



# Non-Profit Emergency Grant Application



The City of Tustin has partnered with the Tustin Community Foundation to develop a Non-Profit Emergency Grant Program to provide funding to Section 501(c)3 Non-Profits that experienced a loss of revenue due to COVID-19, which is funded from Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act funds.

The program is based on the availability of funds, program guidelines and submission of all required information and supporting documentation. Non-Profits may be eligible to receive up to \$15,000. The grant may be used for working capital to cover the day-to-day operating expenses such as rent/lease payments, mortgage payments, utility expenses, inventory, Personal Protection Equipment (PPE) or other similar expenses that occur in the ordinary course of operations. The Non-Profit may also utilize the grant for direct service provision to the community or participants it serves consistent with the Non-Profit’s mission, with priority given to activities that prepare, prevent, and/or respond to COVID-19.

**Applications must be submitted to Erin Nielsen via email at [erin@tustincommunityfoundation.org](mailto:erin@tustincommunityfoundation.org) by 5:00 pm on Monday, October 12<sup>th</sup>.**

## APPLICANT INFORMATION

Legal Name of Non-Profit Organization \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Representative Name and Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Contact Person Name and Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Non-Profit Tax ID# \_\_\_\_\_ Organization Website \_\_\_\_\_

Please Provide Your Organization’s Mission Statement (less than 800 characters):

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## APPLICANT INFORMATION (CONTINUED)

List the impacts that your Organization has made to the Greater Tustin Area over the last 3 years (less than 800 characters):

List your Organization's Top 3 Goals for the next 12 Months (less than 400 characters):

## COVID-19 IMPACTS

How has your Organization been affected by the COVID-19 Pandemic? Describe the amount of lost donations/fundraising revenues since March 1, 2020. **NOTE: grant amount requested cannot exceed the amount of lost revenue as a result of the COVID-19 Pandemic.** Also, explain how the non-profit's services have been affected by COVID-19. (less than 800 characters)

Grant Amount Desired:

- Small Grant (\$5,000 or less) \$ \_\_\_\_\_, or
- Large Grant (\$5,001 to \$15,000) \$ \_\_\_\_\_

**NOTE:** grant amount requested cannot exceed the amount of lost revenue as a result of the COVID-19 Pandemic. Upon selection, large grantees are required to provide bank statements or a revenue report from the non-profit's accounting system for at least a three-month period between March 1, 2020 and September 30, 2020 and a prior comparable period in order to document economic losses sustained as a result of COVID-19. Small grantees are required to maintain financial records for a period of five years to document lost revenues as a result of COVID-19, which must be made available to the City and/or their representatives upon request.

*Need Help? Contact Erin Nielsen, Executive Director of the Tustin Community Foundation at 714-393-8506 (office), 714-721-0337 (cell) or via email at [erin@tustincommunityfoundation.org](mailto:erin@tustincommunityfoundation.org).*

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## PLANNED USE OF GRANT FUNDS

Describe your planned use of proceeds from the grant. Funding will be prioritized to non-profits that plan to spend grant funds on activities to prepare, prevent, and/or respond to COVID-19 (limit to 2,000 characters). **(NOTE: grant recipients are required to maintain receipts and other documentation to support how costs expended for a period five (5) years. In addition, any portion of the grant funds not expended on eligible expenses shall be returned to the City by no later than December 15, 2020):**

Summarize by Program or Expense Category how the funds will be spent. **(NOTE: grant recipients are required to maintain receipts and other documentation to support how costs expended for a period five years. In addition, any portion of the grant funds not expended on eligible expenses shall be returned to the City by no later than December 15, 2020):**

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for June, July &amp; August</i>	<i>5,000</i>
<b>Total Expenses</b>		

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## PLANNED USE OF GRANT FUNDS (CONTINUED)

Estimate the Number of Tustin Area Residents to be served under this Grant and Explain the Value Per Person Served (how will funds be leveraged to serve the maximum number of people) (limit 800 characters):

List 3 Outcomes of the Use of Funds for the Greater Tustin Area (limit to 1,200 characters):

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## PLANNED USE OF GRANT FUNDS (CONTINUED)

Describe the 3 biggest challenges to implementing the Program for which the Grant Funds will be applied. (limit your answer to 800 characters):

List Who Else in the Greater Tustin Area may be Addressing the Same Needs (limit to 400 characters):

Identify the Target Population/Geographic Community to be Served by this Grant: (limit 200 characters):

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## ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION

Acknowledgment: I/We understand that this grant is being provided by the City of Tustin based solely upon the information that I/we have provided in this application.

I/we certify that the Applicant meets the following minimum requirements:

- The Applicant is a 501(c)(3) non-profit organization providing direct assistance and services to Tustin Residents;
- The Applicant has experienced an economic loss due to the COVID-19 pandemic and that Applicant can produce financial records to verify this loss, if requested;
- The grant amount applied for does not exceed the amount of economic loss experienced by Applicant since March 1, 2020 due to the COVID-19 pandemic; and
- The Applicant did not receive funding from the FY 2020-21 Tustin Community Block Grant (CDBG) Program.

I/we acknowledge and agree that, if grant funds are awarded to Applicant:

- Spending Plan and Certification funds must be spent prior to December 1, 2020;
- Records related to the expenditure of grant funds must be maintained by Applicant for no less than five years, and must be made available for audit when requested.

By signing below, I/we certify that the above statements are true and correct to the best of my/our knowledge. I/we understand that a false statement may disqualify me/us from benefits.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_