

## SC CARES – Nonprofit Relief Grant Program

### WHAT DO YOU NEED TO KNOW BEFORE YOU APPLY?

#### WHO

Nonprofit organizations that meet the following criteria:

- Designated as a 501(c)(3) nonprofit organization by the Internal Revenue Service
- Registered as a public charity with the South Carolina Secretary of State
- Physically located and providing services in the State of South Carolina
- In operation from October 13, 2019 to present
- Can demonstrate a financial or operational impact due to COVID-19

#### WHAT

- Up to \$25 million in grant funds are available to reimburse qualifying expenditures for providing services or revenue loss due to COVID-19
- Grant awards will range from \$2,500 to \$50,000
- Qualifying expenditures include:
  - **Organizational staffing costs** (Ex. payroll and associated employee benefits, temporary and/or contract labor costs)
  - **Organizational operating costs** (Ex. supplies, raw materials, technology, marketing, communications)
  - **Facility costs** (Ex. rent, lease, or mortgage payments; equipment leases and purchases; utility costs)
  - **Personal Protective Equipment** (Ex. protective/sanitation supplies and equipment, installation of protective barriers, temperature detection equipment, disinfecting services)
  - **Revenue loss**

#### WHEN

The application window opens on October 19, 2020 and closes on November 1, 2020.

#### WHERE

A link to the application will be made available on the following website:

<https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>.

#### REQUIRED ORGANIZATIONAL SUPPORTING DOCUMENTATION

- A completed and signed IRS Form W-9 (the organization's name and address must match the information provided on the 990 and grant application)
- Verification of 501(c)(3) Status - IRS Determination Letter
- Most recent IRS Form 990 or 990-N
- 2019 Budget
- 2020 Budget (should include financial performance through September 2020)
- Narrative description indicating the types services provided in response to COVID-19 and the organization's impact to date. Narrative must include the following, at a minimum:
  - Organization's service area(s)
  - Service(s) provided
  - Number of persons served and any increases in volume experienced

- Description of the overall impacts of services provided
- How the organization has had to adapt their service offerings in response to COVID-19, if applicable

## REQUIRED QUALIFYING EXPENDITURES DOCUMENTATION

Qualifying Expenditure	Required Documentation
Organizational staffing costs	Payroll records that shows employees, hours worked, dates worked, and pay rate
Organizational operating costs	Invoices/receipts of purchases
	Contracts and/or purchase orders
Facility costs	Rent, lease, or mortgage statement for facility used by the organization (cannot include a residential property)
	Rent, lease, or purchase statement for equipment
	Utility bill for the organization's property
Revenue loss	Revenue reduction worksheet (template to be provided) that shows gross receipts from March-November 2019 and March-November 2020; and,
	Must be supported by at least <u>one</u> of the following: <ul style="list-style-type: none"> <li>• Most recent 990 or 990-N</li> <li>• Official financial statements</li> <li>• Certified Accountant statements</li> </ul>

## PROGRAM TIMELINE

- October 12 – Publish application and documentation requirements for the grant program
- October 13 – Publish FAQ guidance, and open SC CARES Call Center for Nonprofit Relief Program
- October 15 – Publish recorded webinar with instructions for application
- October 19 – Application window opens
- November 1 – Application deadline
- November 2 to December 3 – Applications review period.
- December 8 to December 15 – Grant award notification

## ADDITIONAL INFORMATION

Additional information on the grant program may be found on the following website, beginning October 13<sup>th</sup>: <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>.

You may also contact the SC CARES Call Center Monday through Friday from 8:30 am to 5:00 pm at (803) 670-5170 or [sccares@admin.sc.gov](mailto:sccares@admin.sc.gov).