Provider Relief Fund from HHS;
- Accelerated and Advance Payment Program from HHS/CMS;
- Coronavirus Food Assistance Program (“CFAP”) from USDA;
- Families First Coronavirus Response Act tax credits for required paid leave by small and midsize businesses;
- CARES Act employee retention tax credit;
- CARES Act assistance for non-profits from the National Endowment for the Arts; or
- HHS payments to health care providers and facilities for testing and treatment of uninsured individuals.

*Did your nonprofit receive ANY funding under the Paycheck Protection Program (PPP)?

*Has your nonprofit Organization received any Federal, State or other grants or loans to assist with business interruption due to the COVID-19 public health emergency?

*Did your organization receive any non-transactional grant funds to provide services to the public related to the COVID-19 public health emergency?

*If yes to any of the prior three questions, please provide the type of assistance and funding amount(s):
 A

B

13. Section V — Agreements and Signatures

Certify all statements by clicking all check boxes.

- A. Type your full name in the bottom field.
- B. Click the blue “Save” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

13 V. Agreements and Signatures

*I certify my nonprofit has been interrupted or impacted by COVID-19. The reduction in business, change in expenses, or other impact that forms the basis of my application is not primarily due to another cause unrelated to the COVID-19 public health emergency.

*I have provided complete and accurate information about my nonprofit, including financial information, as part of this application.

*I have provided complete and accurate information describing the nature and amount of any federal COVID-19-related assistance my nonprofit has received or will claim in 2020.

Federal COVID-19-related assistance includes, but is not limited to, amounts received under any of the following:

- Paycheck Protection Program (“PPP”) from SBA;
- CARES Act Provider Relief Fund from HHS;
- Accelerated and Advance Payment Program from HHS/CMS;
- Coronavirus Food Assistance Program (“CFAP”) from USDA;
- Families First Coronavirus Response Act tax credits for required paid leave by small and midsize businesses;
- CARES Act employee retention tax credit;
- CARES Act assistance for non-profits from the National Endowment for the Arts; or
- HHS payments to health care providers and facilities for testing and treatment of uninsured individuals.

*I understand any grant agreement my nonprofit enters into with the State of South Carolina, the fact that my nonprofit receives a grant, and the amount of such a grant are all public records. Note: My nonprofit’s financial information you provide as part of the application is exempt from disclosure under South Carolina’s public records laws to the extent the records are trade secrets, etc. covered by Section 30-4-40 of the S.C. Code.

*Both my nonprofit and I will comply with all Internal Revenue Service requirements relating to the tax status of any grant received. I understand I am responsible for consulting any tax or legal professionals I believe necessary to ensure I comply with this requirement. Additional information is available at: <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>

*I certify that the specific costs in this application were not requested from another funding source, or if they were requested, the other source has not yet approved the funding. Further, I certify that if I do receive funding for the costs in this project application, I must notify the State, and funding will be reconciled to eliminate duplication.

*I am submitting this Application on behalf of my nonprofit and have full legal authority to do so.

*I declare that this application, and all information provided in support of this application, has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.
 A

*Full Name (this field will auto-populate) **B**

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14. Section VI — Attachments and Acknowledgements

Documents listed in this section will need to be uploaded to the website under “Files” to complete your application. Make note of the needed documents.

15. Click **CANCEL** in the white box at the bottom of the section to see the “Files” upload tool.

14

VI. Attachments Acknowledgement

Attachments are needed to prove and verify certain claims made in the application. Each needed attachment has a justification behind it. Applications lacking correct documentation or missing information may be deemed incomplete and ineligible for funding.

To upload all required documents use the Files upload at the bottom of your application home page. Once you have uploaded all the required documents, you will need to acknowledge completion in this section by checking the checkboxes.

Required Documents

Nonprofit Relief Program Eligible Grant Amount Calculation Form

Documentation of nonprofit operations:

*IRS Form W-9 Request for Taxpayer Identification Number and Certification

*Current registration letter or Letter of Existence

*Verification of 501(c)(3) Status – IRS Determination Letter

*IRS Form 990/990N

*2019 Budget - Gross Receipts

*2020 Budget - Gross Receipts

*Year-to-date Budget (preferably through September 2020)

*Documentation of Qualifying Expenditures (below are examples of documents to be provided; please only attach the documents that are relevant to your application.)

