

## **Purcellville Non-Profit Grant Frequently Asked Questions (FAQ's)**

Below are some of the most frequently asked questions about the non-profit CARES Act grant program. If you do not find the information that you need below, email us at [nonprofitgrants@purcellville.gov](mailto:nonprofitgrants@purcellville.gov) or call 540-751-2312.

### **1. What are eligible and ineligible expenses?**

#### **Example of Eligible Grant Uses:**

Grant funds are meant to help non-profit and faith-based organizations maintain and adjust core operations, programs and staffing during COVID-19. This includes the cost of interruption of normal operations caused by the COVID-19 pandemic. Grant funds can also support the expansion of programs that mitigate the effects of the pandemic on the health, safety, and economic security of the community served. Grant funds must be expended in compliance with state and federal law.

**Eligible grant expenses include any of the following expenses made between March 1, 2020 – December 30, 2020, deemed 'necessary':**

#### **Assistance for the Non-Profit Organization**

- Rent/mortgage assistance for your organization impacted by COVID-19
- Utilities assistance for your organization impacted by COVID-19
- Supplies necessary for your organization in response to COVID-19
- Employee salaries IF staff was redirected to COVID-19 related responsibilities
- Personal Protective Equipment (PPE), social distancing materials, cleaning supplies, or services for the organization
- Technology to support changes in the organization's operations caused by COVID-19
- Unemployment insurance costs if staff was furloughed due to COVID-19
- Increased staffing and/or operating hours due to COVID-19
- Increased clients/community served due to COVID-19
- Other COVID-19 expenses (must provide explanation on application)

#### **Assistance for Purcellville Residents**

- Rent/mortgage assistance for your organization's clients impacted by COVID-19
- Utilities assistance for community members impacted by COVID-19
- Supplies for community members (some examples include: food, medical, gas for food delivery, necessary expenses for food items such as coolers/ freezers, packing materials, boxes)
- Other costs to support individuals and families in the community directly impacted by the COVID-19

**Ineligible** expenses include:

- Anything incurred before March 1, 2020
- Funds used for political activities, inherently religious activities (such as worship, religious instruction, or proselytization), or lobbying activities

- Anything already being reimbursed by other federal or state funds, and anything not deemed 'necessary' to survival of core operations
  - Grant funds used to make direct financial assistance payments to community members served by the non-profit
2. **Are faith-based non-profits eligible to apply?** Yes, if the services being provided are in direct response to the COVID-19 emergency and funds are not spent on religious activities. Please call the Town at 540-751-2312 or email us at [nonprofitgrants@purcellvilleva.gov](mailto:nonprofitgrants@purcellvilleva.gov) if you would like to specifically discuss whether your organization qualifies.
  3. **Can CARES Act funding be used to purchase technology for community members to be able to access the internet for job and benefit applications or other resources?** Technology, such as computers or tablets, for community members are not permitted purchases with CARES Act funding. However, if the non-profit organization needs technology devices to operate the organization due to the COVID-19 public health emergency, that is an allowable expense.
  4. **Does a non-profit have to request the maximum award of \$15,000, or can a smaller grant be requested?** Applicants should only ask for the amount of funding needed for their organization's COVID-19 response. Funds can go towards eligible expenses between March 1, 2020 - December 30, 2020.
  5. **How will non-profits receive funds?** Upon approval of the grant proposal, the Town will contact the organization to request a W-9 and to provide a certification document that the organization must complete to demonstrate their acceptance of the Terms and Conditions for use of the funds. When the Town receives the W-9 and signed certification document, payment will be made to the organization by check.
  6. **Must the non-profit be located in the Town of Purcellville to receive funds?** No, non-profit organizations outside of Purcellville are eligible, but they must be able to directly link COVID-19 related expenses specifically to Town of Purcellville residents.
  7. **What documentation for proof of non-profit status does the applicant need to supply?**  
Applicants will be required to upload the following documents:
    - a. IRS Non-Profit Designation Letter
    - b. Organization's 990 or equivalent for 2017, 2018 and 2019 (faith-based organizations are exempt from this requirement)
    - c. Certificate of Good Standing with the Virginia State Corporation Commission (SCC)
    - d. Last 6 months of financials (please combine into one document for upload)
  8. **What are the evaluation criteria for the non-profit grant application?**  
Non-profit organizations will be evaluated for funding based on the following criteria:
    - a. Focus on Town of Purcellville Resident Needs:
      - i. Demonstrate how the proposed services and activities will directly benefit Purcellville residents who have been negatively impacted, either financially or medically, by the COVID-19 Pandemic. Describe how the organization measures who is served and tracks the organization's impact.
    - b. Previous experience in providing similar services
      - i. Explain how your organization has been able to provide the proposed service, or a similar service; include specific information regarding experience successfully providing services to Town of Purcellville residents in the past.

