



Non-Profit COVID-19 Pandemic Relief Grant Guidelines

FY2020 (July 1, 2019 – June 30, 2020)

Grant cycle will open April 27, 2020

Applications must be submitted in ZoomGrants

Grant Due Date: June 30, 2020 by 11:59p.m.

Program Description

In response to community needs related to the ongoing COVID-19 public health crisis, Richland County Council allocated \$500,000 to address emergent needs within the County. \$250,000 of the allocated funding is designated for low-to-moderate income households exhibiting significant need.

The County's COVID-19 Pandemic Relief Grant program is designed to address current, community needs via the provision of financial support to organizations and agencies that carry out related community-based programs and/or services throughout Richland County. In keeping with the mission of Richland County Government, this program attempts to encourage organizations to continue to offer innovative and much needed services that enhance the quality of life for all citizens of this County.

Program Eligibility and Design

Eligibility is limited and/or determined as detailed below:

Organizations that are determined as charitable under Section 501(c)(3) of the Internal Revenue Code and nonprofit organizations registered as a charity with the Secretary of State. Richland County will not award grants to individuals, fraternal organizations, and/or organizations that support and/or endorse political campaigns.

Religious organizations may receive funding; however, Richland County may not sponsor nor provide financial support to a religious organization in a manner which would actively involve it in a religious activity (i.e. public funds must not be used for a religious purpose). Thus, any funds provided must be solely utilized for secular purposes, and the principal or primary goal of the sponsored activity must not be to advance religion.

Grantee organizations may not re-grant or sub-grant County funds to other organizations. All funds must be spent on direct program expenditures, as detailed in the grant application, by the organization who is granted the allocation.



Program Definitions

Low-to-moderate income (LMI): LMI is defined by HUD and, generally, speaks to individuals whose incomes do not exceed 80% of the median income for the area.

Program Requirements

- Organizations must apply to be considered for funding.
- Richland County Council shall make all awards pursuant to this grant program.

Program Criteria (proposed request must address one of the following)

For Non-Profit Organizations:

- The activity meets service-type activities outlined in the organization's mission, long-range plans, goals and objectives.
- The activity, in whole or in part, provides opportunities for underserved populations in Richland County.
- The activity provides solutions by way of systems or approaches that can prevent, mitigate or resolve individual, family, or community problems caused by COVID-19 and government responses thereto.
- The activity provides economic relief, rent/lease assistance, utility assistance, and/or food services for seniors and/or low-to-moderate income households.

The Program Will Not Fund (however, not limited to)

- Fundraising Projects
- Debt Reduction
- Endowment Development
- Medical Research/Health Related Research
- Conference Travel
- Conference Underwriting or Sponsorship
- Gift Cards

Richland County may deny any request for grant funding which it deems inappropriate or not contributing to the purpose COVID-19 Pandemic Relief Grant program.



Grant Application

The grant application must be submitted in ZoomGrants through Richland County's website. Make sure all fields are completed as incomplete applications will not be reviewed by the Committee. Contact the Grants Manager if you have any difficulties completing the application. Once complete, save and/or print a copy for your records.

If you cut and paste information from Word, make sure your information is not cut off. The application components are as follows:

- Mission Statement – Include the organization's mission statement as found in your bylaws. You may also include any long-range plans and goals for your agency as a whole.
- Organization Background – Demonstration of recent accomplishments and success with programs similar to the one in your application.
- Project Description – This is the "meat" of the application where you describe your project – who, when, what, why and where. You must also include a project timeline and benchmarks.
- Benefit to the Community – Detail who is being served by your project, geographic location of your audience, how the project impacts the community.
- Collaborative Partners/Efforts – Describe how your organization will work with others on this project. What are partners' roles and are they on board?
- Outcomes – Identify desired results; further, detail how success will be tracked, monitored and measured.

Program Budget

A budget section is provided for you as part of the application. This section applies only to the project outlined in the application. Please note that all grant funds must be expended by the recipient organization. Grant funds may only be applied to activities, services and programs identified in and approved as a part of the application. Re-granting or sub-granting of funds is not allowed.

Expenditures must be consistent with the application budget. Only goods and services that comply with the COVID-19 Relief Grant Guidelines are permitted. The budget should reflect, in financial terms, the actual costs of achieving the objectives of the project(s) you propose in your application.

Amounts listed in the COVID-19 Pandemic Relief grant Request column should total the amount of funds requested in the application. Please make sure that all expenses in COVID-19 Pandemic Relief grant column relate to the proposed project outlined in the Project Description.

Note that there are blank spaces in the budget section of the application to provide additional expense categories as all budgets are not the same. Feel free to use these additional blank spaces for other categories not listed. For example, your project may have a transportation component. You can add a budget category for these types of expenses.

Under project revenues, list known and anticipated funding sources, including any that are pending. Also include any in-kind contributions under project revenues. This section shows the Committee if your organization or others are contributing to the project outlined in the application. Attach copies of pending grants documentation (grant award letters) in the documents section of the grant application.



Please do not include agency administrative costs or organizational overhead expenses in your grant budget. All expenses should directly relate to the project or program that is outlined in the application.