For Revenue Loss (Section 3 of application worksheet):

- Most recent Form 990 or Form 990-N
- Financial Statements
- Certified Accountant Statement

For Qualifying Expenditures (only submit documentation for those requested in Section 4 of application worksheet)

- Certified Payroll Records
- Invoices(s)/receipt(s) of purchase
- Contract(s) and/or purchase order(s)
- Rent, lease or mortgage statements for real property (not to include personal residence)
- Rent, lease or purchase statement for business property (not to include personal residence)
- Utility bill(s) (not to include utilities for personal residence)

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

*Electronic Payment Enrollment Form

*Grant Agreement

*Calculation Spreadsheet

15

Cancel

Save

16. To upload the required documentation, click on “Add Files” in the “Files” section.

I. Identifying Information

II. Ownership Information

III. Funding and Eligibility Information

IV. Additional Aid

V. Attachments Acknowledgement

VI. Attachments Acknowledgement

Submit

To upload all required documents use the Files upload below. Once you have uploaded all the required documents, you will need to acknowledge completion by completing the acknowledgement section VI. Attachments above.

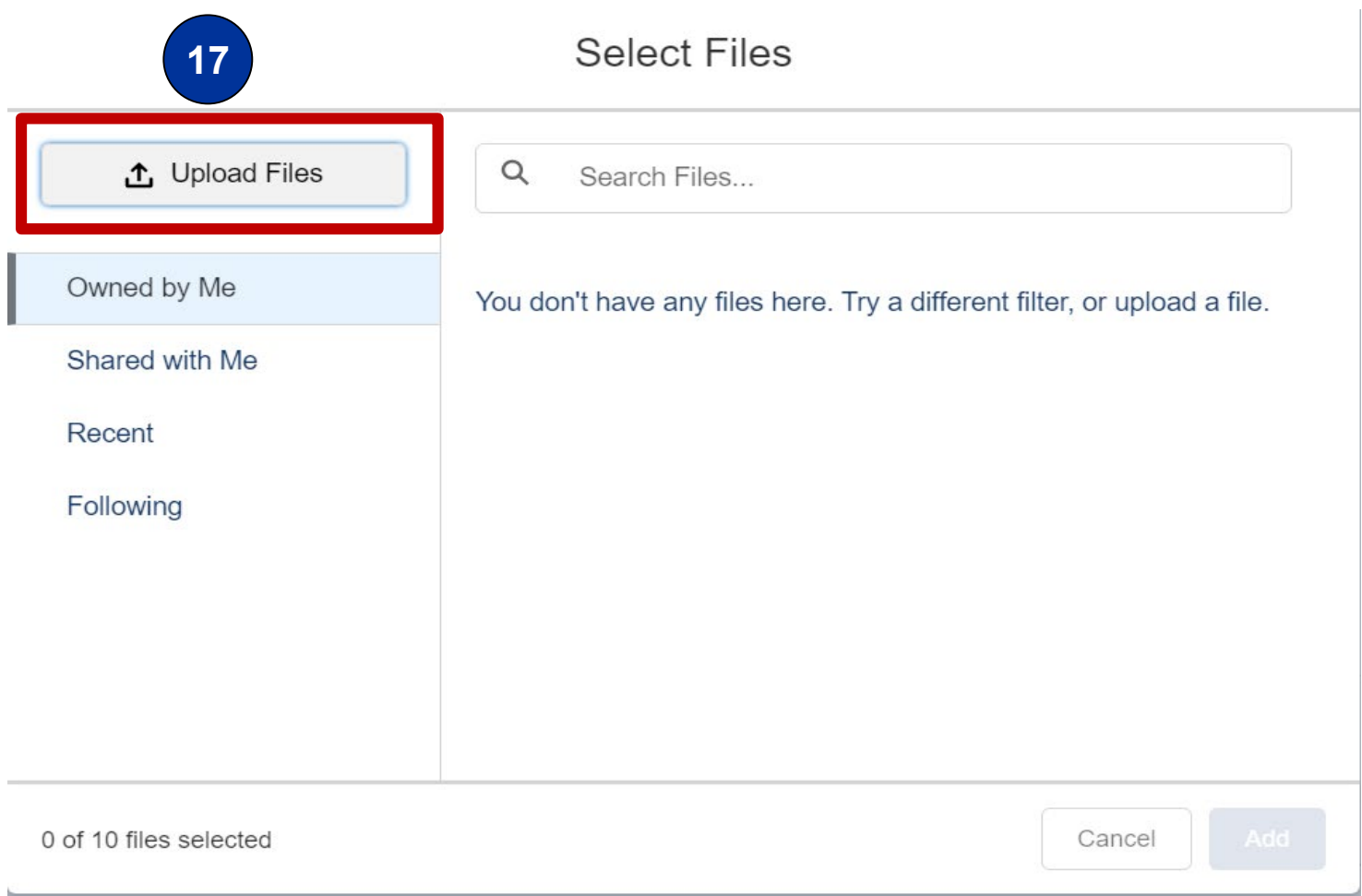
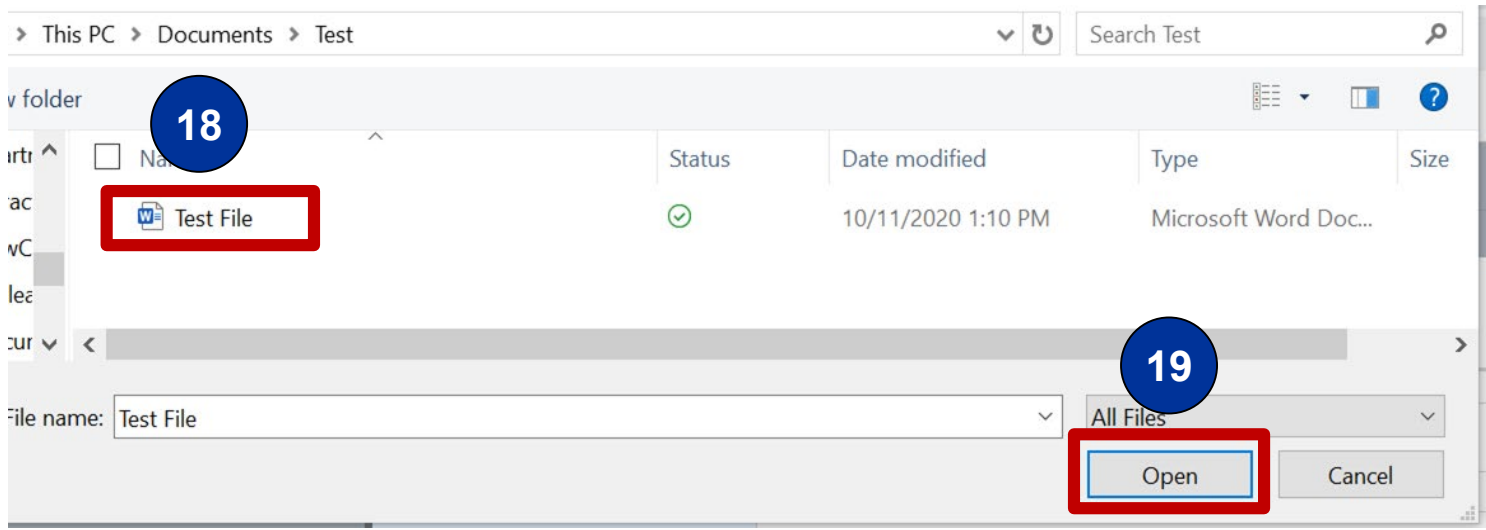
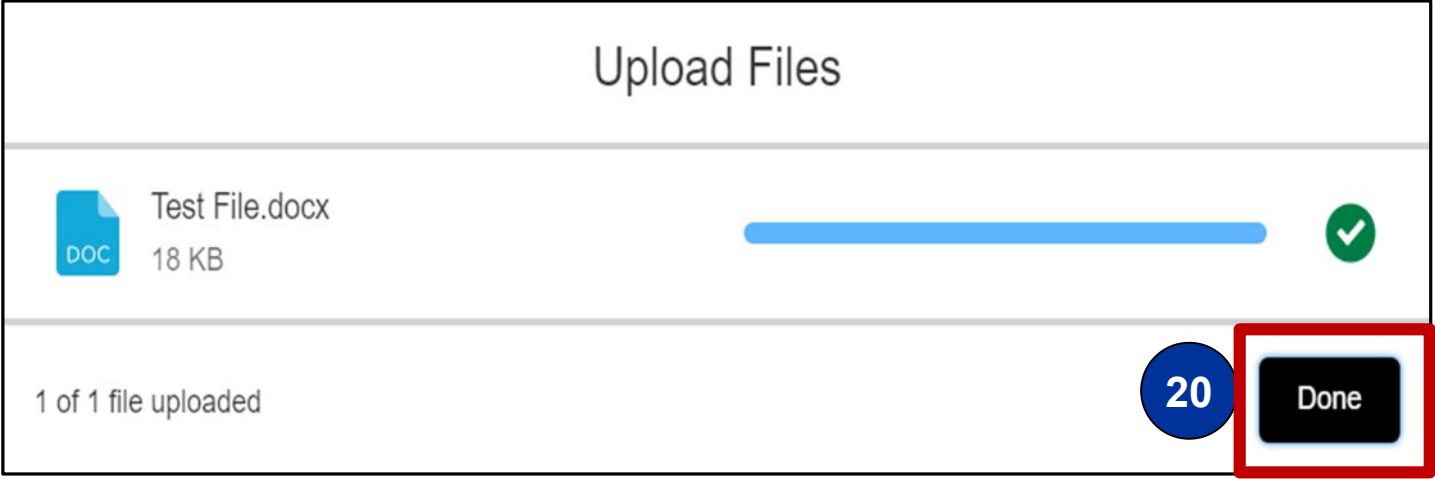
Files (1)

