Greenville County CARES Non-Profit
PHASE TWO Grant Program
Grant Overview:

• This program is to provide funding to our 501c3 non-profit community who have experienced unforeseen expenses due to COVID-19. Funds may only be used for costs (past or future) that were not accounted for in budgets prior to March 27, 2020. Projected costs must be for expenses prior to December 30, 2020.

• Funding is available based on employee number (includes full & part time)
  • 1-5 employees – up to $5,000
  • 6-20 employees – up to $10,000
  • 21+ employees – up to $25,000

• Application available via the Greenville County CARES website
  • Program available **November 19, 2020 - December 18, 2020**
Eligibility Criteria

- 501c3 Non-profit organization (excludes organizations that are primarily political, animal welfare, grant making, academic institutions, or religious in nature)
- Organization must have been in operation prior to September 1, 2019 and still in operation.
- Organization must have a principal location in Greenville County.
- Receipts/invoices/quotes that have already been submitted through other CARES grant programs ARE NOT eligible
- Expenses must have been unbudgeted and made after March 27, 2020 and prior to December 30, 2020.
**Required Documentation**
- 2019 IRS Form 990
- CEO/Executive Director Driver’s License
- 501c3 Determination Letter
- COVID related expenses: receipts/proof of payment for reimbursement and invoices/quotes for projected costs

**Examples of COVID-19 related expenses**
- Rent & Utilities
- PPE
- Equipment (ie Technology, etc)
- Supplies
- Processes/Procedure Changes
- Building Modifications

*Funds may **NOT** be used for lost revenue, working capital, or payroll/payroll related expenses.*
Eligibility

This program is to provide funding to our 501(c)3 non-profit community who have experienced unforeseen expenses due to COVID-19. Funds may only be used for costs (past or future) that were not accounted for in budgets prior to March 27, 2020.

Funding will be considered based on the following:
- 1-5 employees - eligible for up to $5,000
- 6-20 employees - eligible for up to $10,000
- 21+ employees - eligible for up to $25,000

Examples of ELIGIBLE expenses (non-exclusive) are: Inventory, Commercial Lease, Mortgage or Rent Payments (excluding home based nonprofits). Utilities (excluding home based nonprofits). Other expenses due to safety provisions and social distancing compliance including, but not limited to, training and technical assistance on social distancing and mitigations, purchase of PPE and equipment and physical retrofits to increase social distancing and prevent the spread of COVID-19.

Examples (non-exclusive) of INELIGIBLE expenses include: payroll and payroll related costs, lost revenue, and working capital.

1. Is your organization a 501(c)3 non-profit serving Greenville County residents prior to September 1, 2019?
   - Yes
   - No

2. Have you been negatively impacted by COVID-19?
   - Yes
   - No

3. Organization must have a principal location that is legally operating within Greenville County and the State of South Carolina. Does your non-profit meet this requirement?
   - Yes
   - No

Organizations will cooperate with Greenville County or appropriate officials for grant auditing purposes.

Agreement to close-back provisions if funds are used for ineligible purposes.

Follow documentation of need of funds with application and for funded shaded information and associated costs.
C.1. Is this a Reimbursement of Costs already incurred due to COVID-19?
- Yes
- No

C.2. Please provide brief description of organizational needs related to impact of COVID-19:

C.3. Please provide the following information regarding clients served by your organization:

(As of September 1, 2019)
- Total number of clients served (50 character limit)
- Average monthly clients served (50 character limit)
- Average weekly clients served (50 character limit)

(After March 27, 2020)
- Total number of clients served (50 character limit)
- Average monthly clients served (50 character limit)
- Average weekly clients served (50 character limit)
D. Declaration of COVID-19 Expenditures

Please complete the following to provide information on request for funding based on COVID-19 related expenses that your organization has both incurred as well as predicted expenses to allow continued operation while adhering to COVID-19 guidelines. (Provide information on payments made between period of March 27, 2020 until December 30, 2020)

*Funding awarded previously through Greenville County CARES programs will be taken into consideration.

D.1. Reimbursable COVID-related expenses:
   a. Total cost spent:

   b. Please provide a brief description of incurred expenses:

   a. Total Cost projected:

   b. Please provide a brief description of incurred expenses:

D.3. Total amount of funding requested from Greenville County CARES Non-Profit Phase Two Grant:

### E. Required Documentation

- Most recently filed IRS Form 990  *Required*
- Please attach a copy/picture CEO/Executive Director's Driver's License (as listed in section A)  *Required*
- 501c3 Determination Letter  *Required*
- For reimbursement: Proof of payments for eligible expenses that grant funds will reimburse (e itemized receipts, etc.) For projected expenses: Provide quotes, invoices, etc.  *Required*

No save history

The Complete button is not active until all required documents have been uploaded.

Note: Required documents are indicated by (*)