

Richland County COVID-19 Nonprofit Relief Grant Program

PROGRAM GUIDELINES AS MODIFIED NOVEMBER 1, 2020

The Richland County COVID-19 Nonprofit Relief Grant Program (the “Program”) is a grant fund that has been established with Richland Area Chamber & Economic Development (the “Chamber”) to distribute \$500,000 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 Richland County, with several community partners, to assist nonprofits throughout Richland 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, the application and award process, and the process for entities to make contributions to the Program.

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 15, 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. Generally, the amount of the grant per nonprofit will be a maximum of \$7,500 for nonprofits with 2019 operating revenues of \$100,000 - \$4,000,000 and a maximum of \$2,500 for nonprofits with 2019 operating revenues of less than \$100,000. 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 Richland County and have the potential to continue to operate following the pandemic.

Applicants must apply online to the Chamber, which will review the same for completeness and compliance with these guidelines. Applications will be taken starting at 9:00 a.m. on Friday, November 13, 2020 and run until 11:59 p.m. Sunday, November 22, 2020. All complete applications submitted during that time, that follow the eligibility criteria set forth below, will be scored based on criteria reviewed by the Grant Advisory Committee. The Grant Advisory Committee will recommend the awarding of grants to nonprofits with completed applications generally based on the criteria set forth in Exhibit B, 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 Richland County nonprofits, the location of the nonprofit, and the commitment of the nonprofit to diversity, equity, and inclusion. The Chamber will announce the award of grant funds the week of November 30, 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 Richland County operating as possible, and to retain as many jobs for Richland 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 Richland County residents, and preserving the operations of Richland County’s nonprofits during a time of need and emergency. The

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primary objective of the Program is to minimize long-term economic hardship to Richland 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, Richland County nonprofits must meet the following requirements, as of March 1, 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, 2020. 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 (business 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 organization's 2019 Operating Revenue must not exceed \$4,000,000. To be eligible for a grant up to \$7,500, the nonprofit must have 2019 operating revenues of \$100,000 - \$4,000,000. To be eligible for a grant up to \$2,500, the nonprofit must have 2019 operating revenues of less than \$100,000.
- The organization must have 40 full-time equivalent (FTE) employees or less as of October 15, 2020. FTE's for the purpose of this grant will be counted as one FTE per full time employee and one-half FTE per part time employee. For purposes of this criteria, "employee" shall mean an individual who (i) is employed as an employee who regularly works at least 20 hours per week and who is provided an IRS Form W-2 at the end of each calendar year, (ii) is independently contracted with the nonprofit, regularly works at least 20 hours per week and who receives an IRS Form 1099 at the end of each calendar year.
- The principal place of operation, or headquarters, for the nonprofit must be located within Richland County. If located outside of Richland County, the organization must have a Richland County address, and must be providing services in Richland 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:

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- 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.)

C. There are two funds being established at the Chamber to distribute these CARES Act funds. One is the Richland County COVID-19 Nonprofit Relief Grant Program and the second is the Richland County COVID-19 Arts, Culture, and Attractions Grant Program. The criteria for both funds are listed below:

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- Demonstrated need because of increased expenses or decrease in revenues resulting from COVID-19
- A clear outline of how you would use these funds – they can be used for general operating support to assist the nonprofit in staying open and operating.
- Apply towards expenditures between March 15, 2020 – Dec. 30, 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 Richland 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 Richland 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.

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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.

The Richland County COVID-19 Arts, Culture, and Attractions Grant Program.

- Demonstrated need because of increased demand or decrease in support resulting from COVID- 19.
- A clear outline of how you would use these funds – they can be used for general operating support to assist the nonprofit in staying open and operating.
- Apply towards expenditures between March 15, 2020 – Dec. 30, 2020.
- Be considered an ***arts, culture, and/or attraction organization*** and have an articulated mission that is dedicated to arts, culture, and/or serving as a local attraction. Arts and culture will be defined as creating, preserving and/or exhibiting visual, multidisciplinary, literary, and performing arts, public art, history, and humanities; or be considered a cultural asset unique to the Richland County community. Individual artists are not eligible. An attraction will be considered a nonprofit organization that serves as a key asset that serves a local audience and/or draws visitors into Richland County.

Other factors that will be considered when making grant awards from both funds:

- 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 Richland County.
- Must disclose other COVID support dollars from other community funders (Richland County Foundation, Shelby 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 Richland County. Mortgage payments for the nonprofit that are in an owner’s primary residence are not eligible.

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- Rent payments for the nonprofit's principal place of business or such other business location in Richland 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 Richland 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 15, 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 Chamber 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. Following the expenditure of all grant funds, the nonprofit shall provide a listing to the Chamber of all expenses paid using the grant funds along with supporting documentation. Documentation will be in the form of cancelled checks, paid invoices, bank statements, or similar documents evidencing payment. The listing of expenses paid and accompanying documentation shall be submitted to the Chamber no later than December 30, 2020.
- C. All expenses reported to the Chamber as paid using Program funds must either be incurred by the nonprofit or paid by the nonprofit on or after March 15, 2020, and before Dec. 30, 2020. No grant funds may be used to pay for vehicles or equipment leased or purchased after March 15, 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 Richland and the Chamber'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 Chamber the following documents in electronic format:

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- A complete online application prescribed by the Chamber. To access that online portal, applicants should go to www.RichlandAreaChamber.com. 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 Friday, November 13, 2020 and run until 11:59 p.m. Sunday, November 22, 2020. All applications must be fully submitted and completed during this time to be considered. Applications will be received electronically via the Chamber's online portal. No late submissions and no paper applications will be accepted.
- C. Complete submission of accurate information is the responsibility of the applicant. Given the volume of applications expected, the Chamber 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 applications that are complete and contain all information required by Section IV(A), above, will receive a sequential grant application number indicating the order that the complete application was received. This number will factor into the review as a way of prioritizing distribution of funds in the event scoring of the application results in equal scores to other applications.
- E. All complete applications received before the deadline and which meet eligibility will be considered for funding by the Grant Advisory Committee. Grant awards will be made based on competitive application scoring and the availability of funds. It is likely the Program will be unable to provide funds for every eligible applicant.