16

Add Files

Title	Owner	Last Modified	Size
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<p>17. Click on “Upload Files.”</p>	
<p>18. Select the file(s) you want to upload.</p> <p>19. Click on “Open” or double click on the file name. You can also select multiple files at once to upload.</p>	
<p>20. Once the file has successfully uploaded, click on “Done.” Repeat the upload steps to upload all the required documents.</p>	

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21. Click on **Section VI — Attachments and Acknowledgements.**

NON-PROFIT APPLICATION

Application Number	Application Status	Application Created Date
SA-0490	New	7/26/2020, 8:58 PM

- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Attachments Acknowledgement
- VI. Attachments Acknowledgement**

Submit

22. Complete the section while verifying that all support documents have been uploaded to your application.

Certify by clicking the check box below each document.

- A. Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the **“X”** on the error message to close and click **“Save”** again.

VI. Attachments Acknowledgement

Attachments are needed to prove and verify certain claims made in the application. Each needed attachment has a justification behind it. Applications lacking correct documentation or missing information may be deemed incomplete and ineligible for funding.

To upload all required documents use the Files upload at the bottom of your application home page. Once you have uploaded all the required documents, you will need to acknowledge completion in this section by checking the checkboxes.

Required Documents

Nonprofit Relief Program Eligible Grant Amount Calculation Form

Documentation of nonprofit operations:

- *IRS Form W-9 Request for Taxpayer Identification Number and Certification
- *Current registration letter or Letter of Existence
- *Verification of 501(c)(3) Status — IRS Determination Letter
- *IRS Form 990/990-N
- *2019 Budget - Gross Receipts
- *2020 Budget - Gross Receipts
- *Year-to-date Budget (preferably through September 2020)

*Documentation of Qualifying Expenditures (below are examples of documents to be provided; please only attach the documents that are relevant to your application.)

