

Kane County Nonprofit Grant Application for the Coronavirus Relief Fund Program

The purpose of this document is to provide instructions to nonprofit organizations regarding the availability of federal funds to reimburse certain costs necessary and specific to the COVID-19 public health emergency. **The deadline for nonprofit organizations to apply for Coronavirus Relief Funds is October 2, at 5:00 p.m. via the online portal at: <https://www.countyofkane.org/Pages/CRF.aspx>**

General Program Description

The U.S. Congress enacted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) on March 27, 2020 to provide economic relief to State, Local, and Tribal governments responding to the Coronavirus pandemic.

On April 23, 2020, Kane County received an allocation of the U.S. Treasury’s Coronavirus Relief Fund (CRF) to address expenditures specific and necessary to the county’s response to the COVID-19 Public Health Emergency. The Kane County Board allocated a portion of its Coronavirus Relief Fund to assist nonprofit organizations with certain COVID-19-related expenses. The board set aside \$2 million for this initiative and has established the following criteria regarding applicant eligibility, types of expenses that are eligible for reimbursement under the program, and funding limitations.

Applicant Eligibility

To be eligible to apply for assistance under this program, a nonprofit organization must meet the following criteria:

1. Be incorporated as a 501(c)(3).
2. Deliver services from a facility that is physically located within Kane County.
3. Provide, as its primary mission, services and/or aid to Kane County residents in the areas of shelter/housing, sustenance (food/meals), and health services (medical/mental health). (While this is not an exclusive list of services/aid, applicants that provide other types of services/aid must demonstrate and justify how they are critical to the basic health, safety, and welfare of Kane County residents.)
4. If closed as a result of the pandemic, the organization must have been reopened by August 1, 2020.
5. Be in good standing with all applicable federal, state, and local standards and requirements.

Grant Terms

Nonprofit organizations meeting the above criteria are invited to submit an application to the Kane County Coronavirus Relief Fund. This program does not have pre-determined minimum and maximum award limits; eligible organizations may apply for the amount of assistance needed to cover eligible costs. All awards under this program shall be issued as grants and shall be disbursed to grantees on a reimbursement basis. Grantees will be expected to enter into a funding agreement with the county and shall be required to present appropriate documentation to substantiate their request(s) for reimbursement.

Nonprofit On-line Application Process

In order to be considered for funding, eligible applicants must apply for funds using the on-line application portal posted on the county's Coronavirus Relief Fund webpage for Nonprofit Organizations.

1. **You must indicate whether you are an elected official or employee of Kane County.**
2. **General Information Tab:** Applicants should enter basic information about their organization, including its location and contact information, and the type of service/aid they provide to area residents.
3. **Organization Mission and Goals:** Describe what services/programming your organization provides. Also, describe how your organization, employees, and clients have been impacted by the COVID-19 pandemic and indicate the types of eligible expenses you intend to cover with Coronavirus Relief Funding. List any additional financial assistance you have received and describe how your organization intends to use Coronavirus Relief Funding.
4. **Required Attachments Tab:**
 - a. Your organization's most-recently approved total budget as of March 27, 2020 and any subsequently approved total budget or modifications for expenses through December 30, 2020.
 - b. **Under Approved Budgets, also include** Attachment A: Budget and narrative for eligible costs already incurred between March 1, 2020 and September 30, 2020. (Use the Excel form that is available for download from the webpage.)
 - c. **Under Approved Budgets, also include** Attachment B: Budget and narrative for eligible costs anticipated between October 1, 2020 and December 30, 2020. (Use the Excel form that is available for download from the webpage.)
 - d. Your most recent annual financial statement as audited, reviewed or compiled by a registered CPA.
 - e. IRS determination letter indicating 501(c)(3) tax-exempt status and public charity status.
 - f. Your most-recently filed Form 990.
 - g. Most recent (not expired) Certificate of Good Standing from the Illinois Secretary of State.
5. **Acknowledgements Tab:** Review the statements, and complete the blanks, including the signature box, as evidence that you, as an authorized representative of the applicant organization, understand and will abide by them.

Important Note: The county will not accept any application materials in hard copy format, nor will it accept them by email. All application information and materials must be submitted via the application portal.

All applications will be reviewed for completeness. The county will verify both applicant eligibility and the eligibility of the expenses submitted. Ineligible expenses will be deducted from the application prior to consideration by the Kane County Board. The board will have final decision making authority regarding the selection of grantees as well as funding award amounts, and will do so with the maximum latitude under the law. Organizations awarded funds will be expected to

enter into an agreement with Kane County outlining terms and conditions associated with the award.

After the agreement is properly executed, the county will provide instructions regarding the assembly and submittal of appropriate documentation in support of requests for reimbursement under the program.

Eligible/Ineligible Expenses

Applicants may seek reimbursement of the following types of expenses under this program, provided they were incurred between March 1, 2020 and December 30, 2020, and were not reimbursed under another source of financial assistance:

1. Rent/mortgage payments for the physical place of nonprofit or for equipment integral to the nonprofit’s operations (provided the facility and/or equipment was secured by the nonprofit prior to January 1, 2020).
2. Utility costs associated with the physical place of the agency’s business.
3. The purchase of personal protective equipment (PPE) for use by the employees and/or patrons of the nonprofit.
4. The cost of cleaning/disinfecting the place of the nonprofit.
5. The cost of minor physical modifications to the place of the nonprofit in order to comply with social distancing requirements. (Please note this excludes the cost of capital improvements unrelated to social distancing standards.)
6. Costs incurred to enable employees to work remotely, such as computer equipment/software, cell phones, internet access, etc.

Please note that payroll and other types of expenses not listed above are ineligible for reimbursement under this program.

Application Schedule

Activity	Target Date/Timeframe
Applicant Workshop Webinar	September 18, 2020
Application Submission Deadline	October 2, 2020
Staff Review of Applications	October 5 – 16, 2020
Distribute Copies of Eligible Applications to CAAC	October 21, 2020
CAAC Reviews Applications/Issues Recommendations	October 26, 2020
County Board Approves Funding Awards	November 10, 2020
Issuance of Award Notices/Agreements/Instructions	November 11, 2020
Review/Processing of Reimbursements	Through January 15, 2021
Grant Closeout	January/February 2021

Questions

Questions and requests for technical assistance should be sent to CRF@co.kane.il.us.