



# Bay County ARPA Nonprofit Grant Program Guidelines

## BACKGROUND AND GENERAL INFORMATION

The Bay Area Community Foundation (BACF) is partnering with the County of Bay to provide critical funding to nonprofits negatively impacted by the COVID-19 pandemic. Through the American Rescue Plan Act (ARPA), up to \$750,000 in grant funding will be available for Bay County, Michigan 501(c)3 and 501(c)19 nonprofits through an online application process.

Organizations interested in applying are encouraged to attend one of two informational workshops outlining program requirements and the application process. To register, please contact the Bay Area Community Foundation office at (989) 893-4438 or bacfnd@bayfoundation.org.

Virtual:	August 16, 2022 from 10-11:30 a.m.
In-person:	August 30, 2022, from 3-4:30 p.m. Pere Marquette Depot (1000 Adams Street, Bay City, MI)

Program guidelines will be available on August 16, 2022. The online application will open on August 22, 2022, at 9 a.m. and proposals are due by 5 p.m. on September 22, 2022. Applications must be submitted electronically. **The deadline is firm.** Extensions will not be granted.

## ELIGIBLE ORGANIZATIONS

The Bay County ARPA Nonprofit Grant Program is designed to support nonprofits who have faced significant challenges due to the pandemic's increased demand for services and changing operating needs, as well as declines in revenue sources such as donations and fees. Organizations eligible to apply include nonprofit organizations with a 501(c)3 or 501(c)19 nonprofit status under the Internal Revenue Service Code. Preference will be given to organizations providing services in the areas of healthcare, affordable housing, education, childcare, emergency services and mental health, especially those that do so for communities that have been disproportionately affected by the COVID-19 pandemic.

To be eligible, an organization must:

- Have experienced negative economic impacts or disproportionate impacts of the COVID-19 pandemic and articulate such. Certification to this effect is required.
- Have received and operated as a 501(c)3 or 501(c)19 nonprofit on or before March 1, 2020.
- Serve citizens within Bay County and have a physical location in Bay County.
- Be licensed by the Michigan Department of Licensing and Regulatory Affairs to conduct business within the State of Michigan.
- Have not been debarred by the Federal Government.
- Not have any delinquent tax filing, tax debt, or assessment with the State of Michigan or the U.S. Government or any license violations at the time of the award.
- Not currently in bankruptcy proceedings.

Previously receiving other COVID-19 funding assistance such as, but not limited to: Paycheck Protection Program (PPP) funds, Economic Injury Disaster Loans (EIDL) grants or funds, other ARPA programs (such as from Bay City) or Federal CARES Act funding does not disqualify applicants. However, applicants must disclose this information to verify any dollars awarded through the Bay County ARPA Nonprofit Grant Program are not being used to support expenses that have already been supported with other federal funds.

#### **INELIGIBLE NONPROFIT ORGANIZATIONS**

- Nonprofits that do not have a status of 501(c)3 or 501(c)19 per the IRS.
- Nonprofit organizations located outside of Bay County that do not have a physical location in Bay County.
- Schools, government and public entities, private non-operating foundations, for-profit entities, fiscal agents and individuals.
- Nonprofit organizations engaged in illegal activities under federal, state or local laws.
- Nonprofit organizations otherwise prohibited by federal or Michigan laws.
- Nonprofit organizations are ineligible or precluded to receive federal or State of Michigan funding due to federal laws (including but not limited to ARPA Act) or Michigan laws.

#### **GRANT AWARDS**

Up to \$750,000 is available for the Bay County ARPA Nonprofit Grant Program. The anticipated *maximum* grant award is \$50,000 with only one grant per organization.

#### **DEMONSTRATING NEGATIVE FINANCIAL IMPACT FROM COVID-19**

These funds are available to assist eligible impacted nonprofits in recovery from the effects of COVID-19 and for services performed by nonprofits that respond to the negative economic impacts of the pandemic. As stated above, nonprofits must have experienced negative economic impacts of the COVID-19 pandemic and demonstrate such. These funds are intended to mitigate the financial hardship applicants continue to experience as a result of COVID-19 during the grant period (November 1, 2022 through December 31, 2023). Accordingly, applicants must provide a good faith projection that they will continue to experience such impacts during the grant period.

