



LICKING COUNTY CARES ACT NONPROFIT RELIEF GRANT PROGRAM

GUIDELINES & FREQUENTLY ASKED QUESTIONS

Updated November 10, 2020

What is the Licking County CARES Act Nonprofit Relief Fund?

Licking County, in its capacity as a pass-through entity of a federal award of financial assistance, entered into a cooperative partnership with the Licking County Foundation to administer a grant program that most effectively identifies needs that fulfill the requirements of the law and in the process assists Licking County to support nonprofit organizations battling through the current economic challenges due to the COVID-19 pandemic and state mandates.

What is the source of this grant funding?

Licking County received federal CARES Act funding and the Licking County Commissioners chose to support nonprofits that have been impacted by the pandemic. This Fund was established with an allocation from these federal stimulus dollars, released to Licking County by the State of Ohio.

Who is eligible to receive funds through this program?

Qualified charitable organizations with a 501(c)(3) designation, operating in Licking County or serving Licking County residents, are eligible for consideration. Charitable organizations must have a governing board, and conduct business without discrimination on the basis of race, ethnicity, religion, gender, gender identity or expression, sexual orientation, age, disability, status as a veteran, national origin, or any other protected classes.

Who is not eligible to receive funds from this program?

The following list includes organizations or programs not eligible for funding under this grant program:

- Governmental entities who have access to CARES Act funding from another source
- Individuals
- Scientific, medical or academic research projects
- Sectarian activities of religious organizations
- Economic development projects
- Hospitals and universities for internal programs
- Matching grants
- Multi-year requests
- Publications, including books, reports, research papers
- Funding to schools and public agencies that would supplant tax-supported, mandated services

- Creation of, or addition to, endowment funds
- Payment of legal settlements
- Political or partisan purposes
- Fraternal, political, labor, social, or veterans' groups
- Community athletic teams or groups
- School groups, such as athletic teams, bands, choral groups, drill teams, color guards, etc.
- Re-granting organizations
- Fiscally sponsored groups

If we are a church or other religious institution, or if our nonprofit organization has a different 501 designation and is not eligible under this program, are there other resources for which we might be eligible?

Yes. You may be eligible to receive funding through the Licking County Chamber of Commerce. Visit the Chamber's COVID-19 resource webpage at <https://lickingcountychamber.com/covid19-resources/> for more information.

How does an organization access funding?

All requests must be submitted using the *Licking County CARES Act Nonprofit Relief Grant Application*, provided by Licking County Foundation. The initial round of applications will be by invitation; subsequent rounds of applications will be collected as funds are available. Licking County Foundation will proactively identify potential grant applicants, as well as maintain an online Contact Request Form for qualified nonprofit organizations who wish to be reviewed for eligibility.

How much funding should an organization request?

This fund is intended to provide relief to Licking County nonprofits, and will not address all financial needs an organization may be experiencing. Most grants will not exceed \$40,000. Additional funds may be available and organizations should communicate their full need as can be documented. Organizations must provide appropriate documentation to support the amount of the request. All expenditures must be incurred between March 1 and December 30, 2020 and be directly related to the COVID-19 public health emergency. Only documented expenditures will be funded.

When will funds be available?

The Licking County Foundation will disburse grants beginning October 22, 2020 through December 15, 2020. Grants will continue as long as funds are available.

If we received financial assistance from another source, are we eligible?

Yes. Receiving other assistance does not automatically make an organization ineligible. Because we are prioritizing organizations that have not already received other relief funding, we will ask what other funds you have received from other federal stimulus or local relief programs.

If we currently have or recently received a grant from LCF, are we eligible?

Status as a current or recent grant recipient will not advantage or disadvantage any eligible qualified charitable organization with regard to consideration for funding from this program.

If we receive a grant, do we have to spend the money by a certain date?

The funds apply to eligible expenditures that are incurred only between March 1 and December 30, 2020. For this reason, the grant review process will focus on expenditures/reimbursements that were incurred, or which will be incurred, within that time frame.

Can you give me some additional guidance on what these funds can be used for?

Costs are eligible if they:

- Were, or will be, incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
- Are “necessary” expenditures incurred “due to” the COVID-19 public health emergency (which means that expenditures must be used for actions taken to respond to the public health emergency)
 - These may include expenditures incurred to respond directly to the emergency, such as addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.
- Are not merely, or largely, reflective of lost anticipated profits. While loss of profit may be a factor, reimbursable costs should be more reflective, as noted in this non-exhaustive list of examples, of such things as:
 - Expenses incurred but no longer needed/used (e.g. personnel costs for employees who sold tickets to a cancelled event);
 - Unexpected costs (e.g. having to install social-distancing barriers, telework capabilities, development of digital resources and processes, and the purchase of personal protective or cleaning supplies for employees);
 - “Fixed” costs (or expenses that are deductible as ordinary and necessary expenses under the U.S. IRS Code) such as utilities (e.g., electric, gas, sewer, water trash removal), rent, mortgage, insurance (e.g., health, property, casualty and liability), security, salaries or wages of all employees, and the like that had to be paid despite a full or partial closure;
 - Similar types of costs that assist the organization to remain financially viable.

