



City Hall | 801 Washington Street | Northfield, Minnesota 55057

# Northfield Nonprofit Relief Program CARES Act Grants

*Updated August 24, 2020*

The purpose of the Northfield Nonprofit Relief Grant Program (“Program”) is to provide temporary financial support to nonprofits adversely impacted by the COVID- 19 pandemic and the COVID-19 peacetime emergency. The goal of the Program is to help nonprofits through the current economic crisis, continue to deliver much needed services to the community and retain local jobs.

The City of Northfield has designated \$200,000 of the CARES Act federal allocation for emergency nonprofit assistance. Applications will be accepted over the three-week application period. Applications will be selected through a lottery system. Should there be more applications than budgeted; the City reserves the right to evaluate allocated funding for this program. The City of Northfield has designated \$25,000 of total nonprofit assistance funds specifically to organizations who serve minority and low-income populations.

The Program shall be administered by the Community Development Department. Should nonprofits have questions or require assistance completing the online application, please contact the Program Administrator, Nate Carlson at 507-645-3069 or via email at [nate.carlson@ci.northfield.mn.us](mailto:nate.carlson@ci.northfield.mn.us).

These program guidelines adhere to federal rules and regulations associated with the CARES Act and were adopted by City Council on September 1, 2020 via Council Resolution **2020-XXX**, which authorizes the City Administrator to approve disbursement of awards. The City of Northfield reserves the right to revise these guidelines as needed.

## **Terms**

- Nonprofits may apply one time for an emergency grant up to \$10,000, based on economic hardship from COVID-19.
- Funds shall be used exclusively for the following eligible expenses:
  - Operating expenses, including payroll, rent/lease payments, mortgage payments, utilities (excluding city wastewater, stormwater and water services), payments to suppliers, or other critical business expenses as approved by the Program Administrator incurred between March 27, 2020 – November 15, 2020.

## Eligible Nonprofits

Nonprofits must meet all the following criteria as of March 1, 2020 to be eligible:

- Have equivalent of fifty (50) full-time (or equivalent) or fewer employees
- Organization has a physical, location, whether owned or leased, located in corporate city limits of Northfield.
- Be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue
- Be in good standing with the City of Northfield
- Demonstrate the nonprofit was adversely affected by Executive Orders related to COVID-19 business restrictions
- Demonstrate financial hardship as a result of the COVID-19 outbreak

## Ineligible Nonprofits

- Religious organizations (for religious purposes)
- Lobbying groups and political organizations
- Organizations that restrict activity based on ethnicity, gender, orientation, or ability.

## Application Process

- Applications will be accepted beginning **Tuesday, September 8<sup>th</sup>** through **Wednesday, September 30<sup>th</sup>**.
- Application link is posted in English and Spanish online at: [\[REDACTED\]](#)
- All applicants will be notified by email on or before **Tuesday, October 6<sup>th</sup>** if they received an award
- Upon notice of an approved application, the following documentation must be provided to the Program Administrator within **five business days**:
  - A copy of the IRS Nonprofit determination letter.
  - **Revenue verification.** The most recent federal 990 tax return filed by the nonprofit (first six pages are sufficient).
  - **Impact and loss of revenue verification.** Evidence of negative impact and loss of revenue due to COVID-19 pandemic and peacetime emergency. Applicant should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator.
    - Examples of acceptable documentation include: Sales Tax Reporting; monthly profit and loss statements; comparable point of sales, cash register reports, merchant statements or other sales records
  - **Employee verification.** Evidence of employment prior to March 1, 2020. Acceptable documentation may include: company's 2019 federal form W3; period reporting from a 3<sup>rd</sup> party payroll processor; applicant's Federal Form 941/Employer's Quarterly Federal Tax Return; or other State or Federal payroll-related filing.

- **Evidence of eligible expenses that occurred in since March 27, 2020** (e.g. rent/lease agreement, utility statements, supplier invoices, payroll, tax payments, payments to suppliers, etc.). Provide documentation that expenses total or exceed the amount requested in application
- Failure to submit required documentation will result in forfeiture of grant award.
- Upon notice review and acceptance of additional documentation, the nonprofit will enter into a grant agreement with the City of Northfield.
- Terms will be included in the grant agreement, including the reporting requirement to provide information to the City 90 days after execution of grant on status of nonprofit and actual use of grant funds.

