

# MontcoStrong 2021 Non-Profit Resiliency Grant Program

## Guidelines – July 2021

### **Purpose**

To provide non-profit entities with financial support so they are resilient as employers and stakeholders in our communities due to the disruptions caused by the COVID-19 global pandemic as well as to ensure these organizations are able to be active participants in the restoration of the wellbeing and livelihood of our residents, businesses, and communities, the Montgomery County Board of Commissioners is making available resources for the MontcoStrong 2021 Non-Profit Resiliency Grant Program.

Up to **\$5,000,000** in funding is being made available for this program to help provide operational support for eligible applicants. The program is being administered by the Montgomery County Commerce Department through the Redevelopment Authority of Montgomery County. The application window for will open at **Noon on Monday, July 19, 2021** and close at **Noon on Tuesday, August 10, 2021**.

### **Program Guidelines**

Eligible applicants for program must meet the following criteria:

- Eligible applicants must be a –
  - o 501(c)(3) or 501(c)(4) entity with a stated mission and engaged in work focused on one or more of the following –
    - Food, Health, and/or Housing Insecurity Services
    - Childcare/Educational Services
    - Mental Health and Wellness Services
    - Elder and/or Vulnerable Population Services
    - Environmental Stewardship
    - Arts & Cultural Enrichment
    - Community, Economic, and/or Workforce Development Services and Support
  - o 501(c)(6) entity identifying as a Chamber of Commerce
  - o 501(c)(19) entity providing support to veterans in Montgomery County
- Meet at least one of the following –
  - o Have at least one physical location where services are provided from in Montgomery County, Pennsylvania and where services are available to Montgomery County residents/communities/businesses; and/or
  - o The organization's scope of service is comprised of approximately 50% Montgomery County, Pennsylvania residents/communities/businesses. Scope of service may be the percentage of individuals served and/or the geographic service area of the organization; and/or,
  - o The organization's scope of service includes Montgomery County, Pennsylvania and at least 50% of its current employees are residents of Montgomery County as of the date of application.

*(Program Guidelines – continued)*

- Have been in operation for a period of time such that the organization filed at 2019 Form 990, is still in operation as of the date of application, and intends to be in operation for a period of twelve (12) months from the date of application.
- Employed and paying no more than 100 full and part-time employees total as of June 1, 2021.
- Entity must be acting in accordance with its by-laws, mission, and with all legal requirements as a non-profit entity per the Internal Revenue Service.

Additional eligibility criteria and information:

- Subcontractors and/or 1099 employees should not be included in the employee count.
- Nonprofits that are in active default (not on a payment plan) with taxes or fees owed to local, county, state, and/or the federal government may not apply.
- Religious Institutions that do not have a program focus of at least 25% of total revenues supporting food security, housing security, childcare, or rapid reemployment services may not apply.
- Nonprofits engaged in any activity that is illegal under Federal, state, or local law may not apply.

**Grant Awards and Eligible Use of Grant Funds**

Maximum grant awards are as follows for eligible applicants:

- 501(c)(3) entity – may apply for up to \$50,000, but not more than 75% of the organization’s average revenues for the past three years (see below).
- 501(c)(4) entity – may apply for up to \$30,000, but not more than 75% of the organization’s average revenues for the past three years (see below).
- 501(c)(6) entity – may apply for up to \$30,000, but not more than 75% of the organization’s average revenues for the past three years (see below).
- 501(c)(19) entity – may apply for up to \$50,000, but not more than 75% of the organization’s average revenues for the past three years (see below).
  
- In addition to the above thresholds, applicants may not apply for an amount that exceeds more than 75% of the organization’s average revenues for the past three years (2018-2020). For example, if –
  - o 2018 revenues = \$42,000
  - o 2019 revenues = \$30,000
  - o 2020 revenues = \$30,000
  - o Average revenues = \$34,000 (sum of 2018, 2019, and 2020 revenues divided by 3)
  - o Maximum grant award eligibility = \$25,500 (Average revenues multiplied by .75)
  
- Grant awards amounts will be determined by the application review process, the explanation of need, the allowable parameters of the funding for this program, and support services being provided residents, communities, and/or businesses in Montgomery County, Pennsylvania. Direct linkages to and consideration of the impacts of COVID-19 are also important factors. Submitting an application is not a guarantee of funding; determination of funding will be based upon the recommendations of a review team and the ratification of recommendations by the Redevelopment Authority of Montgomery County as the grant administrator. All grant award amount decisions are final and not subject to appeal. Feedback on applications not awarded funding will not be provided.