Budget Narrative (Grant Funds Only) - Please include a brief 1-2 sentence description for each category included in the program budget. Make sure expenses are reflected in the project description. For example:

Contractual – 2 consultants to work 10 hours at \$25/hour to conduct 5 financial training workshops

Program expenses - \$500 for financial training workshop curriculum, \$500 rental fee for training space

Application Package

In order to be considered for funding, applicants must submit a complete application package for the COVID-19 Pandemic Relief grant program in ZoomGrants. Incomplete applications will not be considered. Complete applications include:

1. Completed and electronically initialed application. You can complete the application at:
<http://www.richlandonline.com/Government/Departments/Grants/DiscretionaryGrants.aspx>
 - a. Answer all questions and complete each section. “N/A” and “See Attached” are not valid responses.
 - b. Electronic Initials by board chair or the executive director is requested in ZoomGrants. If your organization does not have an executive director, please note this in the application.
2. Project Budget and Narrative (form included with the application)
3. Required Attachments:
 - a. **For Non-Profit Organizations:**
 - i. Current organization operating budget reflecting sources and amounts of income and expenditures for the organization as a whole, not just the program outlined in the application.
 - ii. IRS determination letter indicating the organization’s 501 c 3 charitable status
 - iii. Proof of current registration as a charity with the SC Secretary of State’s Office.
 - iv. Current list of board of directors
 - v. Most recent 990 tax return. If you file a 990 post-card please also attach a financial report showing financial status.
 - vi. Pending grant award documents such as grant award letters, emails or correspondence from the grantor.
 - vii. Richland County business license or business license assessment survey form (this form shows that a business license is not needed for your organization).

Attachments **MUST** be submitted in ZoomGrants along with the proposal in order to be considered complete.



Application Evaluation

Grant applications are reviewed by the COVID-19 Pandemic Relief grant Committee. The Committee will use the following evaluation criteria to evaluate applications and proposed projects. The individual factors are important in project evaluation, as they are an indication of the degree to which the proposed project will contribute to the citizens in Richland County. Make sure these factors are incorporated into your application. These factors, with their corresponding point values, are:

Project Summary: (Up to 35 Points)

- Does the proposal state an objective and does the objective fit the mission and long-range plans, goals and objectives of the organization?
- Does the proposal provide a strong sense of need for the project/program and does it state what the funds will be used for?
- Does the proposal address who will be served and how many?
- Does the proposal state what will be the benefit to persons served?
- Does the proposal state a targeted population that has been affected by COVID-19?
- Does the proposal provide a program to prevent, mitigate or resolve individual, family, or community problems?
- Does the proposal state how the program will be evaluated once completed?
- Does the proposal state how the program is ineligible for relief via the federal Cares Act?

Project Impact: (Up to 30 Points)

- Is the proposal clear about how the project will work?
- Is there a timeframe outlined in the proposal; is the project ready to start?
- Are all aspects of the project feasible?
- Does the project provide a solution for the identified problem?
- Is the project innovative and does it provide (a) solution(s) to (an) identified problem(s)?

Organization Background: (Up to 20 Points)

- Historical or current program experience indicated.
- Historical experience with targeted population addressed.
- Evidence of other successful experience relevant to the success of this proposal.
- Evidence of capable staff to carry out program/project.
- Does organization history indicate collaborative efforts with other entities?

Budget: (Up to 15 Points)

- Is the budget detailed and understandable?
- Is there another confirmed source of revenue to assist with this project/program?
- Is the project cost reasonable?
- Does budget incorporate any in-kind cost participation?
- Does the budget expense detail section include detailed cost calculation data (e.g., specific cost/quantity for personnel, supplies, travel) and information showing how County grant funds will be spent?



Deadline

Richland County will accept proposal in ZoomGrants starting **April 27, 2020**. These applications are available at <https://zoomgrants.com/gprop.asp?donorid=2236>.

Applications will be reviewed on a first come, first served basis with interim review and award dates. The review dates are as follows:

- May 4, 2020
- May 18, 2020
- June 1, 2020
- June 15, 2020
- June 29, 2020

The grant will close on **June 30, 2020** at **11:59 p.m.** Requests received *after* this date and time will not be considered.

Fax and email transmissions **will not** be accepted.

Award Notification

The Grants Manager will notify all applicant organizations of the funding outcome in writing in. Awards will be available for reimbursement beginning. Final reports must be received before payments are released.

Reporting Requirements

At the completion of the grant funded project, Richland County requires grantees to complete a final report for COVID-19 Pandemic Relief grant funds. Grantees are required to show proof of grant expenditures (invoices and proof of payment). Grantees are asked to report on attendance/impact numbers, program success or failure as well as the impact on Richland County. Each grantee will receive a copy of or a link to the reporting documents with their award packet and reports will also be sent via email.

Grantees must acknowledge the receipt of COVID-19 Pandemic Relief grant funding by including the Richland County Government logo, or by listing "Funding Provided by Richland County Government" on program/project advertising, marketing and promotional materials, website or in the organization's annual report. Examples of this must be included in your final report.



Freedom of Information Act Notice

Please be advised that all materials submitted on behalf of the COVID-19 Pandemic Relief grant program are subject to disclosure as deemed appropriate based on the Freedom of Information Act (FOIA).

- No person, based on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights activity should be excluded from participation in be denied the benefit of or be otherwise subjected to discrimination under the program or activity funding in whole or in part by COVID-19 Pandemic Relief grant funds.
- Employment made by or resulting from COVID-19 Pandemic Relief grant funding shall not discriminate against any employee or applicant on the basis on race, color, national origin, religion, age, sex, ancestry, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, veteran status, military discharge status, citizenship status or reprisal or retaliation for prior civil rights of handicap, age, race, color, religion, sex, or national origin.
- None of the funds, materials, property, or services provided directly or indirectly under COVID-19 Pandemic Relief grant funding shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

Questions

Please call Tyler Kirk, Grants Coordinator at (803)576-5459 or email Kirk.Tyler@richlandcountysc.gov.