## Questions

Nate Carlson, Economic Development Coordinator  
507-645-3069  
[Nate.carlson@ci.northfield.mn.us](mailto:Nate.carlson@ci.northfield.mn.us)

Mitzi Baker, Community Development Director  
507-645-3005  
[Mitzi.baker@ci.northfield.mn.us](mailto:Mitzi.baker@ci.northfield.mn.us)



## Northfield Nonprofit Relief Program

### CARES Act Grants

#### **Tennessee Warning Notice**

Per Minnesota Statutes, section 13.04, subdivision 2, we are requesting information from you to determine if you are eligible for assistance from the City of Northfield (City). You do not have to provide the requested information, but failure to do so will result in the City's inability to determine your eligibility for assistance. Your information will not be shared without your consent unless the law allows it or required by a court order.

Disclosures\*

#### **Applicant Contact Information**

1. Applicant Contact Name\*
2. Applicant Title\*
3. Name of Nonprofit\*
4. Nonprofit Address\*
5. Contact Phone Number\*
6. Contact Email Address\*
7. Contact Address (if different than nonprofit)
8. Preferred Contact for Any/All Grant Application Questions, Ineligibility Notification, or Grant Award\*

## Application Information

9. Type of Nonprofit

a) 501 c(3)

b) 501 c(6)

10. Federal Tax ID #

11. Purpose or mission of the organization

12. Number of Employees\*

*(Full-Time Equivalent = 2,080 hours annually )*

*Number of Employees must be at least one (1) W-2 eligible employee in addition to the owner as of March 1, 2020. 1099 eligible employees will be considered for daycare providers ONLY.*

13. Date of Nonprofit Incorporation\*

*(Month, Year)*

14. Is Applicant a locally owned and operated nonprofit with a physical establishment within City of Northfield city limits?\*

15. Are you in good standing with the Minnesota Secretary of State's Office?\*

16. Secretary of State's Office Registration Number\*

## Financial Information

17. Amount of Funds Requested

18. Are the funds being requested (check all that apply)\*

- Nonbudgeted expenses
- Necessary because of COVID -19
- Spent by November 15, 2020

19. Estimated March - June 2019 Nonprofit Revenue\*

20. Estimated March - June 2020 Nonprofit Revenue\*

*Information required to demonstrate loss of revenue as a result of COVID-19.*

21. If your organization did not experience a loss in revenue but has still been affected by the COVID-19 Pandemic, please explain.

### **Additional Information**

22. Briefly describe how your organization has been impacted by the COVID-19 Pandemic an/or related Executive Orders.\*

23. Does your organization serve minority and/or low income populations?

24. Current status of your organization?\*

- Fully open and/or operating online with full level of service.
- Open but with reduced hours
- Reduced operations and/or operating online
- Closed to public but still operating onsite, online, or remotely
- Completely closed
- Other

25. If awarded grant funding, how would you use the funds?\*

*Eligible expenses include: Payroll, Rent Payments, Mortgage Payments, Utilities, Payments to Suppliers, Costs Associated with Reopening, and/or Other critical business expenses as approved by CED and which are consistent with the intent of the Program*

26. Has your organization received COVID-19 relief funding from other agencies (i.e., State of Minnesota, Rice County, etc)?\*

- Yes
- No

IF yes please explain?

27. Acknowledgments\*

- I certify that all statements on this application are true and correct to the best of my knowledge. I understand any intentional misstatements will be grounds for disqualification.
- I certify I have read the City of Northfield's CARES Act Nonprofit Relief Grant Policy and will abide by the rules and regulations set forth in the policy adopted on **DATE , 2020**.
- I authorize the program representatives to coordinate with other agencies (i.e., Rice County, State of Minnesota, Department of Employment and Economic Development) regarding application information.

I understand that if awarded funds, I will be required to provide additional information to verify self-reported information related to this application.