



Employment and Social Services

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Administration

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buttecounty.net/dess

Invitation to Apply

Butte Non-Profit Stabilization Program

Butte Non-Profit Stabilization Program Purpose

The Butte Non-Profit Stabilization Program will provide a maximum of \$99,999 one-time grant awards to non-profits located within Butte County and who serve Butte County residents. These grant funds will assist Butte County non-profit organizations with costs associated with the impacts of business closures, the costs associated with adherence to local requirements for safe business re-openings, and the financial impacts because of COVID-19. The total amount proposed for the grant program is \$1,100,000. This amount will support approximately 11-20 local non-profit organizations (depending on application request). The department will choose grantees via lottery from a pool of applicants determined to be eligible local non-profit organizations after a three-week open application window.

Geographic Focus

The applicant non-profit organizations MUST be located within Butte County and serve Butte County residents.

Eligibility

- Must demonstrate tax exempt 501(c) 3 status
- Non-profit Organizations physically located and operating in Butte County with a demonstrated economic need as a direct result of COVID-19.
- Non-Profit Organizations located within a local jurisdiction that is enforcing the State guidance related to COVID-19.
- Non-Profit Organizations who have NOT previously received disaster relief funding such as Paycheck Protection Program and SBA Economic Injury Disaster Relief Loan will be given priority.
- Additional documentation may be required as part of the grant application process.
- Expenditures must be incurred during the period of March 1, 2020 – December 30, 2020
- Funds can be used for direct services to the public in response to COVID-19
- Successful applicants may be required to enter into a contract with Butte County and provide a final summary report demonstrating acceptable use of funds in the community

Use of Grant Funds

Grantees may NOT use the Grant for the following:

- Re-granting to other organizations
- Endowment
- Lobbying – IRS defined lobbying activities are prohibited by federal law

Grant Range

Applications are strongly encouraged to request the specific amount needed to fund their effort and proposed needs. The department will fund the final selected grantees based on their requests up to the provided limit.

Grant Awards

Total grants awarded will not exceed \$1.1 million through this program. The maximum amount per grant will not exceed \$99,999.

Grant awards will include only expenses incurred between **March 1, 2020 through December 30, 2020**.

Grant Application Questions

Please submit any questions related to the Grant Application process to CARESNonProfitGrant@buttecounty.net.

Grant Application Instructions

Grant applications must include the following:

- A completed and signed Butte Non-Profit Stabilization Program Application
- Annual budget amount
- Project budget
- Most recently filed 990
- A completed W-9
- Proof of IRS federal tax exempt status, 501(c)3

Please submit completed grant application packets to CARESNonProfitGrant@buttecounty.net

Deadlines:

Please submit your grant application packet no later than **5:00pm PST on September 21, 2020** to the following email CARESNonProfitGrant@buttecounty.net.

Timelines

1. Invitation for Grant Application Release – September 1, 2020
2. Full Grant Applications Due – September 21, 2020
3. Grant Recipients Notified – estimated September 25, 2020
4. All reporting must be submitted to the Department of Employment and Social Services by **January 31, 2021**.

Questions:

Please visit <http://www.buttecounty.net/dess> to review general grant guidelines, questions, and answers prior to contacting us.



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Butte Non-Profit Stabilization Program Application

Organization Information		Date of Application:	
Full Legal Organization Name: Address: City, State: Zip:		Contact Name: Contact Phone: Contact Email: Organization Status: <input type="checkbox"/> 501 (c) <input type="checkbox"/> Tax Exempt with Valid EIN	
Project Information			
Project/Program Name:		Total Requested Amount (maximum \$99,999): \$	
Project Documentation			
<p>Is your organization located in Butte County and serving Butte County residents? Are you all enforcing the State guidance related to COVID-19? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Has your organization received prior disaster relief funding, such as the Paycheck Protection Program and SBA Economic Injury Disaster Relief Loan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which program: _____</p> <p>Do the funds you are applying for cover COVID-19 related expenditures that occurred during the period of March 1, 2020 and can be fully expended by December 30, 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you understand that successful applicant organizations must provide a final summary report demonstrating acceptable use of the funds in the community at the end of the grant period? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
Project Narrative			
<p>Please provide a description of how your organization plans to utilize these funds. All funds requested must demonstrate direct correlation to COVID-19. Please include demographics of the population served in the community: Add additional pages if needed.</p>			

Declarations

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award.

