

## **Town of Purcellville Non-Profit Grant Guidelines: Eligibility Checklist, Eligible Costs and How to Apply**

*This document is designed to guide a Purcellville non-profit organization through the process of applying for the CARES Act non-profit grant with the Town of Purcellville. If you have any questions, please contact [nonprofitgrants@purcellvilleva.gov](mailto:nonprofitgrants@purcellvilleva.gov) or 540-751-2312.*

### **ELIGIBILITY CHECKLIST (non-profits may apply for up to \$15,000) - YOU MUST BE ABLE TO ANSWER 'YES' TO THESE QUESTIONS TO BE AN ELIGIBLE RECIPIENT:**

- ✓ Is the organization a non-profit or faith-based organization that provides services to people living in the Town of Purcellville?
- ✓ Does the organization have previous experience in providing similar services as the proposed service?
- ✓ Can the organization provide IRS documentation of tax-exempt status?
- ✓ Is the organization authorized to receive grants from localities under applicable Virginia law?
- ✓ Can the organization provide a Certificate of Good Standing with the Virginia State Corporation Commission (SCC)?
- ✓ Is the organization applying for funds to assist Purcellville residents who have been financially or medically impacted by the COVID-19 pandemic?
- ✓ As a direct result of the COVID-19 pandemic, has the organization's ability to provide services been interrupted, was there a need to expand services, or has the organization maintained a consistent level of services but been impacted due to unexpected costs?
- ✓ Will your grant funding assistance be utilized for expenditures incurred during the period that begins on March 1, 2020 and will end on December 30, 2020?
- ✓ Are you willing to submit certification that the organization's COVID-19 related expenses are eligible costs? You may be required to show documentation for all expenses. See next section for eligible costs.
- ✓ Do you agree to return any funds that are not spent and/or are not eligible expenses by Dec. 30, 2020?

### **EXAMPLES OF ELIGIBLE COSTS (including, but not limited to):**

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

1. Rent/mortgage assistance for your organization impacted by COVID-19
2. Utilities assistance for your organization impacted by COVID-19
3. Supplies necessary for your organization in response to the COVID-19
4. Employee salaries IF staff was redirected to COVID-19 related responsibilities
5. Personal Protective Equipment (PPE), social distancing materials, cleaning supplies, or services for the organization
6. Technology to support changes in the organization's operations caused by COVID-19
7. Unemployment insurance costs if staff was furloughed due to COVID-19

8. Increased staffing and/or operating hours due to COVID-19
9. Increased clients/community served due to the COVID-19
10. Other (please describe)

### **Assistance for Purcellville Residents**

11. Rent/mortgage assistance for your organization's clients impacted by COVID-19
12. Utilities assistance for community members impacted by COVID-19
13. 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)
14. Other costs to support individuals and families in the community directly impacted by the COVID-19

*Note: Expenses can be incurred in the past (back to March 1<sup>st</sup>) or the future (through December 30, 2020).*

### **EXAMPLES OF COSTS THAT ARE NOT ELIGIBLE:**

1. Salaries for the non-profit staff to conduct **non-COVID-19** related responsibilities
2. Revenue replacement or donation losses
3. Faith-based organizations MAY apply; however, they cannot spend CARES Act funds on faith-based expenditures. For example, a church cannot apply for religious education material.

### **HOW TO APPLY:**

If your purchases/services are eligible expenses, you may request reimbursement of previous funds spent back to March 1, 2020 and/or you may request money for expenses you will need through December 30, 2020.

**Step 1:** Gather the information/documentation you will need to apply. This includes:

- The non-profit designation letter from the IRS (must be active at the time of submission)
- 2017 of your organization's 990 or equivalent (faith-based organizations are exempt from the 990 requirement)
- 2018 of your organization's 990 or equivalent (faith-based organizations are exempt from the 990 requirement)
- 2019 of your organization's 990 or equivalent (faith-based organizations are exempt from the 990 requirement)
- Certification of Good Standing with the Virginia State Corporation Commission (SCC)
- Monthly financials (please combine the last six months of financials into one document for upload)
- W-9

**Step 2:** Fill out the Non-Profit Grant Application. You will need the information listed above. This should take approximately 20 minutes. The Town of Purcellville will confirm the non-profit's eligibility and then make a recommendation for funding.