What else can organizations do with CARES Act Nonprofit Relief Funds?

Other examples of eligible costs for which organizations may use *Licking County CARES Act Nonprofit Relief Grant Program* funds include:

- Services or materials/goods purchased, or costs directly related to a change in services, business interruption or program or business closures due to COVID-19, dating back as early as March 1, 2020.
- Capital expenditures related to safe reopening (PPE not paid by other programs, purchase and installation of items to ensure safe physical distancing such as signage or barriers).
- Staff costs associated with pandemic-related special services or programs, or losses of projected contributed or earned income incurred from cancellations are examples of eligible costs that will be factored into consideration provided they are accompanied with proper documentation.

The application instructions will contain a more extensive list of eligible expenses.

What kinds of expenses are NOT eligible?

Expenses that are not related to the COVID-19 public health emergency between March 1, 2020 and December 30, 2020, directly or indirectly, are not eligible. If an organization was planning a purchase or staffing expense that was already in its budget for 2020, that expense would not be eligible. (If a purchase or staffing expense is a result of COVID-19 impact on the organization, those expenses would qualify.)

Can an organization decide to use CARES Act Relief Funds on something other than what they specified in their application?

All grantees will be required to review and certify the terms and conditions of a grant agreement before they accept the grant and funds are disbursed. The organization cannot deviate from the grant agreement without prior written authorization from the Licking County Foundation. If an organization deviates from the terms of the grant agreement without this prior written authorization, they may be required to repay the grant funds.

Does an organization have to have a DUNS number to receive funds?

No.

What are organizations required to provide as documentation in support of a grant application, or report as part of the grant agreement?

The Licking County Foundation will provide funded organizations with a form for documenting their past and/or expected future expenses. Organizations should be prepared to submit receipts, invoices, purchase orders, hard quotes or bids, and other documentation along with a description of the item or services purchased in the context of COVID-19 impact. This documentation will be required at the time of application. If the request is limited to expenses that were already incurred, this is all that will be needed. If the grant will include future expected costs, documentation that the costs were expended as represented will be required.

What if we don't have receipts for an eligible expense that we already incurred?

Only expenses with supporting documentation will be considered.

Will there be reporting requirements?

Keep in mind that these are *federal* funds. Your organization will need to provide adequate documentation to justify your request and certify that the funds granted were spent accordingly:

- To the extent that a grant is based upon *previously-incurred/reimbursable eligible expenses or costs*, organizations selected to receive funds have already provided acceptable documentation during the application process and will not be required to prepare a follow-up report.
- However, to the extent that a grant includes *anticipated/future eligible expenses or costs*, organizations selected to receive funds will be required to prepare a follow-up report on how the funds were used. You will be expected to provide the Foundation with documentation to show grant dollars were spent as specified in your signed agreement.

If we have a question about eligibility or other questions, who do we contact?

Organizations who wish to be reviewed for eligibility may submit a Contact Request Form online beginning Thursday, October 22, 2020. If you have thoroughly reviewed our FAQ document but still have questions about eligibility, send an email to info@thelcfoundation.org with contact information, including best daytime phone number.

Please direct all questions about this program to LCF. For questions about other programs or resources in the community:

If You Are...	Contact:
A small business (1-50 employees) seeking financial relief for COVID-related losses, OR a nonprofit organization with 501(c)(4), 501(c)(6) or other IRS designation that is not 501(c)(3), OR a church or other religious institution with or without 501(c)(3)	Licking County Chamber of Commerce (740) 345-9757 info@lickingcountychamber.com
A single adult or couple without minor children, senior age 60+, or family with minor children seeking financial assistance	Licking County Job and Family Services (740) 670-8706 to apply
An individual or family (Licking County resident) seeking rent relief	Licking County Coalition for Housing (740) 345-1970 x200 or https://lcchevictionprevention.org/
A dislocated worker due to the pandemic, looking for new skills or re-training	C-TEC (Career and Technology Education Centers) (740) 403-0837 for EDGE Program
A Licking County agency serving those who are homeless or providing other social services, and needing Personal Protective Equipment (PPE)	Licking County Emergency Management sean.grady@lickingcounty.gov