



City of Centerville

CENTERVILLE COVID-19 NON-PROFIT RELIEF PROGRAM

In an effort to provide additional resources to non-profit organizations providing vital services necessary to address the COVID-19 pandemic, the City of Centerville authorized the Non-profit Relief Program. This program is intended to assist non-profit organizations with direct costs of responding to the COVID-19 pandemic.

Eligible Recipients:

- Principal place of business and location(s) where services are rendered must be in the City of Centerville
- Must be 501(c)(3) tax exempt organization registered with the State of Ohio and Internal Revenue Service (IRS)
- Must be a charitable organization registered with State of Ohio Attorney General's Office
- Must not use CARES Act funding in place of or instead of local, state, federal, or other funds already designated for that expense or activity
- Is currently in compliance with all U.S. Treasury Department regulations, including those applicable to its 501(c)(3) status
- Has been in operation and provided essential social and family services since at least January 2019
- Has prior experience in successfully managing federal, state or local financial assistance and/or grant funding
- Must demonstrate and document that they incurred increased costs due to the public health emergency from March 15, 2020 to October 31, 2020
- Must be registered as a 501(c)(3) with the Ohio Secretary of State and in good standing

Program Priority:

- Organizations providing social and family services with a focus on access to food, domestic violence, supportive services, substance abuse, services benefiting senior citizens, mental health and foreclosure prevention

Application Process and Review:

The City of Centerville will accept and review applications for the Non-Profit Relief Program. Applications will be evaluated on a first come-first serve basis. In the event requests exceed available funds, priority will be given to applicants based upon the following criteria: need for assistance, program priority and overall impact of the grant.

Ineligible Expenses:

- Revenue replacement
- Construction costs (supplies and materials are eligible)
- Overhead costs
- Costs for political activities, including lobbying

Form of Assistance Available:

- Grants up to \$5,000 for reimbursement of eligible expenses related to services necessary to address the COVID-19 pandemic. Documentation of eligible expenses must be submitted with grant application.

Please note, the COVID-19 Non-profit Relief Program is not an entitlement program, and as such, funding through this program is not guaranteed.



CITY OF CENTERVILLE COVID-19 NON-PROFIT RELIEF PROGRAM

Applicants seeking assistance through the COVID-19 Non-profit Relief Program must submit the following form and supplemental attachments for consideration. All applicable information as requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

Non-profit Relief Program Request: \$ _____

Section A: General Information

APPLICANT INFORMATION: Please provide the legal name, address and other contact information of the applicant for this request.

Applicant Non-profit Name: _____

Contact Name: _____

Applicant Mailing Address: _____

City/State/Zip: _____

Email Address: _____

Website: _____

Daytime Phone Number: _____

PROJECT LOCATION: Please specify the street address of the applicant business.

Address: _____

NON-PROFIT OFFICERS/PRINCIPALS: Please provide the names of all owners, principals and/or primary officers of the organization.

Name and title: _____

Name and title: _____

Name and title: _____

NON-PROFIT STATUS: Please provide the federal tax ID number for verification of tax-exempt status:

Federal Tax ID #: _____

DELINQUENCIES AND JUDGMENTS

Does the applicant, or affiliated organization to benefit from the incentive program, owe any delinquent taxes to the State of Ohio or a political subdivision?

 YES NO

Does the applicant, or affiliated organization to benefit from the incentive program, owe any money to the State or a State agency for the administration or enforcement of any environmental laws?

 YES NO

Does the applicant, or affiliated organization to benefit from the incentive program, owe any other moneys to the State, a state agency or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not?

 YES NO

Are there any current or pending lawsuits involving either the principals or the organization?

 YES NO

If "Yes" was answered above, please attach an explanation and supporting documentation, including location, amounts and/or case identification numbers.

Section B: Description of Services and Eligible Expenses

Please describe the services provided by your organization, the number of people served, demographics and typical duration of services.

NEED FOR ASSISTANCE: Applicants must demonstrate increased costs from March 15 to October 1, 2020 due to the public health emergency related to the COVID-19 pandemic. Please provide a summary of the impacts on your organization and provide supporting financial records and a justification and description of increased expenses and how they were necessary in response to the COVID-19 public health emergency.

OTHER ASSISTANCE: Please describe any other assistance you have received to provide relief to your organization (i.e. rent reductions, utility waivers, SBA or PPP funding, etc.). Please note, CARES Act funding cannot be used in place of or instead of local, state, federal or other funds already designated for that expense or activity.

TIMEFRAME OF SERVICES

Start date of services provided

End date of services provided

ITEMIZED EXPENSES: If available, provide or attach a spreadsheet or other document with detailed expense information, including the date, amount and good/service purchased. These expenses should correspond to supporting documentation provided with the application.

Date	Amount	Expense

Section C: Requirements and Certifications

The undersigned, duly authorized Officers of the Applicant, hereby certify that the statements made in the foregoing application and in all attachments submitted in connection with this application are true and correct to the best information and belief of the undersigned and are submitted as a basis for determining approval of COVID-19 Non-profit Relief Program assistance. I/we certify these requirements will be met:

- A. I/we agree to notify the City of Centerville immediately of any project modification.
- B. The Applicant agrees to supply additional information upon request.
- C. This grant is to be used for COVID-19 business related expenses only.
- D. I/we have not nor do we intend to be involved in illegal activity under federal, state, or local laws. Nor do I/we have any criminal proceedings pending against me/us.
- E. I/we do not anticipate receiving business interruption insurance or other federal aid for reimbursement of Non-profit Relief Program eligible expenses.
- F. The Applicant agrees to allow the Centerville Finance Department to share relevant income tax withholding information with the Development Department as part of the Non-profit Relief Program application review process.
- G. The Applicant agrees that the City of Centerville may share information publicly regarding grant recipients.
- H. Unspent and/or improperly used grant proceeds are to be repaid by the grant recipient to the City of Centerville

Section D: List of Attachments

- 2019 Federal IRS Filings, if any
- Financial Records/Bank Statements demonstrating increased cost revenue from March 1 – October 31, 2019 compared to March 1 - October 31, 2020
- Completed W-9
- Documentation of Eligible Expenses
- Names and Positions of Board of Directors

Name of Applicant	By	Title
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Name of Applicant	By	Title
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Submit completed application to:

City of Centerville
 Development Department
 100 W. Spring Valley Rd.
 Centerville, OH 45458
 EconDev@centervilleohio.gov