

Community Foundation for San Benito County is dedicated to building a stronger community and enhancing the quality of life in San Benito County through the support of philanthropic activities.

United Way of San Benito County is committed to providing a safety net for our community by supporting local nonprofits to provide vital health and human services to our residents. United Way of San Benito County focuses on education, health, and financial stability – the building blocks of a quality of life and strong community.

In response to the Coronavirus crisis, the Community Foundation for San Benito County (CFFSBC), in partnership with United Way of San Benito County (UWSBC), established the Covid-19 Relief Fund to distribute resources to local nonprofits supporting those impacted by this crisis.

Covid-19 Relief: Recovery applications are available for nonprofit organizations serving San Benito County. Recovery grants will be awarded for nonprofit organization that provide emergency-related services, food, shelter, health and mental health services to San Benito County. Recovery grants will also be awarded for nonprofits that have experienced unexpected costs due to the Covid-19 pandemic including, but not limited to, the following:

- Assist nonprofit organization that are experiencing staffing and/or volunteer gaps due to quarantines and social distancing.
- Fund programming to address the related-mental health impact of Covid-19.
- Other operational expenses related to shifts in direct service plans or the provision of emergency services.
- Reimbursement of loss revenue due to non-profit interruption cost (Must provide a proof i.e. a statement showing profit from prior year compared to this year. These grant funds must be used for expenditures that occur between March 1, 2020 and December 30,2020)

Covid-19 Relief Grant Cycle

Period Opens: Friday, June 26, 2020

Application Deadline: Friday, July 31, 2020

Decisions Announced: Friday, August 28, 2020

Funding Deadline: Friday September 18, 2020

CFFSBC and UWSBC, are committed to fairly evaluating all grant requests submitted. The Emergency Grants Committee consists of a diverse and knowledgeable group of volunteer community members representing a broad spectrum of San Benito County.

In general, Covid-19 Relief Recovery grants awards will NOT fund the following:

- Organizations that discriminate by age, disability, ethnic origin, gender, race, religion, or sexual orientation
- Programs that benefit a specific individual
- Fraternal or service organizations, unless in support of specific programs open to or benefiting the entire community
- Salaries or operating expenses of schools, government departments and agencies or related organizations
- Fundraising events such as, walk-a-thons, tournaments, fashion shows, dinners, and auctions
- Private foundations or fundraising organizations
- Organizations and programs designed to support political activities
- Organizations located outside San Benito County unless for a specific program benefiting residents within San Benito County
- Pay off existing obligations or enable funding of reserve accounts
- Endowment funds
- Scholarships, fellowships, travel grants, and academic, technical or specialized research
- Applications for grant requests that far exceed a reasonable proportion to the applicant's financial scale

The Emergency Grants Committee shall exercise due diligence by revisiting historical needs and performance to determine the overall Covid-19 impact on the nonprofit organization. Vetting committees will be assigned and meetings scheduled with the organization to review the content of the Covid-19 Relief: Recovery application. After thorough examination and evaluation, Vetting Committees from CFFSBC and UWSBC will present their findings to the Emergency Grants Committee with recommendations. A consensus by the Emergency Grants Committee shall determine each Covid-19 Relief Recovery grant award, and the committee will establish and approve funding levels and any appropriate terms and conditions. The Emergency Grant Committee will provide an award or regret letter; typically, this communication will be an e-mail from the Director of Grants.

Funding

Applicants who are awarded a Covid-19 Relief Recover Grant must apply for their funding by **August 28, 2020**. Grantees must download and submit an original signed *2020 Covid-19 Relief Fund Recovery Grant Agreement and Funding Request* available at Givesanbenito.org.

Covid-19 Relief Recovery grant awards will expire, if not funded by the deadline specified.

Follow-Up Requirements

All grantees are required to provide a *Covid-19 Relief Fund Recovery Grant Impact Report*. Include an assessment of the impact of Covid-19 on the organization and the community. The Emergency Grants Committee may schedule a follow-up review with the grantee to properly understand the use, impact, and effectiveness of the grant.

Marketing

CFFSBC and UWSBC encourages grantees to make announcements of grants upon receipt of the grant payment. CFFSBC AND UWSBC marketing departments are available to provide assistance in your communication efforts. **NOTE:** Please do not list the CFFSBC and/or UWSBC as a Sponsor. Use words similar to "Funded in part by a Covid-19 Relief Recovery Grant from the Community Foundation for San Benito County and United Way of San Benito County"

Applications and Question: Community Foundation
for San Benito County GiveSanBenito.org
(831) 630-1924
**Submit all materials to Tracy Taggart, Director of
Operations and Grants, at ttaggart@givesanbenito.org**

United Way for San Benito County
unitedwaysbc.org
(831)245-0051



2020 COVID-19 Relief: Recovery Grant Application Checklist & Narrative Questions

Grant Application Checklist

The Application includes all of the following items which must be received by CFFSBC before the application will be accepted:

- Grant Application Cover Sheet
Narrative
Line-Item Grant Request Budget
Projected Fiscal Year Operating Budget for Organization
Current Fiscal Year Financial Statement, P&L Statement, and Balance Sheet
List of Board of Directors and Key Staff
IRS determination letter

Proposal Narrative

Attach a narrative discussing fund request that includes the following information:

- Mission (What do you do? Why do you do it? How long have you done it? Who do you serve? How many do your serve?)
Organization (How are you structured? Board? Key staff? How many paid? Volunteers?)
Describe the purpose for which funding is being sought. Please start with "To support..." Or "In support of..."
Disruptions due to Covid-19
a) Describe the organizational activities or everyday operations that have been disrupted and require support from CFFSBC/UWSBC's Covid-19 Relief: Recovery Grant Application.
Financial Impact? (What is the estimated financial impact of Covid-19 on your organization)
a) What are your reserves?
b) How long will your organization's reserves last, if/when used?
c) What other revenue sources are supporting your organization, if any, during the current crisis?

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2020 COVID-19 Relief: Recovery Grant Application Cover Sheet



Submit all materials to Tracy Taggart, Director of Operations and Grants, at ttaggart@givesanbenito.org

Applicant Information

Organization Name: _____

Primary Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____ **Email:** _____

Covid-19 Grant/Project Title: _____

Grant Request Amount: \$ _____ **Total Need:** \$ _____

What other revenue sources are supporting your organization, if any, during the current crisis, i.e. PPP loan, CARES act?

Covid-19 Recovery Funds Request Summary:

Authorizing Signatures

Application must include two signatures:

1) **Executive Director or CEO**

2) **Board Chairperson or President**

Signature

Signature

Print Name

Print Name

Title

Date

Title

Date