The Final Rule overview gives the following guidance on ways in which organizations can demonstrate negative impact:

- Decreased revenues (e.g., donations, fundraising, fees)
- Increased costs (e.g., uncompensated increases in service need)
- Challenges covering payroll, rent/mortgage, or other operating costs because of COVID-19
- Reduced capacity to weather financial hardship
- Difficulty finding/retaining staff and volunteers

Successful applicants will clearly and specifically detail the negative economic impact on their organization from COVID-19. This goes beyond simply stating, “Costs have increased.” The effect of COVID-19 on the communities or groups that an applicant serves does not demonstrate a negative economic impact on the applicant unless the applicant can show that this led to an increased need for services from the applicant.

## **ELIGIBLE USES OF GRANT FUNDS**

Funds are available to help nonprofits recover and respond to the negative economic impacts of the pandemic in the following categories:

- Payroll
- Rent/mortgage
- Operating costs

## **INELIGIBLE USES OF GRANT FUNDS**

Nonprofits may not use the funding for the following activities:

- Capital expenditures (any expense \$5,000 or higher with a usual life of a year or longer)
- Any expenses incurred before November 1, 2022.
- Lobbying, support of candidates for public office, or other political activities or contributions
- Charitable contributions
- Gifts or parties
- Draw or salary to board member, CEO, or similar position that exceeds the amount that they were paid on a weekly or monthly basis for the same period in 2019. This excludes nonprofit organizations that commenced operations in 2019 or 2020.
- Bonuses to employees
- Contributions to rainy day funds, pension funds, or similar funds
- Payment of interest or principal on outstanding debts (irrespective of the mortgage above)
- Damages covered by insurance
- Legal settlements
- Any expense paid or reimbursed through PPP Loan funds, EIDL Loan or EIDL target or supplemental grant funds, or other CARES funds, or another ARPA funding source such as Bay City's ARPA funds.
- Any expense that would not be considered an eligible expense by Final Rule, ARPA Act, or the IRS rules

## **GRANT PERIOD**

Applicants may apply for expenses incurred during the period beginning November 1, 2022 and ending December 31, 2023.

## **HOW TO APPLY**

The Bay County ARPA Nonprofit Grant Program application will be available online through BACF's website at [www.bayfoundation.org](http://www.bayfoundation.org) from **9 a.m. on August 22 through 5 p.m. on September 22, 2022**.

Applicants may apply any time during this 30-day window. Applications must be submitted electronically.

**Hard copies will not be accepted, and the deadline is firm.** Extensions will not be granted.

Application questions are outlined at the end of this document to help you prepare in advance of the application opening. The format or wording of questions may appear differently on the online form.

## **QUESTIONS**

BACF staff is available to answer questions about the application requirements, eligible expenses or the funding process. If you have questions, please call the office at (989) 893-4438.

## REVIEW PROCESS

Staff will review grant applications for completeness and eligibility. Applicants may be asked to revise proposals or provide additional information if necessary. Timely response to these requests will be important.

Applications that are determined to be eligible will be reviewed by BACF's Bay County ARPA Nonprofit Grant Program Committee, comprised of community volunteers. The Committee will make recommendations for funding to the BACF Board of Trustees. The Board of Trustees will consider these recommendations and make final award determinations on November 1, 2022.

Preference will be given to organizations providing services in the areas of healthcare, affordable housing, education, childcare, emergency services, and mental health, especially those that do so for communities that have been disproportionately affected by the COVID-19 pandemic.

### Evaluation Criteria:

- Clearly state and provide specific information relative to the pandemic's negative impact on their organization
- Organization provides and continues to provide services that contribute to Bay County's wellbeing.
- Organization's fiscal and administrative capacity
- Demonstrate the organization's ability to sustain grant-funded efforts beyond the grant period
- Show long-term commitment to the community

### KEY DATES

BACF anticipates the following schedule for the Bay County ARPA Nonprofit Grant Program.

<b>August 16, 2022</b>	Informational Workshop – Virtually
<b>August 22, 2022 at 9 a.m.</b>	Application opens
<b>August 30, 2022</b>	Informational Workshop – In-person Pere Marquette Depot – 1904 Room
<b>September 22, 2022 at 5 p.m.</b>	Deadline for application submissions
<b>November 1, 2022</b>	Grant determinations are made by BACF Board
<b>November 2 - 30, 2022</b>	Staff notify applicants and prepare Beneficiary Agreements* (e.g., grant agreements)
<b>December 31, 2023</b>	All awarded grant funds must be expended

**\*Beneficiary Agreements:** All grantees must sign a Beneficiary Agreement. This Agreement details the grant award, including but not limited to the grant period, funding scope, payment schedule and reporting requirements. This Agreement is between the grantee organization and BACF. Upon signing the Agreement, grantees are reaffirming that all information contained in the application is true and correct.

