**Butler County SPARKS Non Profit Grant Program**

The Butler County SPARKS Non-Profit Grant Program can be used to reimburse revenue lost on or after March 1, 2020 because of business interruption due to COVID-19 as a result of required closures, voluntary closures to promote social distancing, or decreased customer demand. These funds will be used to supplement revenue losses for non-profit entities who are directly tax supported by Butler County. These would include Senior Centers, Butler County CDDO supported entities, South Central Mental Health, youth service programs such as BBBS, SCARF, CASA, Butler County Children’s Home, any other Butler County non-profits the County Commission supports and Food Banks in our various communities.

Butler County received funding from the CARES Act and is to distribute $200,000 of these funds to non-profits through the Butler County SPARKS Non-Profit Grant Program. Grants of up to $10,000 will be made to non-profits who are supported by Butler County. Applications will be accepted via Butler County Administration, 205 W. Central, El Dorado, KS 67042. The County will begin accepting applications on Monday October 5, 2020 and continue receiving them until the end of business on Friday, October 23, 2020.

Grant applications will begin being processed on October 26, 2020 and notification of award will be sent to the non-profits by Wednesday, November 4, 2020. Should more funds be awarded than the total fund allocation allows, all applications for that allocation will be reduced by a similar percentage to assist with the spreading of funds so that all agencies who apply receive some funding. All documentation needs to be submitted up to one (1) day after application submission. Any application with missing documentation will automatically be rejected from consideration.

**Eligibility**

Grant funds are open to non-profits who are fiscally supported by the Butler County Commission and experienced revenue loss due to COVID closure or interruption.

* Must be located within Butler County and operate out of a physical location in Butler County.
	+ Physical location includes “brick and mortar” structure.
	+ Non-profit must have been in operation since January 1, 2019.
	+ Demonstrate a loss of revenue due to the COVID-19 pandemic.
	+ There cannot be a duplication of federal funds. If the non-profit has all ready received Cares Act Funds or other federal funds related to COVID reimbursement they will not be eligible for the Butler County SPARKS Non Profit Grant Program.

If selected for the Butler County SPARKS Non-Profit Grant Program, grants will be a maximum of $10,000, based on demonstrated revenue loss due to the pandemic.

**Required Documents to Include with Application**

Non-profits must complete their Butler County SPARKS Non-Profit Grant Program application by getting the following business documents in order:

* Statement of Revenues from March through August for 2019, as well as a statement of Revenues from March through August 2020, showing loss of revenue for the time period. This can be verified through a P&L statement.
* **If you do not have a proper P&L statement, please use your 2019 and 2020 bank statements to fill out the TEMPLATE included on the application to submit in place of your P&L. If you use this template, please submit your 2019 and 2020 bank statements with the application**

**Selection Process**

County staff will review eligible applicants who have submitted all required documentation. Butler County SPARKS Non-Profit Grant Program funds will be distributed after November 4, 2020.

If selected for the Butler County SPARKS Non-Profit Grant Program, grants will be a maximum of $10,000, based on proof of revenue loss during the period from March 1, 2020 through August 31, 2020.

Applications will be submitted to the Butler County. Non-profits need to submit their application with the required documentation to be eligible. Applications will be reviewed in the order of arrival. If application is missing documentation, notification will be sent stating there is a 24-hour deadline to receive missing documentation. If not received within timeframe, the applicant will not receive any award.

Applications will be initially reviewed by County staff. Second review and final approval will be conducted by the County Administrator.