- c. Demonstrated ability to spend the grant funds by December 30, 2020.
    - i. Show how your organization is equipped to spend the requested grant funds by the CARES Act deadline of December 30, 2020. Please cite past/ current projects as examples.
  - d. Economic Hardship:
    - i. Explain how the non-profit organization and/ or the community it serves has suffered an economic hardship due to COVID-19. Please use the categories in which you are requesting funds to explain why they are needed due to an economic hardship.
9. **What reporting must be provided to the Town of Purcellville?** The Town will require documentation from the non-profit showing how the grant money was spent. Organizations should be prepared to provide receipts, invoices, and/or other associated documentation of use CARES Act funds spent by the applicant.
10. **When does the application close for the Purcellville non-profit grant program?** The application will open at 8:00 a.m. on Friday, September 25, 2020 and close at 11:59 p.m. on Friday, October 9, 2020. A second round of grants MAY follow later in October if ALL funds are not awarded during the initial grant award period.
11. **If staff was redirected to other activities because of COVID-19, can the payroll expense be submitted as an eligible expense in this grant?** Yes, if staff are reassigned to COVID-19- related activities, the payroll expense would be eligible for CARES Act funding.
12. **Is lost revenue from an event(s) cancellation an eligible expense for CARES Act funding?** The U.S. Treasury guidance does not count lost revenue as an eligible expense for CARES Act funding. However, there may be other eligible expenses non-profits can claim because of an event closure. For instance, if a non-profit has interrupted services because of a closure where staff are furloughed as a result of interruptions, unemployment insurance may be an eligible expense. Other examples of eligible expenses due to a service interruption are:
- a. **Unemployment Insurance (if not reimbursed by other COVID programs) for furloughed workers and salaries for reassigned workers would be considered eligible.** Payroll or benefits are only eligible if services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. These are related to unbudgeted expenses.
  - b. **A provider has had to transition to telework for all therapy staff, which decreases the number of clients that they can see in a day.** The expenses for transitioning to telework (new phones, home monitors, laptops for employees) would be considered eligible. If therapists are now working overtime to accommodate the same number or less patients due to COVID-related issues, the overtime may be eligible as well.
  - c. **If an organization has suspended its services for a number of weeks due to COVID-19 and had to hire a cleaning crew to sanitize the location before reopening back up for services, the cost of the sanitation crew would be an eligible expense.**
13. **Can organizations request operational costs that were already in their budget?** Unfortunately, no, organizations cannot request CARES Act grant funds for operational line items that were already budgeted. However, if they have reassigned staff to work on COVID-19 related activities, modified their services to tele-service, or had to furlough workers, they can apply for funding related to those expenses, such as payroll, unemployment insurance or telework equipment.
14. **Is lost revenue an eligible expense?** Unfortunately, no, the U.S. Treasury deems lost revenue as ineligible under the CARES Act grant program.

15. **Are leased vehicles an eligible expense?** If your organization makes use of leased vehicles that are a component of delivering services and services were interrupted, monthly lease expenses are an eligible expense so long as they remain payable while services were/are interrupted. Vehicle maintenance is not an eligible expense.
16. **We are currently shut down, so we don't have additional expenses, but we need PPE and cleaning when we reopen. Can these expenses be requested from the CARES Act funds?** Yes. Additionally, non-budgeted, expenses directly related to the COVID-19 pandemic are eligible.
17. **What is the date range for eligible expenses?** The date range for eligible expenses is March 1, 2020 through December 30, 2020.
18. **For additional information, please visit the U.S. Treasury guidance found here:**  
<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>