For Revenue Loss (Section 3 of application worksheet):

- Most recent Form 990 or Form 990-N
- Financial Statements
- Certified Accountant Statement

For Qualifying Expenditures (only submit documentation for those requested in Section 4 of application worksheet)

- Certified Payroll Records
- Invoices(s)/receipt(s) of purchase
- Contract(s) and/or purchase order(s)
- Rent, lease or mortgage statements for real property (not to include personal residence)
- Rent, lease or purchase statement for business property (not to include personal residence)
- Utility bill(s) (not to include utilities for personal residence)

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

- *Electronic Payment Enrollment Form
- *Grant Agreement
- *Calculation Spreadsheet

Cancel **Save**

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23. Once all sections have been completed (all are green), and all required documents have been uploaded, click on the blue **“Submit”** button under all the sections to submit your application.

Home Applications

NON-PROFIT APPLICATION

Application Number SA-0490	Application Status New	Application Created Date 7/26/2020, 8:58 PM
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I. Identifying Information
II. Ownership Information
III. Funding and Eligibility Information
IV. Additional Aid
V. Attachments Acknowledgement
VI. Agreements and Signatures

23 Submit

To upload all required documents use the Files upload below. Once you have uploaded all the required documents, you will need to acknowledge completion by completing the acknowledgement section VI. Attachments above.

Files (1) Add Files

Title	Owner	Last Modified	Size
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24. Once you submit your application, you will receive an email confirmation from SC Grants.

24

Hello **Your Name**,

Thank you for submitting your application to the South Carolina Minority and Small Business Relief Program/Nonprofit Relief Program.

Your application will be reviewed, and our review team will contact you if additional information or clarification is required.

You can monitor the status of your application by logging in with the credentials used to submit your application. Please visit <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds> for relevant information including frequently asked questions, training videos, and any other important announcements and status updates.

If you have any additional questions, you can reach our call center at: (803) 670-5170 (available from 8:30AM – 5PM Eastern) or email us at SCCares@admin.sc.gov

