



COVID-19 EMERGENCY NON-PROFIT GRANT PROGRAM

Overview

In order to assist local non-profit organizations for needs related to the COVID-19 pandemic, the City of Decatur has established a Non-Profit Grant Program to provide grants to non-profit organizations from the federal CARES Act Funds. A total of \$300,000 of funding is available. All applications must be completed on-line. The deadline for applications is 5:00 p.m. on Monday, November 16, 2020. Applications are available at <https://www.cognitofirms.com/CityOfDecatur2/NonprofitGrantApplication>.

Summary

-Individual grant awards will be available in amounts between \$5,000 and \$25,000.

-A non-profit organization may apply for funding for multiple projects in a single application. The total amount awarded to a single non-profit organization shall not exceed \$25,000.

-Non-profit organizations which receive funding from the City for other purposes in 2020 are eligible for the Non-Profit Grant Program.

Key Dates

November 16	Applications due by 5:00 pm
December 7	Grants approved by City Commission
December 16	Grant agreements and related documentation executed
December 18	Grant funds disbursed

Eligibility

A grant application is considered eligible if it meets all criteria listed below:

-The non-profit organization is a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

-Except for places of worship and schools, non-profit organization must be registered and licensed to do business in City of Decatur at the time of application. Non-profit licenses cost \$25 and can be obtained by completing the application form, the E-Verify Affidavit and the SAVE Affidavit and returning the forms to russ.madison@decaturga.com or michelle.gary@decaturga.com. Applicants will also need to provide proof of their 501(c)(3) status and articles of incorporation, if applicable. The \$25 application fee should be made by check and either mailed to the Finance Office or slid through the front door of City Hall to the attention of Mr. Madison or Ms. Gary. City Hall is located at 509 N. McDonough St, Decatur, GA 30030.

-The non-profit organization had an office, facility or operation physically located within the city limits of the City of Decatur as of March 1, 2020 and for the one year period preceding March 1, 2020.

-The non-profit organization remains in operation within the City of Decatur as of the date the grant application is submitted.

-The organization employed a minimum of one (1), but no more than thirty (30) full-time continuous employees (FTE), as of March 1, 2020, as defined by Chapter 300-2-1 of the rules of the Georgia Department of Labor to normally consist of at least thirty (30) hours of work in a week

or such other number of hours as is normal in a particular industry or full-time equivalent employee (as such term is defined by the Office of Management and Budget, Circular No. A-11.

-The non-profit organization serves City of Decatur residents and/or businesses.

-The non-profit organization demonstrates adverse and unforeseen impacts directly related to the COVID-19 pandemic, including: (i) providing direct assistance to individuals within the City of Decatur for needs such as food, clothing and personal items, rent, mortgage and utility payments, and/or other unforeseen financial and emergency needs; (ii) expenditures to respond to the second-order effects of the pandemic, including unexpected expenses related to increased demand for services and continued operational costs combined with cancellation or reduction of in-person fundraising events and/or decreased revenue generation through in-person attendance at events and activities; and (iii) expenditures resulting from the pandemic, such as purchases of personal protective equipment and costs for structural, operational and other modifications to the organization delivery of services.

Required Application Information

Applicants will need to provide the following with the on-line application:

- Organization name and contact information
- Organizational background
- Length of time in existence
- Number of full time employees as of March 1, 2020
- Mission statement
- Proof of 501(c)(3) designation
- Two (2) most recently completed years of financial statements (income & expense statement, balance sheet and/or profit and loss statement, current budget)
- Copy of its most recent IRS Form 990
- Description of services provided. Description of how organization typically raises funds
- Description of how organization has been negatively impacted by COVID-19.
- Grant amount requested
- Description of program(s) to be funded, or a description of past programs if applying for reimbursement, and how those programs have been impacted by COVID-19
- Target beneficiaries, including how such beneficiaries have been impacted by COVID-19 (if applicable)
- Description of proposed outcomes (e.g., persons served) or if applying for reimbursement, a description of outcomes achieved
- Proposed budget for grant funding, including line-item expenses or actual budget if applying for reimbursement
- Description of how program responds to needs created by COVID-19 and/or addresses second-order effects of the public health emergency
- Timeline for fund expenditure. Funds must be expended by March 31, 2021
- Amount of any Federal CARES Act assistance received, including Payroll Protection Program loans, and specific bases for such assistance (grants under the Non-Profit Grant Program may not be for the same expenses addressed by other CARES Act assistance)

Once the application has been received, City staff will review for completeness and eligibility. Applicants will be asked to provide any missing information. If the total amount of grant funds requested is greater than \$300,000, independent certified public accounting firm will conduct a blind draw to determine grant awards until the \$300,000 is exhausted.

The City Manager will recommend the award of grants at the City Commission meeting on Monday, December 7, 2020.

Grant Agreement

Grant recipients shall be required to enter into a grant agreement prior to receiving grant funds, which shall include: (a) a sworn attestation that grant proceeds will be used for the purposes set forth in the grant application and that recipient will abide by post-award requirements of the grant; (b) a sworn attestation that the grant proceeds will not be used for expenses addressed by other CARES Act assistance received by recipient; (c) an agreement to provide a report by no later than March 31, 2021, on a form promulgated by the City Manager or her designees, describing how the grant proceeds were expended and any deviations from the applicants' proposed spending plans shall be submitted to the City; (d) an agreement to provide documentation of such expenditures, upon request by the City; (e) an agreement to be subject to follow-up auditing by the City, the State of Georgia and/or the Federal government with respect to use of grant proceeds; (f) an acknowledgement that in the event the City, the State of Georgia or any Federal agency makes a determination that the grant and/or the use of the grant proceeds was not an eligible expenditure under the CARES Act or any other applicable law, the recipient may be required to repay the grant proceeds; and (g) an indemnification of the City if a claim for return of the grant proceeds is made against the City by DeKalb County, the State of Georgia, or any Federal agency.

An IRS Form W-9 shall be submitted to the City prior to the disbursement of grant funds.

It is anticipated that all funds under the Non-Profit Grant Program will be disbursed by no later than December 20, 2020; any recipient who fails to enter into the grant agreement and provide additional, necessary documentation by December 20, 2020, may forego their award funds.

Open Records Act

All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, may be disclosed upon receipt of a request for disclosure, pursuant to the Georgia Open Records Act.

For more information, contact:
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