



County of Orange  
333 W. Santa Ana Blvd  
Santa Ana, CA 92701

## NONPROFIT GRANT APPLICATION

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### INTRODUCTION

The needs of children have grown as schools announce plans for full or partial distance learning to respond to COVID-19. Working parents with school-age children are faced with the challenge of how to ensure that their children are in a safe learning setting while they work. These challenges have grown because the pandemic has constrained nonprofit before- and after-school programs that provide childcare support to working parents. To mitigate this impact, Chairwoman Michelle Steel has allocated federal CARES ACT funding for grants to nonprofits dedicated to serving children in the County of Orange. The objective of this program is to offer financial assistance to nonprofit entities dedicated to serving the needs of children.

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### OVERVIEW

One-time grants will be awarded to eligible Nonprofits up to a maximum of \$45,000 based on the need and size of the organization and the availability of grant monies. Should interest exceed the grant monies designated for this program, the County may deem it necessary to award the funds through a randomized selection. The County will make every effort to assist all eligible Nonprofits that apply.

Because of federal requirements, the relief funds must be used to assist Nonprofits affected by COVID-19 to reimburse the costs of interruption caused by required closures and costs associated with voluntary closures to promote social distancing as a result of the COVID-19 public health emergency.

### ELIGIBILITY

Nonprofits qualified to participate in the Nonprofit relief program must meet all of the following eligibility criteria:

- The Nonprofit must serve the needs of children in the County of Orange, including but not limited to the areas of education, special needs, high-risk youth, and the children of members of military or first-responder families.
- The Nonprofit's principle place of business must be located in the Second Supervisorial District of the County of Orange in a retail, commercial, office or industrial space.
- The Nonprofit must be able to prove that it has been negatively impacted by Covid-19.



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- The Nonprofit must submit an application that includes a written statement as to how the funds would be expended

**TO BE COMPLETED BY APPLICANT**

Name of Nonprofit:

### Legal Business Entity:

Employer Identification Number (EIN):

Name of Principle Officer (s):

### Business Address:

Contact Person Name and Title:

Contact Person Email:

Contact Person Phone:

**Business Type (check one):**

S-Corporation     C-Corporation     Limited Liability Company  
 Other 501(c)(3) Organization (Describe) \_\_\_\_\_

## ELIGIBILITY VERIFICATION

1. How has your nonprofit been impacted by COVID-19 (check all that apply):
  - Nonprofit was forced to shut down due to the State of California's Stay at Home mandate or voluntarily closed to promote social distancing;
  - Nonprofit revenue has decreased more than 25% in the prior three months over the same period of time in 2019 due to decreased customer demand as a result of the COVID-19 public health emergency;
  - Nonprofit incurred expenses to facilitate distance learning, including technological improvements, in connection with closings to enable compliance with COVID-19 precautions;
  - Nonprofit has seen an increase in demand for services to facilitate compliance with COVID-19-related public health measures or costs to promote social distancing measures;
  - The nonprofit has had to lay off at least one of its full- or part-time employees.



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## ELIGIBILITY VERIFICATION (cont.)

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2. What type of Nonprofit do you operate? (please describe)

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3. Describe how the Nonprofit serves the needs of children in the County of Orange.

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4. Has the nonprofit been forced to furlough or dismiss any employees?

Yes  No

Number of employees as of December 31, 2019:

Total # \_\_\_\_\_ Principle Officer(s) \_\_\_\_\_

Full time# \_\_\_\_\_ Part time# \_\_\_\_\_

Number of employees as of May 1, 2020:

Total # \_\_\_\_\_ Owner(s) \_\_\_\_\_

Full time# \_\_\_\_\_ Part time# \_\_\_\_\_

5. Do you operate out of a physical commercial, office or industrial space within the Second Supervisorial District?  Yes  No

Address (if different than above) \_\_\_\_\_

6. How do you intend to use the Grant funds? (Please list out by amount, up to \$45,000)

Rent \_\_\_\_\_  Payroll \_\_\_\_\_

Accounts Payable \_\_\_\_\_  Inventory \_\_\_\_\_

Working Capital \_\_\_\_\_  Other \_\_\_\_\_



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7. The following documents must be submitted as verification of proof to responses above. Requests for funding will not be considered if all required documentation is not included.