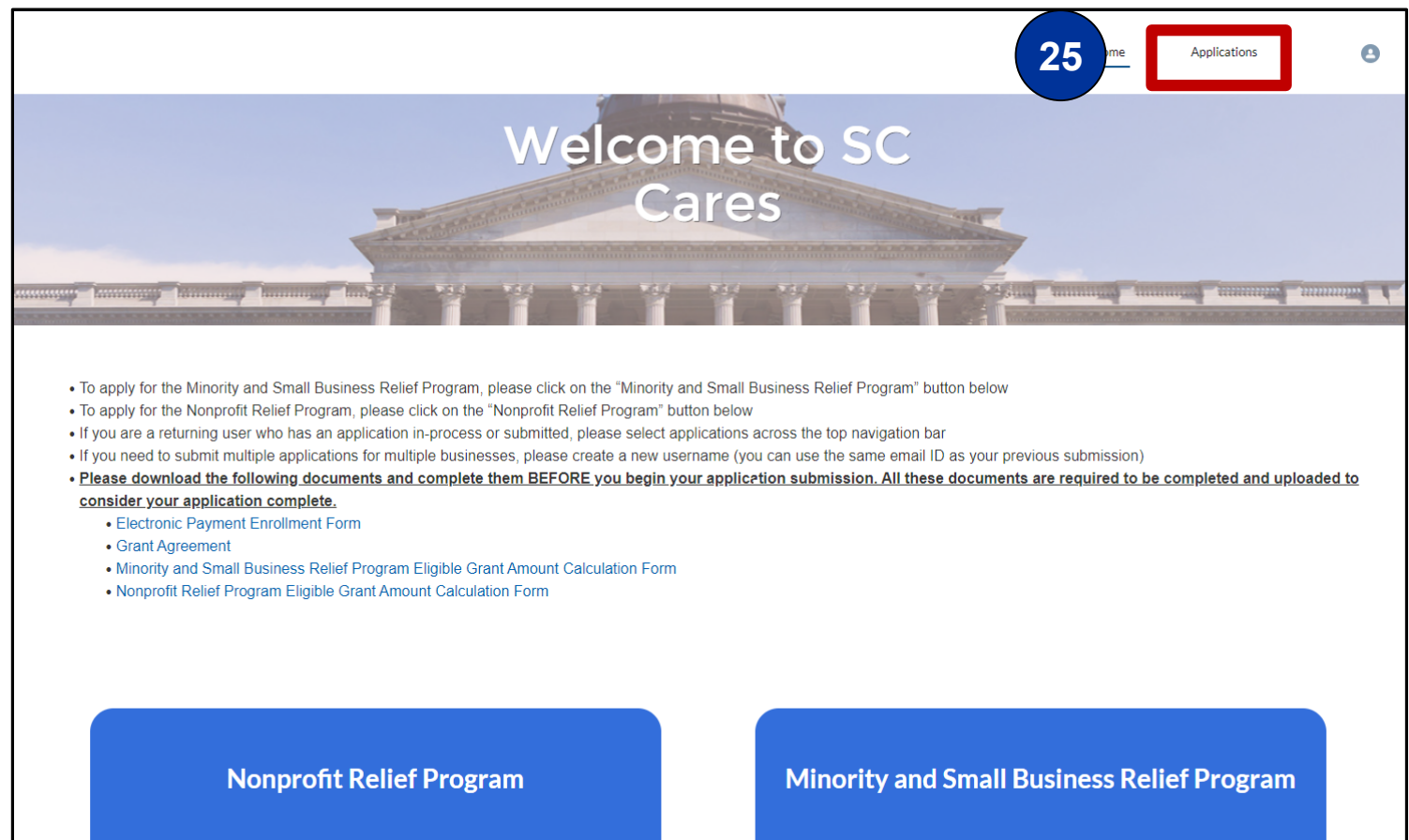
Thank you!
SC Cares

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25. If you exit your application prior to submitting, you can log back into the portal (<https://sccares.force.com/SmallBusiness>) and continue your application.

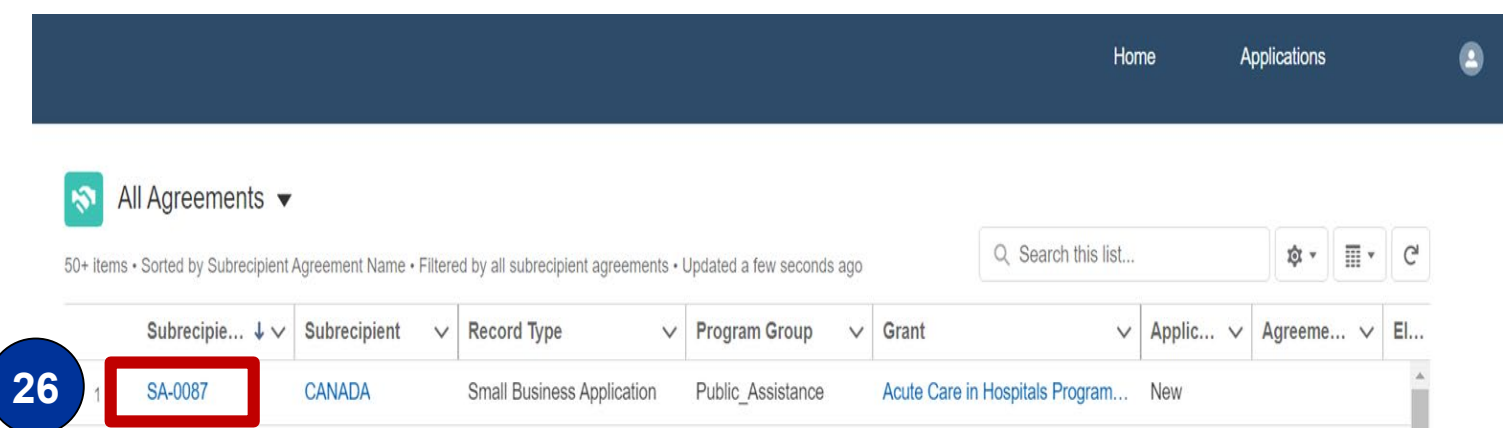
Log in and click on the **“Applications”** tab at the top of the page.
NOTE: Do not click on the blue **“Nonprofit Relief Program”** button at the bottom of the screen.