*(Grant Awards and Eligible Use of Grant Funds – continued)*

The purpose of this program is to provide operational support for eligible entities as opposed to support for new initiatives. Eligible uses of grant funds are as follows:

- Accounts payable including utilities, vendors, suppliers, and other eligible non-payroll expenses paid or to be paid between January 1st, 2021 to October 31st, 2021. This includes payments to insurance providers such as health insurance for employees.
- Rent/mortgage payments on the entity's primary offices/facilities in Montgomery County, Pennsylvania paid or to be paid between January 1st, 2021 to October 31st, 2021.
- PPE or other justifiable equipment necessary to operate safely due to the COVID-19 global pandemic or as part of the recovery & renewal period purchased or to be purchased between January 1st, 2021 to October 31st, 2021.
- Pay for employees in Montgomery County, Pennsylvania paid or to be paid between January 1st, 2021 to October 31st, 2021.

Grant funds cannot be used for the following costs:

- The payment of any obligations to the federal, state, and/or local governments.
- To finance an organization, project, activity, and/or location primarily located outside the geographic boundaries of Montgomery County, Pennsylvania.
- The repayment of any debts to private creditors or lenders (ex. bank loans or lines of credit).
- The payment of bonuses as part of compensation or to pay compensation for individuals who do not otherwise receive compensation (examples – board members, volunteers, unpaid interns).
- Any political and/or lobbying activity.
- Direct payments to individual program recipients and/or donations to other entities.
- Any COVID-19 related expenses already paid for with other relief measures such as state grants or loans, US SBA Paycheck Protection Loans, local or regional grant and/or loan programs.
- Any activities not otherwise specified as allowable costs per the program guidelines and grant agreement.

## **Application Process**

To apply, eligible organizations will be required to complete an online application – the online application and other program information can be found at [www.montcopa.org/MSNP2021](http://www.montcopa.org/MSNP2021). The online application will not be available prior to **Noon on Monday, July 19, 2021**; applications may not be submitted online prior to the specified date and time. Applications will be accepted online until **Noon on Tuesday, August 10, 2021**. This is not a first come, first served program.

Applicants will be requested and/or required to provide the following information:

- Organization information including:
  - o Physical location, address, and organization contact information;
  - o Number of employees (full-time and part-time) being paid on 03/01/2020 and as of the date of application;
  - o Status of operations;
  - o Date of IRS approval for the entity's 501 status.
- Narrative descriptions of the following (please note – all narratives are to be 250 words or less):
  - o Description of the organization;
  - o Organization's adopted mission statement;
  - o Narrative describing the disruption COVID-19 has caused for the organization;
  - o Narrative explaining the organization's support residents, communities, and/or businesses in Montgomery County, Pennsylvania – this should include verifiable information on its scope of service in the County;
  - o Narrative describing how grant funds will be used by the organization and how the funds will allow the organization to move forward.
- Required Application Documents:
  - o W-9 form.
  - o 2019 or 2020 signed and filed Form 990 or 990 Exemption (if applicable).
    - If you provide documents that require a password, please include the password in the organization description narrative.
  - o Proof of IRS 501c status.

Grant applications also require acknowledgements and certifications in order to be considered a completed application for submission and review. A full listing of all required grant application information and documentation required is in the Appendix of the grant program guidelines in the general application format. The actual online application may vary from the listing in Appendix based upon the finalized version of the online application form when the application window opens. The County will use Microsoft Forms to create and collect the online grant application.

