

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.

### **Covid-19 Relief Grant Cycle**

**Period Opens: Friday, June 26, 2020**

**Application Deadline: Friday, July 17, 2020**

**Decisions Announced: Friday, August 7, 2020**

**Funding Deadline: Friday, August 28, 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](http://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](http://GiveSanBenito.org)  
 (831) 630-1924

United Way for San Benito County  
[unitedwaysbc.org](http://unitedwaysbc.org)  
 (831)245-0051



# 2020 COVID-19 Relief: Recovery Grant Application Cover Sheet



## ***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**



**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:

1. **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?)
2. **Organization** (How are you structured? Board? Key staff? How many paid? Volunteers? )
3. **Describe the purpose for which funding is being sought.** Please start with “To support....” Or “In support of...”
4. **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.
5. **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?