

# Palm Beach County CARES for Nonprofits Grant Guidelines



## GRANT PURPOSE

The Palm Beach County Board of County Commissioners has allocated up to \$4 million in emergency relief to nonprofit organizations to help them recover from the negative financial consequences resulting from the Coronavirus (COVID-19). The County has contracted with United Way of Palm Beach County to administer distribution of the funds. Funds are available as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package.

## DEADLINES

Only eligible organizations are welcome to apply. Organizations that meet the priority criteria will be awarded grants first. Applications will be reviewed, and grants awarded, on a rolling basis until funding is exhausted or the grant period closes. If the funding is exhausted by the organizations who meet the priority criteria, there will be no further grants awarded.

Application opens	October 19, 2020
Application closes	November 30, 2020 at 11:59 p.m.
Grants Awarded	By December 30, 2020

## ELIGIBILITY CRITERIA

To be eligible for the Palm Beach County CARES for Nonprofits Grant, organizations must meet **ALL** of the following criteria:

- Tax-exempt organization pursuant to Section 501(c)(3) or 501(c)(19) of Title 26 of the Internal Revenue Code.
- Tax-exempt organization registered in the state of Florida in good standing on December 1, 2019 as shown on Florida Division of Corporation's website (SunBiz.org).
- Has a physical, brick-and-mortar location in Palm Beach County that was operational and providing services to Palm Beach County residents on October 1, 2019 and was still operating on February 29, 2020.
- Filed a Form 990, 990EZ or 990N with the IRS for 2019 or 2018.
- Experienced a negative financial impact resulting from the Coronavirus (COVID-19).
- Has not received more than \$25,000 in financial assistance from a state and/or federal government grant or forgivable loan established in response to COVID-19 (Example: Payroll Protection Program).
- If awarded a grant, agrees to continue operations in Palm Beach County.

## PRIORITY CRITERIA

Funding priority will be given to eligible organizations that meet **ALL** of the following criteria:

- Health and Human Service or Veteran Service organizations.
- Organizations whose mission/focus includes one or more of the following:
  - Unemployed individuals needing job skills training, assistance with job search and employment applications
  - Low-income individuals, youth and/or families
  - Individuals with a disability
  - Homeless
  - Individuals with a mental/behavioral health issue
  - Providing critical services in an underserved area
  - Veterans

If the funding is exhausted by the organizations who meet the priority criteria, there will be no further grants awarded. Organizations that do not meet the priority criteria above will be considered for funding only after all the organizations that do meet the priority criteria are reviewed and grant award decisions have been made.

# Palm Beach County CARES for Nonprofits Grant Guidelines



Arts, culture, and humanities organizations are not eligible for this grant. These organizations should visit the [Cultural Council for Palm Beach County's website](#) for more information regarding the Palm Beach County Cultural Resiliency Fund.

## NONPROFIT ORGANIZATION INFORMATION

The primary contact included in the organization's application should be someone who can answer questions about the application submission and the organization. The primary contact should be authorized to submit the application on behalf of the organization.

The application asks which Palm Beach County zip codes the organization serves. This is for informational purposes only and is not a factor when determining grant awards.

The application asks about the financial consequences the organization experienced resulting from the Coronavirus (COVID-19) that were not fully paid for by any other grants established in response to COVID-19. This is for informational purposes only and is not a factor when determining grant awards.

## REQUIRED ATTACHMENTS

The following documents must be uploaded and submitted as part of the organization's application. Save the documents as PDF, JPEG, PNG, or Word document files.

- IRS 501(c)(3) or 501(c)(19) Determination Letter  
Organization must be an IRS 501(c)(3) or 501(c)(19). Upload a copy of the organization's most recent Determination Letter.
- Florida Division of Corporations status (SunBiz.org)  
Upload a copy of organization's page from the State of Florida Division of Corporation's [website](#) showing the organization is a registered tax-exempt organization in good standing on December 1, 2019.
- Most recently filed Return of Organization Exempt from Income Tax (Form 990, Form 990EZ or 990N)  
Upload a signed copy of the organization's most recently filed Form 990, Form 990EZ or 990N. 2018 forms will be accepted if 2019 form is not available. This document must be identical to those submitted by the organization to the Internal Revenue Service. Handwritten signature required for Form 990 (signature on page 1) or 990EZ (signature on page 4). No signature required for Form 990N.
- Completed 2020 Request for Taxpayer Identification Number and Certification (Form W-9)  
Download the Form W-9 provided in the application. Upload a completed, signed and dated form. Form W-9 must include a handwritten signature. Digital signature is not acceptable. Form W-9 must be dated in 2020. Organization's address must be a physical location and not a P.O. Box.
- Completed 2020 United Way of Palm Beach County Electronic Funds Transfer (EFT) Authorization Form and Voided Check  
Download United Way's EFT Form provided in the application. Upload a completed, signed and dated form along with a copy of a voided bank check. EFT Form must include a handwritten signature. Digital signature is not acceptable. If awarded a grant, payment will be processed and sent as an EFT to your organization. Checks will be issued only if EFT is not possible.
- Completed and signed Palm Beach County CARES for Nonprofits Grant Application Agreement  
Download the grant agreement provided in the application. Upload a completed, signed and dated form. Grant Agreement Form must include a handwritten signature. Digital signature is not acceptable.

