

# **City of Tustin Tustin Cares Program**

COVID-19 Related

2021 Non-Profit Recovery Grant Program

## **Program Guidelines**



## **Program Overview**

### *About the Program*

As part of the Tustin Cares program, the City of Tustin has created a Non-Profit Recovery 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, payroll and benefits costs, 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*

In May 2021 the U.S. Department of Treasury allocated funds from the American Rescue Plan Act of 2021 (ARPA) to the City of Tustin for COVID-19 response, relief and reinvestment. The City is allocating up to one million dollars (\$1,000,000) for the Tustin Cares Non-Profit Recovery Grant Program. These funds are to be used to mitigate financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The City's Program Partner, the Tustin Community Foundation (TCF), will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. TCF will select and recommend grant recipients and determine grant award amounts. Non-profits may be eligible to receive up to \$15,000.

The City's Finance Department will be responsible for oversight of the Tustin Cares Non-Profit Recovery Grant Program and disbursement of funds. City staff is obligated to fulfill the terms and conditions of the funds as established by the Tustin 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 Tustin Cares Non-Profit Recovery Grant Program, the non-profit must meet certain criteria that has been established by the City of Tustin and the guidelines set forth by the U.S. Department of Treasury for utilizing ARPA funds. The non-profit must also demonstrate the need for economic support resulting from financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

### *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 to 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; and,
- The non-profit must submit the application, all the required supporting documentation.

### *Eligible Activities*

Eligible activities for the use of funds should be used to cover fixed expenses for the organization **incurred after the execution of the City Grant Agreement and fully expended by December 31, 2021**. 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 by their organization. Each applicant will need to sign and verify that the use of funds will be spent on expenses or direct services, such as those expressed above. Any use of funding other than 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 constitute Non-Eligible Expenses and shall not be funded by the grant amount:

- (1) Damages covered by insurance.
- (2) Expenses that have been or will be reimbursed or recovered through other funding programs, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.

- (3) Reimbursement to donors for donated items or services.
- (4) Workforce bonuses other than hazard pay or overtime.
- (5) Severance pay.
- (6) Legal expenses or 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 Tustin Cares Non-Profit Recovery Grant Program. The goal will be to alert non-profit organizations about the grant program and bring awareness to those non-profit organizations that need this financial support.

### **Application Process**

#### *Application*

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

- Attestation from the non-profit that the amount requested is less than or equal to the amount of revenue/funding the non-profit has lost by comparing total revenue for the organization for calendar year 2020 to total revenue for the organization for calendar year 2019.
- Spending Plan and Certification that funds will be spent by **December 31, 2021**.
- Certification that the non-profit is able to produce financial records to show the economic losses, if requested.
- Certification that financial loss and grant amount spending records will be available for audit when requested. The non-profit must maintain records for at least 5 years.

#### *Application Period*

The Tustin Cares Non-Profit grant application will be available at **9:00 am on Monday, September 13, 2021** and can be obtained online at [www.tustinca.org/1266/NonProfitGrants](http://www.tustinca.org/1266/NonProfitGrants).

Applications must be submitted via email to [NonProfitGrants@TustinCa.org](mailto:NonProfitGrants@TustinCa.org) by **5:00 p.m. on Monday, September 27, 2021**. The application period will close promptly at 5 p.m. on

September 27, 2021. 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 Grant Application Committee will review the application for completeness, eligibility, and will select and recommend to the City the grant recipient and the grant amount. Selected recipients will be notified by October 15, 2021. **The application must be complete by the application submittal deadline date of September 27, 2021, 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 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 31, 2021.** Any portion of the grant funds not expended on eligible expenses shall be returned to the City by no later than January 31, 2022.

## **Contact Information**

For additional information regarding the Non-Profit Recovery Grant Program, please contact the following:

**City of Tustin**  
**Finance Department**  
300 Centennial Way  
Tustin, CA 92780  
(714) 573-3060  
[NonProfitGrants@TustinCa.org](mailto:NonProfitGrants@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)