The Grant Advisory Committee, the membership of which is attached hereto as Exhibit A, will be responsible for oversight of the scoring methodology, advising grant program staff on the review process and providing general advice and support for the approach to applicant

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evaluation and the awards process. The Grant Advisory Committee shall review and approve the final set of awards based on review of the scoring process and the final summary of applicant and awardee information.

Upon approval by the Grant Advisory Committee, nonprofits with 2019 operating revenues of \$100,000 - \$4,000,000 will be awarded a grant of up to \$7,500 and nonprofits with 2019 operating revenues of less than \$100,000 will be awarded a grant of up to \$2,500. Grants will be funded only to the extent that grant funds are available. Grant awards will be announced by the Chamber sometime the week of November 30, 2020. Following award of each grant, the Chamber 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 Chamber to receive grant funds. Grant funds will be distributed as soon as possible following the receipt of a signed grant agreement.

- F. Additionally, any application that is complete and meets all eligibility, but was not funded in a certain round will be reconsidered for funding in the next subsequent funding round.
- G. The Chamber may require the nonprofit leader to complete any necessary documentation to determine if the grant to that organization may be funded.
- H. Prior to receiving any grant funds, the nonprofit shall sign a grant agreement between itself and the Chamber. 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 Chamber and all contributors of grant funds.
- I. To the extent allowable due to the availability of funds, all nonprofits will be funded to the maximum for their budget size as noted above provided they are complete, meet all other criteria, and are approved by the Grant Advisory Committee. Businesses requesting less than the maximum funding for their size will be funded in the amount requested in the application, again, provided they are complete, meet all other criteria, and are approved by the Grant Advisory Committee. The Chamber and the Grant Advisory Committee will not make determinations that grants be funded for an amount different than the amount requested, unless necessary to cap the grant at a maximum amount.
- J. In general, the Chamber will manage the Program and administer the distribution of grants in accordance with these Guidelines.
- K. Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, the Chamber or any grantor of funds to the Program, to make, award, or fund any grant

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to any entity whatsoever, and no entity shall have any claim, action, or cause of action against the Chamber 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 Chamber and the Grant Advisory Committee and in the spirit of meeting the objectives of this program. The decisions the Grant Advisory Committee are final, not subject to appeal and fully within the discretion of the Chamber 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.

V. Fund Contributions

The Chamber will accept fund contributions in increments of \$1,000, for the purpose of providing additional Program grants from governmental entities, businesses, nonprofits, foundations, and individuals who wish to contribute to the Program.

- A. Grantors who provide fund contributions more than \$10,000 shall have the ability to direct the following factors as it pertains to the use of their contributions:
 - The community or geographic area within Richland County in which the fund contributions must be utilized for grants. Fund Contributions that are not restricted to a jurisdictional or geographic area within the County shall be deemed as available for grants to nonprofits Countywide.
- B. Contributed funds will be paid by grantors in a lump sum payment to the Chamber pursuant to an agreement executed between the Chamber and the grantor. Once funds are paid to the Chamber, they will not be returned to the grantor unless (i) the grantor cancels the agreement for cause because of mismanagement, misfeasance, or malfeasance on the part of the Chamber, or (ii) on Dec. 30, 2020, the Chamber is still in possession of contributed funds from the Grantor that were not distributed to nonprofits under this Program. The Chamber shall develop and distribute the grant agreement to each grantor. All grants will then be made from the funds contributed by the grantors and the Chamber shall not have any obligation to fund grants out of its operating funds.
- C. The following shall be used by the Chamber in determining which fund contributions shall be drawn down to fund any grants that are awarded:
 - If funds that have been contributed for a certain jurisdiction or geographic area wherein the nonprofit is located are available, then the grant shall be funded by those funds.
 - If jurisdictionally or geographically directed funds are no longer available that apply for that nonprofit's location, then the grant shall be funded by other funds that are available.
 - In the event that a grantor has permitted that grant funds may be used to fund grants in excess of the maximum amounts set forth above, regardless of whether such funds are

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jurisdictionally or geographically restricted, then any grant that is awarded solely using those funds may exceed that maximum amount, up to the amount allowed by the grantor. Grants that are approved for funding will receive the maximum amount in the order that they are approved.

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EXHIBIT A

GRANT ADVISORY COMMITTEE MEMBERS

The following members shall comprise the Program's Grant Advisory Committee:

1. A representative of the County of Richland.
2. A representatives of the Richland Area Chamber.
3. A representative of Richland County Foundation
4. A representative of the Shelby Foundation
5. A representative of the United Way of Richland County.

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EXHIBIT B UNDERWRITING

CRITERIA

The below criteria shall be used by the Chamber and the Grant Advisory Committee in determining whether to fund any grant. In evaluating nonprofits in view of the below criteria, the Chamber and the Grant Advisory Committee shall place a priority upon the goals of (i) preserving jobs at nonprofits within Richland County, (ii) the value of the economic impact that the nonprofit has on Richland 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 Chamber 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 an proactive work to supplement lost revenues).
8. The 2019 operating budget of the nonprofit.

Upon a two-thirds vote of the members of the Chamber and the Grant Advisory Committee, the above criteria may be modified, provided that any modified criteria conform to the goals set forth in the first paragraph of this Exhibit B.