**BAY COUNTY ARPA NONPROFIT GRANT PROGRAM  
APPLICATION QUESTIONS**

Note: The questions below are provided only to help you prepare in advance for completing the application. The actual questions may appear differently on the online application.

**ACCOUNT INFORMATION**

1. Organization Legal Name
2. EIN Number
3. Website
4. Telephone
5. Mailing Address
6. Grant Contact
  - Name
  - Title
  - Email
  - Phone
7. Leader of Organization
  - Name
  - Title
  - Email
  - Phone

**ORGANIZATION SUMMARY**

8. What is your organization's mission?
9. Briefly give us an overview of your organization.
10. What geographic area(s) is being serviced by your organization?
11. Describe the organization's target beneficiaries (e.g., seniors, youth, veterans, low-income households, etc.)
12. Please describe how you serve Bay County. Be specific in terms of numbers and population served as well as programmatic impact.
13. How many of each of the following types of staff make up your organization: paid full-time staff, paid part-time staff and volunteers?

**ELIGIBILITY**

14. What is your physical address in Bay County?
15. Date organization was founded
16. What is your IRS Federal Tax-Exempt Status?
17. Is your organization licensed by the Michigan Department of Licensing and Regulatory Affairs to conduct business within the State of Michigan?
18. Has your organization been debarred by the Federal Government?

19. Does your organization have any delinquent tax filing, tax debt/assessment or license violations with Bay County, the State of Michigan or the U.S. Government?
20. Is your organization currently in bankruptcy?

### **COVID-19 IMPACT**

21. Explain the negative impact the COVID-19 pandemic has had on your organization. Be specific and state only the impacts that can be documented.
  - Decreased revenue: No or Yes? Explain.
  - Increased costs: No or Yes? Explain.
  - Challenges covering payroll, rent/mortgage or other operating costs: No or Yes? Explain.
  - Difficulty finding/retaining staff and volunteers: No or Yes? Explain.
  - Reduced capacity to weather financial hardship: No or Yes? Explain.
22. How is the COVID-19 pandemic continuing to impact your organization in 2022?
23. How do you anticipate the COVID-19 pandemic to continue to financially impact your organization in 2023?
24. What steps has your organization taken to mitigate the above impacts?
25. Has the organization received other COVID-19 funding assistance? If yes, list the funding source, amount and year received. Other COVID-19 funding may include but is not limited to PPP Loans, EIDL Loan or EIDL Target or supplemental grant funds, or other CARES Act and American Rescue Plan Act assistance.

### **GRANT REQUEST INFORMATION**

26. Amount of funding requested
27. What is your total operating budget for 2022?
28. Describe how the requested funding will mitigate the financial hardship experienced because of the COVID-19 pandemic.
29. Provide expenses in applicable categories and in what months they will occur. A form will be provided.
30. Describe your plan for sustaining these expenses beyond the grant period.
31. Provide any other information the organization would like to be considered regarding this request.

### **AUTHORIZATION**

32. Has the leader of the organization and grant contact read the program guidelines?
33. Does the organization have its Board approval to submit the grant application?

**(Continued on next page)**

## **CERTIFICATION STATEMENT**

**I certify that my organization has been negatively impacted by the COVID-19 public health emergency.**

**I further certify that the information I have provided in this application and the attached documents is true, accurate and complete to the best of my knowledge. I also understand that failure to report complete and accurate information may result in the denial of this request or the cancellation or recoupment of any grant awarded. Furthermore, I acknowledge that Bay Area Community Foundation may independently verify any information contained in this application. Information obtained by BACF in its verification of information in this application may be used as admissible evidence in any legal proceeding against your organization should BACF be required to recoup any grant funds provided to your organization obtained under false pretenses.**

## **REQUIRED DOCUMENT UPLOADS**

- Copy of IRS Federal Tax-Exempt Status Letter (also called IRS Letter of Determination)
- Proof of 2021 completed IRS 990 filing
- Completed IRS Form W-9 (Request for Taxpayer Identification Number and Certification)
- Current roster of Board of Directors
- Operating Budget for 2020 (showing actual revenue and expenditures)
- Operating Budget for 2021 (showing actual revenue and expenditures)
- Operating Budget for Current Fiscal Year (showing projected and actual revenue and expenditures)
- Projected Use of Funds (form will be provided)
- Any other supporting information your organization would like to include for consideration can be uploaded here.