You can also follow these steps to check your application status once it has been submitted.

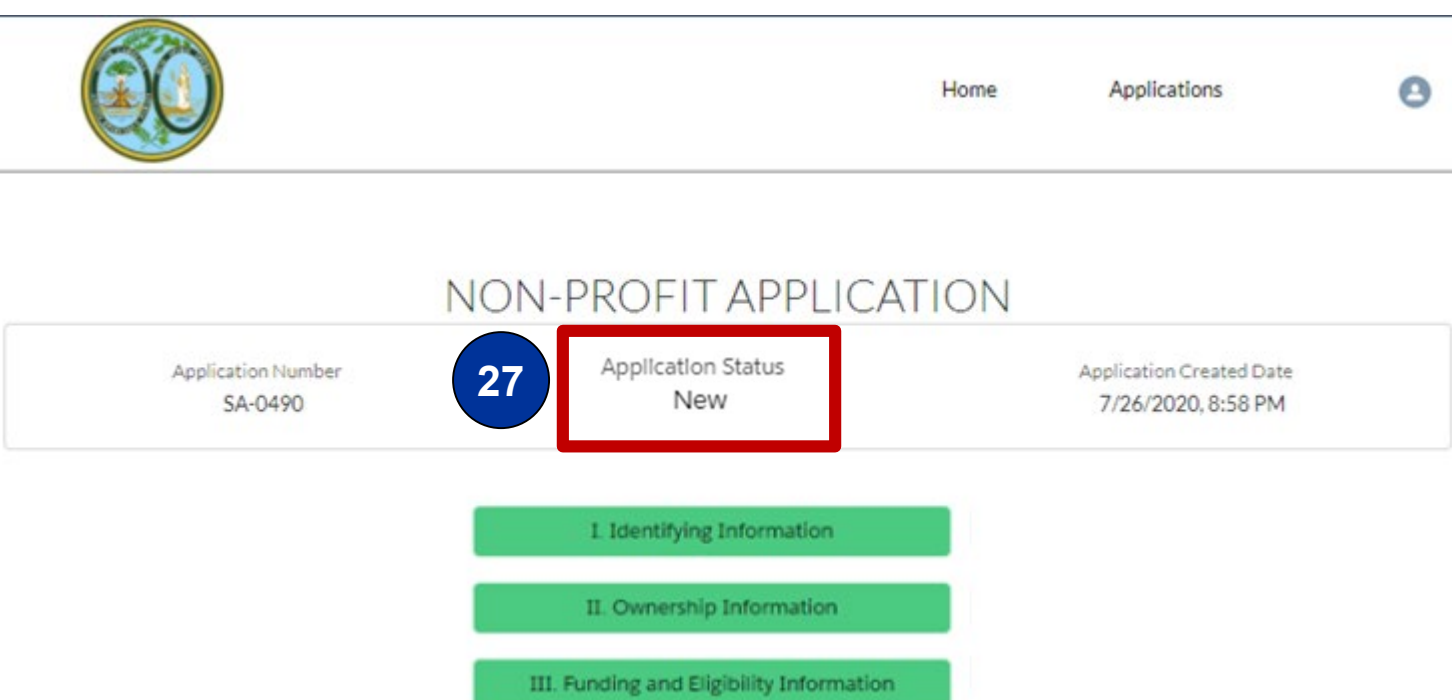


26. Once you click on the **“Applications”** tab at the top of the page, your application(s) will be listed.

To open and view an application, click on the ID number (SA-0000).