# Palm Beach County CARES for Nonprofits Grant Guidelines



## GRANT AWARD AMOUNT

Grant awards will be in amounts up to \$25,000. The maximum amount each organization is eligible to receive is based on the following calculation:

Organization's total expenses as entered in the application is divided by two. Total expenses should match:

- Line 18 of Form 990 and will be verified using the Form 990 your organization uploaded as part of the application.
- Line 17 of Form 990EZ and will be verified using Form 990EZ your organization uploaded as part of the application.
- Form 990N will be verified using Florida Department of Agriculture and Consumer Services [Check-A-Charity website](#).

If the balance is less than \$25,000, subtract the total amount of COVID-19 relief funds received by the organization as entered in the application from the balance. If the balance is equal to or more than \$25,000, subtract the total amount of COVID-19 relief funds received by the organization as entered in the application from \$25,000.

COVID-19 relief funds should include only state and/or federal government grant or forgivable loans such as the Payroll Protection Program. Organizations who have received more than \$25,000 in COVID-19 relief funds are not eligible for this grant.

Formula	Example # 1	Example # 2	Example # 3
Total expenses	\$25,000	\$50,000	\$175,000
Balance (Expenses divided by two)	\$12,500	\$25,000	\$87,500
COVID-19 relief funds	\$2,500	\$0	\$5,000
Eligible grant award	\$10,000	\$25,000	\$20,000

## APPLICATION REVIEW

Applications will be reviewed on a first-come, first-served rolling basis in the order they are received.

Organizations that meet the priority criteria above will have their applications reviewed for funding first. Organizations that do not meet the priority criteria above will not be considered for funding until all of the organizations that do meet the priority criteria are reviewed and grant award decisions have been made.

United Way of Palm Beach County staff and volunteers will read and carefully review all grant applications. If a section of the application requires clarification, United Way will notify the primary contact included in the organization's application via email once. Organizations must promptly respond to the email with the information United Way requested.

## AWARD NOTIFICATION AND PAYMENT

Organizations will be notified by United Way of Palm Beach County via email regarding their application's final determination (award or decline). Notification will be sent to the primary contact email included in the organization's application.

Grant payments will be made to organizations in one lump sum after the organization has been notified of their award. Payment will be sent as an EFT to the organization and should arrive within 2-3 weeks of award notification. United Way of Palm Beach County will use the EFT Form uploaded as part of the application to process payment. Checks will be issued only if EFT is not possible.

## REPORTING

No report will be required for this grant.

## HOW TO APPLY

The application is available through JotForm – [click here to access the online application](#). Applications submitted by any other means including email, fax, mail, or hand-delivery will not be accepted.

JotForm is user friendly, free to use and you do not have to create an account. To save the application and return to it later, click “Save” at the bottom of the application page. You have the option to create an account using Google or Facebook or you can click the link that says, “Skip Create an Account”. Enter your email address and JotForm will send an email to you with a link to your application so you can complete and submit it later.

The application deadline is November 30, 2020. At precisely 11:59 p.m. on this date, the online grant system will close access to the application. Organizations are strongly encouraged to complete the application at least 2 business days in advance of the application deadline to ensure successful submittal.

Organizations applying before the deadline will receive an email from United Way Grant Support (noreply@jotform.com) confirming United Way of Palm Beach County has received the application and a summary of the organization’s application responses. Confirmation will be sent to the primary contact email included in the organization’s application. If you do not see the email in your inbox, please check your junk folder.

If when reviewing the summary of the organization’s application responses, you realize a mistake was made, send an email to [grantsupport@unitedwaypbc.org](mailto:grantsupport@unitedwaypbc.org).

Subject line of the email should read: PBC CARES for Nonprofits Grant – Name of Organization

In the body of the email include details regarding the mistake and correct information – be as specific as possible. Please do not send an email asking for someone to call back. If after receiving the email response, a phone call is required to help resolve the issue further, United Way will call the primary contact included in the organization’s application.

## QUESTIONS

If after reviewing these grant guidelines your organization still has questions, send an email to [grantsupport@unitedwaypbc.org](mailto:grantsupport@unitedwaypbc.org).

Subject line of the email should read: PBC CARES for Nonprofits Grant – Name of Organization

In the body of the email include a detailed question(s) – be as specific as possible. Please do not send an email asking for someone to call back. If after receiving the email response, a phone call is required to help answer the question(s) further, United Way will call the primary contact included in the organization’s application.