

**Town of Purcellville's Non-Profit Grant**  
**Terms & Conditions**

1. The Town of Purcellville Non-Profit Grants are Federal grant funds allocated to the Town and must be spent in compliance with Federal guidelines established for the use of these funds (“CARES Act grant funds”). In general, **these funds may only be used to cover costs that are necessary expenditures related to the COVID-19 public health emergency** and were, or are, incurred between March 1, 2020 and December 30, 2020. More guidance is currently available at <https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf> . The applicant entity is responsible for ensuring its familiarity with the CARES Act spending rules, including any additional or amended rules imposed by the Federal government in the future.
2. All grant funds awarded to a non-profit organization must be spent on qualifying activities by December 30, 2020. All unspent funds must be returned to the Town of Purcellville by December 30, 2020.
3. To receive disbursement of funds, organizations will be required to provide a current W-9 to the Town of Purcellville.
4. Organizations must have a non-profit designation letter from the IRS that is active at the time of application submission
5. Organizations must provide a 990, 990-EZ, or 990-N for tax years 2017, 2018 and 2019 (faith-based organizations are exempt from this requirement). If 3 years are not available, organizations must upload the 2019 990, 990-EZ or 990-N.
6. Organizations must have a Certificate of Good Standing with the Virginia State Corporation Commission (SCC).
7. Organizations will need to describe financial hardship for the organization and/or community members. If the non-profit is applying for assistance for the organization, it needs to document financial hardship and provide monthly financials that illustrate financial hardship due to COVID. If the non-profit is applying for assistance for community members, it needs to describe how the requested funds will provide assistance to Town of Purcellville residents experiencing a hardship as a result of COVID-19.
8. All grant awardees will be required to submit specific and detailed information about how the organization spent all awarded CARES Act grant funds and should be prepared to provide receipts, invoices, and/or other associated documentation.
9. If an organization cannot demonstrate that awarded grant funds were spent in compliance with CARES Act spending requirements, the organization will be required to return funds to the Town by December 30, 2020.