

# **City of Tustin**

COVID-19 Related

Non-profit Emergency Grant Program

## **Program Guidelines**



## **Program Overview**

### *About the Program*

The City of Tustin has created a Non-profit Emergency Grant Program, which will provide funding to Non-profits needing financial assistance in overcoming the temporary loss of revenue due to the COVID-19 outbreak. 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 fifteen thousand dollars (\$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.

### *Funding Availability*

Source of funds for the program are provided by the Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act received through a Disbursement Agreement from the State of California to the City of Tustin. The City will release two-hundred-fifty thousand (\$250,000) of these funds for this program. These funds are to be used for eligible expenses including costs associated with the provision of economic support in connection with the COVID-19 public health emergency, such as expenditures related to the provision of grants to Non-profits to reimburse the costs of business interruption caused by the loss of donations or the ability to hold fundraising event due to Covid-19 restrictions.

The City's Community Development Department will be responsible for oversight of the Non-profit Emergency Grant Program and disbursement of funds will either take place through the City's Finance Department or the City's Program Partner, the Tustin Community Foundation (TCF). TCF will be responsible for program administration, grant review and eligible recipients selection, marketing, application processing, and for review of documentation for disbursement approval. TCF will disburse Small Grants, \$5,000 or less, and the City will disburse Large Grants, \$5,001 to \$15,000. City staff is obligated to fulfill the terms and conditions of the funds as established by the City Council, these program guidelines, and Federal, State, and local rules and regulations.

### *City Reserved Rights*

The City reserves the unqualified right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to modify the application deadlines; (4) to request additional information of the applicants as deemed necessary and appropriate by the City; (5) to conduct further due diligence with applicants or any third party; (6) to modify the City's objectives or the scope of the program; (7) to modify program requirements, general terms and conditions, or eligible activities; and/or (8) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City.

## **Eligibility**

To be eligible to apply for the Non-profit Emergency Grant Program, the non-profit must meet certain criteria that has been established by the City of Tustin and both the CARES Act and the U.S. Department of Treasury for activities utilizing funds. The non-profit must also demonstrate the need for financial support resulting from the temporary loss of revenue due to the impact of COVID-19.

### *General Terms and Conditions*

The non-profit applicant must meet the following minimum requirements to be considered for grant funding:

- Applicant must be a 501(c)3 non-profit organization and provide direct assistance and services to Tustin residents;
- The non-profit must be able document that it experienced an economic loss due to COVID-19 and its associated closures. For example, the non-profit may have experienced a reduction in donations or fundraising revenues due to COVID-19;
- The amount requested cannot exceed the amount lost in donations/fundraising revenues;
- The non-profit must submit the application, all the required supporting documentation; and,
- The non-profit must certify that it did not receive funding from the FY 2020-21 Tustin Community Development Block Grant (CDBG) program.

### *Eligible Activities*

Eligible activities for the use of funds should be used to cover fixed expenses for the organization. The primary fixed expenses include such items as rent or mortgage expense, utilities, inventory, PPE, or other operational expenses for the organization. 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. Applicants will fill out a use of funds section of the application form that will breakdown how the funds will be spent within their organization. Each applicant will need to sign and verify that the use of funds will be spent on expenses, such as those expressed above. Any use of funding other than that to support the organization or as described above is strictly prohibited.

The U.S. Department of Treasury has issued guidance on the use of funds and the following is a nonexclusive list of expenditures that shall not constitute Eligible Expenses payable from the grant amount:

- (1) Damages covered by insurance.
- (2) Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- (3) Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.

- (4) Reimbursement to donors for donated items or services.
- (5) Workforce bonuses other than hazard pay or overtime.
- (6) Severance pay.
- (7) Legal settlements.

### **Equal Opportunity Policy**

The City of Tustin and the TCF shall not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in accepting applications and processing program application.

### **Marketing and Outreach**

The City of Tustin and the TCF will create marketing and outreach pieces to promote the Non-profit Emergency Grant Program. The goal will be to alert Non-profit organization about the grant program and bring awareness to those Non-profit organizations that need this financial support.

### **Application Process**

#### *Application*

The Non-profit Emergency Grant Program application includes information about the Non-profit services, number of Tustin's clients served, and the Application will require the following:

#### Small Grants – Requests for \$5,000 or less

- Attestation the amount requested is less than or equal to the amount of revenue/funding the non-profit has lost since March 1, 2020.
- Spending Plan and Certification funds will be spent prior to December 1, 2020.
- Certification that the non-profit is able to produce financial records to show the economic losses, if requested.
- Certification that records will be available for audit when requested. The non-profit must maintain records for at least 5 years.

#### Large Grants – Requests for \$5,001 to \$15,000

- Spending Plan and Certification funds will be spent prior to December 1, 2020.
- Certification that the non-profit must be able to produce financial records to show the economic losses, if requested.
- Certification that records will be available for audit when requested. The non-profit must maintain records for at least 5 years.

### *Second Step Requirement for Large Grants*

Upon pre-approval, selection and notification to the grant recipient for funding, the non-profit organization will be required to submit the following additional documents by **October 23, 2020** for review and verification in order to receive the grant:

- Documentation demonstrating a reduction in revenue/donations due to COVID-19 for the non-profit and its associated closures.
- 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 August 31, 2020 and a prior comparable period. For example, the non-profit may provide bank statements for the quarter ending June 30, 2020 (April – June 2020) and the prior comparable quarter ending June 30, 2019 (April – June 2019).

### *Application Period*

The Non-profit grant application will be available at **9:00 am on Thursday, October 1, 2020**, through the TCF webpage at <http://tustincommunityfoundation.org/grant/>.

Applications must be submitted to Erin Nielsen via email at [erin@tustincommunityfoundation.org](mailto:erin@tustincommunityfoundation.org) by 5:00 p.m. on Monday, October 12, 2020. The applications period will close promptly at 5 p.m. on October 12, 2020. Applications received after this due date and time will be considered late and will not be accepted.

## **Grant Review and Approval Process**

### *Review*

The TCF will process the application. The TCF Grant Application Committee will review the application for completeness, eligibility, and will select the grant recipient and the grant amount. Announcement of selected recipients will be made by October 26, 2020. **The application must be complete by the application submittal deadline date of October 12, 2020, at 5 p.m.**

### *Grant Disbursement*

As each grant recipient submits a complete set of required documentation, it will be reviewed and verified. Prior to disbursement of the grant funds, the grant recipient will be required to sign a City of Tustin Grant Agreement. Upon signature, the City or TCF will award the total amount of approved grant funds in a single disbursement to recipients. **All grant funds shall be expended on eligible expenses by no later than December 1, 2020.** Any portion of the grant funds not expended on eligible expenses shall be returned to the City by no later than December 15, 2020.

## **Contact Information**

For additional information regarding the Non-profit Emergency Grant Program, please contact the following:

**City of Tustin**  
**Community Development Department**  
300 Centennial Way  
Tustin, CA 92780  
(714) 573-3140  
[TustinPlanning@tustinca.org](mailto:TustinPlanning@tustinca.org)

For questions about the guidelines and application or assistance in completing the application, please contact the Tustin Community Foundation at:

**Erin Nielsen, Executive Director**  
**Tustin Community Foundation**  
P.O. Box 362, Tustin, CA 92781  
Office: (714) 393-8506  
Cell: (714) 721-0337  
[erin@tustincommunityfoundation.org](mailto:erin@tustincommunityfoundation.org)