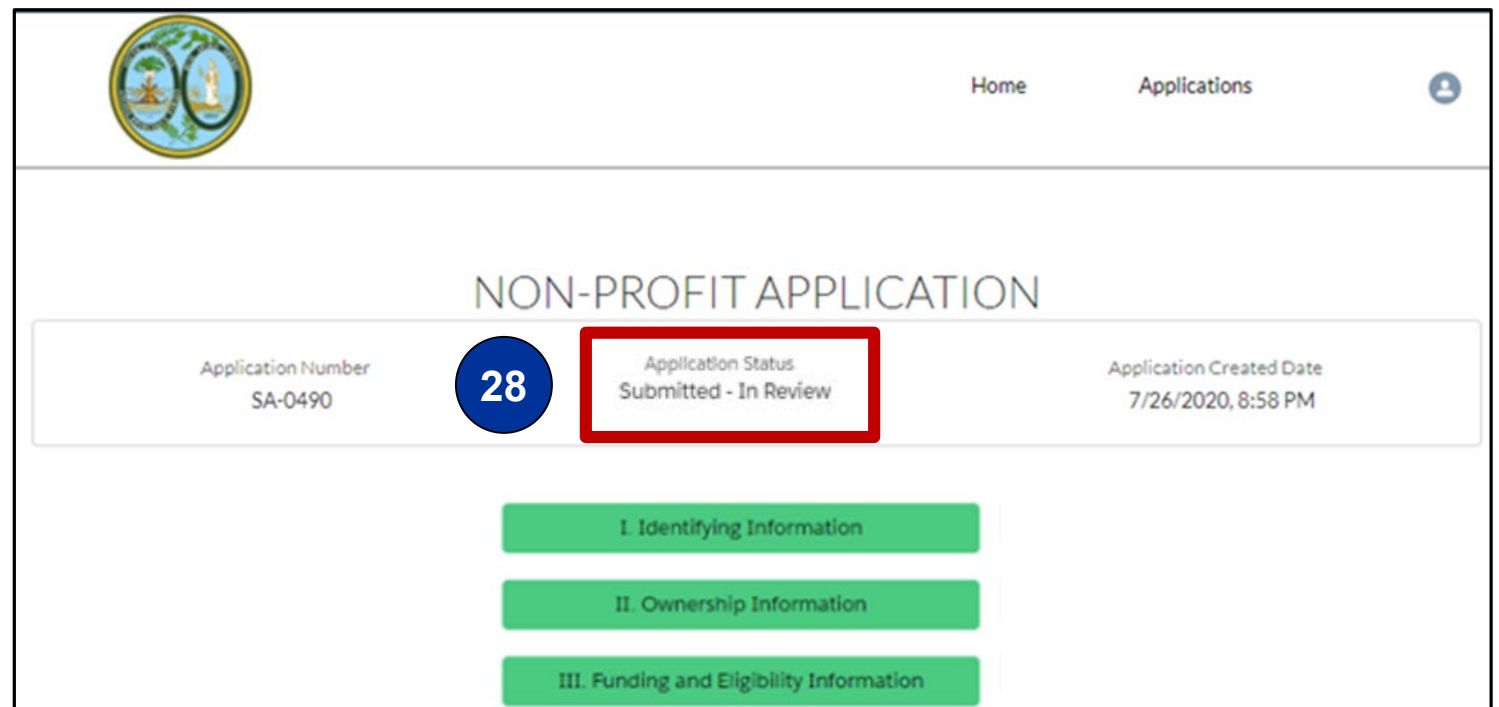


27. If your **“Application Status”** is set to **“New,”** you can make updates to your application sections and submit the application.



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28. If your “Application Status” is set to “Submitted”, you can access the sections to view, but you cannot make updates.



The screenshot shows a web application interface for a nonprofit relief grant program. At the top left is a circular logo with a globe and a tree. To the right are navigation links for "Home" and "Applications", and a user profile icon. The main heading is "NON-PROFIT APPLICATION". Below this, a summary box contains three items: "Application Number SA-0490", a blue circle with the number "28", and "Application Status Submitted - In Review" (highlighted with a red border). To the right of the status is "Application Created Date 7/26/2020, 8:58 PM". Below the summary box are three green buttons labeled "I. Identifying Information", "II. Ownership Information", and "III. Funding and Eligibility Information".