



Carver County Non-Profit Emergency Assistance Fund

August 2020

Purpose

The purpose of the Non-Profit Emergency Assistance Fund is to provide emergency financial assistance, through a \$10,000 beneficiary payment, to non-profits located in Carver County who have been affected by the COVID-19 pandemic. The goal of program is to assist and stabilize non-profits through this economic crisis.

Funding

Beneficiary payments worth up to \$10,000 will be awarded to non-profit organizations who have seen impact due to the COVID-19 pandemic. Organizations to receive the payments will be selected based upon a ranking system.

Funds awarded may not be more than 50% of total revenue for the organization in the previous year.

Eligible Non-Profits

To be eligible, non-profits must meet all of the following criteria as of March 1, 2020:

- Be a locally operated non-profit, 501(c)(3) business that serves Carver County. Non-profits are not required to have their main office physically located within Carver County.
- Have 40 or fewer employees (volunteers are not included in this number).
- Have \$2 million or less in annual revenue.
- Be open and operating on or before January 1, 2020.
- Be in good regulatory standing with the State of Minnesota, Carver County, and city in which the business is located. This includes, but is not limited to, being current on applicable licenses, and in compliance with city regulations.
- Be able to demonstrate a loss of revenue of at least 10 percent since March 15, 2020.
- Have a board of directors or local advisory board comprised of a majority of Minnesota residents. A local affiliate of a national organization must have a local advisory board.
- Funds will not be awarded to individuals.
- Religious organizations with a social services component that is available to the general public and not restricted by ethnicity, gender, orientation or ability is eligible. Religious organizations without a social services component are ineligible.

Non-profits that have applied for and/or were awarded any COVID-related federal funding, such as the Small Business Administration's Economic Injury Disaster Loan (EIDL) or the Paycheck Protection Program (PPP) are eligible for this funding.

Eligible Uses

Funds can be used for the following expenses:

- Payroll
- Rent
- Mortgage payments
- Utilities
- Other critical non-payroll business expenses (including, but not limited to expenses related to re-opening, personal protective equipment, and others) as approved by the fund administrator

Application and Award Process

The application and award process will be as follows:

- Applications will be accepted during a two week period beginning September 8, 2020 and ending September 21, 2020.
- The fund administrator will review and rank applicants based upon a set of criteria, including:
 - Number of and percentage of the organization's participants who are Carver County residents or businesses
 - Income level of the organization's participants/percentage of the organization's participants who are at 100% AMI or less
 - Primary service(s) of the organization—more weight will be given to organizations that focus on social assistance
 - Percentage of the organization's participants who are from traditionally underrepresented populations
 - Number of paid staff
 - Loss of gross revenue
- Approved applicants will be notified by email on or before September 30, 2020.
- Upon notice of an approved application, applicants will be required to submit the following within five business days and prior to receiving any funds:
 - Verification of non-profit status
 - 2019 IRS Form 990—Return of Organization Exempt from Income Tax. Organizations that have not yet completed this form are eligible to apply and substitute other documentation of revenue.
 - Evidence of revenue loss related to the COVID-19 pandemic. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to the fund administrator.
 - Evidence of employment prior to March 1, 2020. Documents deemed acceptable include period reporting from a 3rd party payroll processor, applicant's Federal Form 941/Employer's Quarterly Federal Tax Return or other State or Federal payroll-related filing.
 - Any additional documentation deemed necessary by the fund administrator to determine eligibility or to meet program requirements.

- Failure to submit required documentation will result in forfeiture of the funds.
- Upon acceptance of the documentation noted above, the non-profit will enter into an agreement with the Carver County Community Development Agency prior to the disbursement of funds.
- Terms will be included in the agreement, including expense documentation and reporting requirements.

NOTE: The Carver County Community Development Agency reserves the right to revise these guidelines as needed to best address the impact to businesses of the current pandemic.