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 September 13, 2019, to present; and
• 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:
  o Organizational staffing costs (Ex. payroll and associated employee benefits, temporary and/or contract labor costs)
  o Organizational operating costs (Ex. supplies, raw materials, technology, marketing, communications)
  o Facility costs (Ex. rent, lease, or mortgage payments; equipment leases and purchases; utility costs)
  o Personal Protective Equipment (Ex. protective/sanitation supplies and equipment, installation of protective barriers, temperature detection equipment, disinfecting services)
  o 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:

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:
  o Organization’s service area(s)
  o Service(s) provided
  o 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

<table>
<thead>
<tr>
<th>Qualifying Expenditure</th>
<th>Required Documentation</th>
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<tbody>
<tr>
<td>Organizational staffing costs</td>
<td>Payroll records that shows employees, hours worked, dates worked, and pay rate</td>
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<tr>
<td>Organizational operating costs</td>
<td>Invoices/receipts of purchases</td>
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<td>Contracts and/or purchase orders</td>
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<td>Facility costs</td>
<td>Rent, lease, or mortgage statement for facility used by the organization (cannot include a residential property)</td>
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<td>Rent, lease, or purchase statement for equipment</td>
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<td>Utility bill for the organization’s property</td>
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<td>Revenue loss</td>
<td>Revenue reduction worksheet (template to be provided) that shows gross receipts from March-November 2019 and March-November 2020; and,</td>
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<td>Must be supported by at least one of the following:</td>
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<td>• Most recent 990 or 990-N</td>
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<td>• Official financial statements</td>
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<td>• Certified Accountant statements</td>
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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 13th: 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.