## **Program Questions**

Questions regarding program eligibility, allowable use of grant funds, and the program application process can be submitted in writing using the Commerce Department's online assistance form, found at [www.montcopa.org/Commerce](http://www.montcopa.org/Commerce).

Please note that submission of an application is not a guarantee of funding. Furthermore, appeals on grant decisions are not accepted and feedback on specific grant applications are not provided. By submitting an application, an applicant acknowledge and accepts these conditions.

## **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. Particular consideration will be given to eligible applicants who are directly supporting COVID-19 response efforts; serving vulnerable populations; providing direct support to residents who are food, home, or safety insecure; and organizations that are engaged in economic, community, and/or workforce development initiatives. Overall evaluation of need and grant award decision criteria will include:

- Complete and accurate application.
- Identify a demonstrable need due to COVID-19 disruptions and the recovery process to come.
- Verifiable explanation of activities being undertaken to support residents, business, and/or communities of Montgomery County, Pennsylvania.
- Achieves program goal(s) based on the pandemic's impact on vulnerable populations and our communities while also helping to meet the expected needs of restoration of the livelihood of county residents and communities.

Applicants awarded grant funding will be required to sign a grant contract and documentation provided as part of the award and disbursement process. Upon execution of the grant contract and it being returned to the Redevelopment Authority of Montgomery County, efforts will be made to disburse funds within approximately 10-15 business days via check. Grant administration, grant contracting, and fund disbursement will be done by the Redevelopment Authority of Montgomery County.

At least one individual in the leadership of the organization will be required to sign a grant contract at the time of contract execution requiring that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, the contract will acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in prosecution.

Grantees will be required to report on the use of funds as stipulated in their grant contract. Grant reporting for this program is due no later than **December 3, 2021**. Grant awardees will be provided with a grant reporting template by the Redevelopment Authority of Montgomery County and are expected to provide proper documentation for all grant funds expended. Documentation includes (but is not limited to) invoices, canceled checks, other proof of payment, leases, and/or other documentation as required for eligible use of funds. Grant funds that have not been fully expended and/or grant funds used for ineligible costs must be returned to the Redevelopment Authority of Montgomery County no later than **December 29, 2021**.

## **Additional Information**

Submission of a grant application is not a guarantee of funding. Businesses, residents, and organizations in need support and guidance of can find additional resources and information as follows:

- For information on COVID-19 and Montgomery County's response to the global pandemic, visit [www.montcopa.org/COVID-19](http://www.montcopa.org/COVID-19).
- For information on the Commonwealth of Pennsylvania's response to the global pandemic, visit <https://www.pa.gov/guides/responding-to-covid-19/>.

## Appendix – Grant Application Questions/Documentation

\*Required information is in red – Please note the final format/version of the questions may appear differently in the online application portal.\*

### Applicant Information

Organization Name: [text box]

Address of Physical Location (street, post office, zip code): [text box]

Municipality: [List of Municipalities]

Name of Organization Contact: [text box]

Title: [text box]

Email Address: [text box]

Phone Number: [text box]

Organization Website (if none, enter N/A): [text box]

Organization EIN: [text box]

Type of Organization applying as (select one): [501c3, 501c4, 501c6, 501c19]

Organization Focus (select most relevant for application): [Food, Health, and/or Housing Insecurity Services, Childcare/Educational Services, Mental Health and Wellness Services, Elder and/or Vulnerable Population Services, Environmental Stewardship, Arts & Cultural Enrichment, Community, Economic, and/or Workforce Development Services and Support, 501c6 Chamber of Commerce, 501c19 entity providing support to veterans in Montgomery County]

Date approved as a 501c entity by the Internal Revenue Service: [Day, Month, Year]

Please indicate which of the following criteria best describes your organization's eligibility for this program (check one):

1 - Have at least one physical location where services are provided from in Montgomery County, Pennsylvania and where services are available to Montgomery County residents/communities.

2 - The organization's scope of service is comprised of approximately 50% Montgomery County, Pennsylvania residents/communities/businesses. Scope of service may be the percentage of individuals served and/or the geographic service area of the organization.

