



Non-Profit Recovery Grant Application



The City of Tustin has partnered with the Tustin Community Foundation to develop a Non-Profit Recovery 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 American Rescue Plan Act funds that have been allocated to the City of Tustin for COVID-19 response, relief and reinvestment.

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, payroll and benefit 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.

Applications must be submitted via email to NonProfitGrants@TustinCa.org by 5:00 p.m. on Monday, September 27, 2021.

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):

GRANT AMOUNT DESIRED

Grant Amount Desired: \$ _____ (up to \$15,000) *

*** The amount of grant assistance cannot exceed \$15,000 and must be 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. 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.**

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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; and
- 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.

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

- Spending Plan and Certification funds must be spent prior to December 31, 2021;
- 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: _____