Signature

Date

Name and Title:

Department Use – ONLY

Application Received Date: _____

Application Reviewed By: _____ Date Reviewed: _____

Approved: Yes No

Approved Amount: \$

Tracked: Yes No

Butte Non-Profit Stabilization Program Grant

The Butte County Board of Supervisors approved the Butte Non-Profit Stabilization Program Grant to provide up to \$1.1 million grant to assist tax-exempt non-profits that have suffered financially due to the COVID-19 pandemic. Grants up to \$99,999 will help Butte County non-profits cover expenses due to the COVID-19 pandemic.

Frequently Asked Questions

1. How do I apply for the Butte Non-Profit Stabilization Program Grant?

Non-Profit Organizations can apply by completing an online application – <http://www.buttecounty.net/dess>. If you are unable to access the internet, please contact Angelina Farias at (530) 538-3707.

2. What classifications of non-profits are eligible for the Grant?

501(c)(3) nonprofit organizations, or tax exempt, agency in good standing with IRS, with at least a minimum of one (1) year of operations, and have the ability to maintain and submit comprehensive supporting documentation of dollars spent.

- a. Non-Profit Organization must be physically located and operating in Butte County and serve the residents of Butte County.

3. What is the Butte Non-Profit Stabilization Grant limit?

Non-Profits may apply one time for an emergency grant up to \$99,999 based on need. Eligible local non-profit organizations who apply will be chosen to receive the grant funds on a lottery basis after a three-week open application window.

4. My non-profit organization has received federal emergency fund through another source of federal funds, such as the Paycheck Protection Program (PPP) or the Economic Injury Loan (EIDL), are we eligible to apply for this grant?

All local non-profit organizations are welcome to apply. The first round of grant awards will be chosen from organizations that have not received federal funds in response to the pandemic. If the Department of Employment and Social Services doesn't receive enough eligible applications to award \$1,100,000 in grants in the first round, non-profit organization who have received federal funds will be included in additional awards.

5. Does my non-profit organization have to provide documentation for eligible expenses?

Yes, the Department of Employment and Social Services requires documentation to show how the funds were used, in case of an audit, this can include receipts documenting eligible expenses that were incurred any time after the March 1, 2020 through the end of the grant reporting cycle on December 30, 2020. However, an itemized summary will be required with the initial grant application.

6. How will the funds be distributed?

Payments will be made via mailed check. Paper checks will be issued by the County to the address provided on the grant application.

7. How long is the application period?

Applications will be accepted during a three-week period, September 1, 2020 through September 21, 2020.

8. How long do we have to spend the funds?

Grant funds can be used for eligible expenses incurred between March 1, 2020 and December 30, 2020. Checks will only be issued for the amounts, up to \$99,999, in eligible reimbursements submitted with the grant application or in subsequent reporting forms as approved by Butte County.

9. Can churches apply?

Churches can apply and are eligible for assistance with COVID-related expenses and assisting their congregations with their human service needs.

10. Who will be reviewing and approving the applications?

A review committee from the Department of Employment and Social Services will evaluate the applications, including all attached documents, for eligibility to make sure they are accurate and complete. Applicants will be notified by e-mail if their application has been approved, denied or if they are required to provide additional information.

11. Who can I contact if I have any questions?

If you have any questions that are not covered in these Frequently Asked Questions or Applicant Instructions you can contact us by e-mail: CARESNonProfitGrant@buttecounty.net.

12. What type of expenses will the grant funds cover?

Grant funds can be used for the following payroll and operating expenses:

- Payroll costs of diverting any staff from their normal, routine duties that are substantially dedicated to mitigating or responding to the COVID-19, including:
 - Compensation to employees
 - Payments for vacation, parental, family, or medical or sick leave, severance payments.
 - Payment required for group healthcare benefits
- Commercial rent
- Commercial mortgage payments
- Utility bills
- Costs associated with safely reopening and/or modify business operations to accommodate social distancing.
- To implement appropriate cleaning/sanitation/protection protocols, and establish other operational and communications changes for workers and customers.
- Other similar business expenses incurred between March 1, 2020 thru December 30, 2020, during business interruptions due to COVID-19.