3 - The organization's scope of service includes Montgomery County and at least 50% of its current employees are residents of Montgomery County, Pennsylvania as of the date of application.]

Number of employees (both full-time and part-time) being paid as of June 1, 2021: [text box]

Number of employees (both full-time and part-time) being paid as of the date of application: [text box]

Basic Description of the organization (250 words max): [text box]

What is the official mission statement of the organization (250 words max): [text box]

How does the organization support the residents, communities, and/or businesses of Montgomery County, Pennsylvania (250 words max.)? [text box]

How has the organization responded to COVID-19 and has the organization engaged in specific responses efforts to aid Montgomery County residents and/or communities (250 words max.)? [text box]

Is the organization currently 30 or more days behind on any payments due for rent, loans, credit cards, and/or other accounts payable (check all that apply)? [Rent/Mortgage, Loan(s), Credit Card(s), Accounts Payable, Other, None]

Is the organization behind on any tax or other obligations to a government entity? [Yes/No]

If yes, please explain and indicate how this will be remedied. [text box, 250 words]

Does anyone in the leadership of the organization have a family relationship with an employee of Montgomery County's County Government? [Yes/No]

If yes, please indicate the individual(s) and relationship(s). [text box, 250 words]

Does the organization have any contracts with the County of Montgomery or any entities thereof? [Yes/No]

If yes, please explain the contractual relationship. [text box, 250 words]

Was the organization approved for funding through the U.S. SBA's Economic Injury Disaster Loan (EIDL) program, the Paycheck Protection Program (PPP), a MontcoStrong program in 2020, and/or any other local, state, and/or federal funding related to COVID-19? [Yes/No]

What is the organization's monthly rent or mortgage expenses for all properties in Montgomery County? [text box]

What is the organization's average monthly operational expenses in Montgomery County? [text box]

What were the organization's revenues in 2018? [text box]

What were the organization's revenues in 2019? [text box]

What were the organization's revenues in 2020? [text box]

What is the grant amount being requested? [text box]

If awarded grant funds, how will the organization utilize the grant award within parameters of allowable costs and how will this help the organization moving forward? (250 words max) [text box]

If awarded grant funds, how will these funds impact the overall operation of the organization? (250 words max.) [text box]

### **Acknowledgements**

In order for your application to be considered complete, you acknowledge all of the following:

- I acknowledge that all of the information herein is accurate to the best of my knowledge as of the date of application submission. [Yes]
- I acknowledge that submission of a grant application does not constitute an award of funding and that feedback will not be provided to applicants not receiving a grant award. [Yes]
- I acknowledge that the application review committee will determine the amount of the grant award based on the application submitted; the factors in the determination include explanation of need and the explanation of impact on the residents and/or communities of Montgomery County, Pennsylvania; furthermore, I acknowledge that the determinations of the review committee are final and cannot be appealed. [Yes]
- 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. [Yes]
- I acknowledge that all grant funds awarded that are not expended in accordance with the program guidelines and grant contract will need to be returned to the Redevelopment Authority of Montgomery County (as program administrator). 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 the Redevelopment Authority of Montgomery County. [Yes]
- I acknowledge the organization is responsible for properly reporting and paying any and all tax obligations to the state and federal government as a result of this grant award. [Yes]
- I acknowledge that if my organization is awarded grant funds, one or more parties with authorization on behalf of the grantee may be required to sign a contract 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. [Yes]

### **Supporting Documentation & Submission**

Applicants must provide documentation in order to be eligible for this program. Applicants should email the following to [email address will be provided in the online application] with the name of the organization from the first question in the application in the email subject line. The following documentation is required:

- 2019 or 2020 signed and filed IRS Form 990 or IRS Form 990 Exemption in .pdf format
- W-9 Form for Applicant Entity in .pdf format
- Proof of IRS 501c status in .pdf format

Please type your name, as it appears on your photo identification. This certifies that you have 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 penalty of perjury. You also affirm that if awarded this grant, any and all required documentation and reporting will be completed such that it will be true and correct and will be made subject to the penalty of perjury. [text box]