- Completed application – completed, signed and dated.
- Verification of employee count.
- Financial documents for the previous three months in 2020 (February, March, and April) demonstrating revenue decrease due to COVID-19.
- Financial documents showing your revenue for the same three months in 2019.
- Financial documents showing your revenue for the full 2019 calendar year.
- Financial documents can include: point-of-sales reports, bank statements, quarterly sales tax filings, 2019 tax returns, or CPA-certified profit & loss statements.
- Copy of Nonprofit's form 990, 990-EZ, 990-PF or 990-T return filed with the IRS for the 2018 and 2019 calendar year.
- Documents demonstrating that the nonprofit serves the needs of children in the County of Orange, including but not limited to the areas of education, special needs, high-risk youth, and the children of members of military or first-responder families.
- Copy of front and back of California driver's license or government-issued ID for signatories to this application.
- W-9 Form - Request for Taxpayer Identification and Certification.

#### **ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION**

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**Acknowledgment:** I/We understand that this grant is being provided by the County of Orange based solely upon the information that has been provided in this application. I am also verifying that there are no outstanding tax liens or legal judgments against the Nonprofit and that I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement

**Certification:** I/We also agree that this application authorizes the County to verify all sources of incomes. If grant funds are provided by the County, the funds will be used for the purposes set forth above. In no event shall the County's financial responsibility exceed the approved amount.

I/We bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the County. There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The County does not endorse the specific business. Applicant shall defend and indemnify the County and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.

**Grant Use:** The Grant must be used for employee salary and benefits and other business capital and operating expenses directly related to the immediate impacts of COVID-19 as identified in the application submitted by the Nonprofit. No other use of funds is allowed by the Nonprofit. If the Nonprofit does not use the Grant as required by this paragraph, then the Nonprofit must repay the grant amount to the County by January 31, 2021. If the Nonprofit



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ceases operations before December 30, 2020, the Nonprofit must notify the Second District Office immediately and repay any unused portion of the Grant to the County within 30 days of business closure but no later than December 30, 2020.

**Prohibition on duplicate reimbursement:** Nonprofit shall not use the Grant proceeds to pay expenses for which the Nonprofit has sought or obtained reimbursement from another County, State, or federal program designed to assist the Nonprofit in recovering from the coronavirus emergency or other emergencies.

By signing below, I certify under penalty of perjury that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that the County will rely on this information when making decisions regarding an application for Nonprofit grant.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPLICATION PROCESS AND TERMS

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- Grant applications must be emailed directly to [SecondDistrictSmallBusinessRelief@ocgov.com](mailto:SecondDistrictSmallBusinessRelief@ocgov.com) by **August 28<sup>th</sup>, 2020 at 5:00pm PST**. Nonprofits must submit the completed application and required supporting documentation by the deadline.
- If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within 48 hours following the close of application period.
- In all cases, the County reserves the right to reject any and all applications in the event the County identifies a potential conflict of interest or the appearance of a conflict of interest.
- Submission of an application in no way obligates the County to award a grant and the County reserves the right to reject any or all applications, wholly or in part, without penalty.
- If awarded, this application becomes a binding contract between the entity named above and County of Orange.
- Nonprofits receiving funding are encouraged to implement Federal and State guidance for their operations (social distancing, clean down procedures, limiting in-store occupancy, etc.).
- Grant funds will be awarded upon approval of this application.

**For questions regarding the Nonprofit Grant Program, please call the Second District office at (714) 834-3220, or email [SecondDistrictSmallBusinessRelief@ocgov.com](mailto:SecondDistrictSmallBusinessRelief@ocgov.com).**

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