



Non-Profit Recovery Grant Application



The U.S. Department of Treasury allocated funds from the American Rescue Plan Act of 2021 (ARPA) to the City of Tustin for COVID-19 response, relief and reinvestment. The City of Tustin is allocating up to five-hundred thousand (\$500,000) for Phase III of the 2022-23 Tustin CARES Non-Profit Recovery Grant Program. **This phase of grants is to provide funding to Section 501(c)3 Non-Profits that experienced a loss of revenue in calendar year 2022 (compared to calendar year 2019) due to COVID-19.**

The program is based on the availability of funds, program guidelines and submission of all required information and supporting documentation. **Non-Profits may be eligible to receive up to \$15,000.** The City is partnering with the Tustin Community Foundation (TCF), who will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. TCF will recommend grant recipients and grant award amounts. The City will determine the final grant funding awarded to each non-profit based on TCF’s recommendations. The City will also determine the frequency and timing of the grant funding, which may be paid in multiple disbursements throughout the funding period.

The grant may be used for working capital to cover the day-to-day operating expenses such as rent/lease payments, mortgage payments, utility expenses, payroll and benefit costs, Personal Protection Equipment (PPE) or other similar expenses that occur in the ordinary course of operations. The Non-Profit may also utilize the grant for direct service activities to the Tustin community that (1) are consistent with its mission; (2) to prepare, prevent, and/or respond to COVID-19, providing that the Non-Profit can demonstrate a revenue loss in calendar year 2022. Examples of eligible uses are outlined in the Program Guidelines.

Applications must be submitted via email to NonProfitGrants@TustinCa.org by 5:00 p.m. on Monday, March 27, 2023.

APPLICANT INFORMATION

Legal Name of Non-Profit Organization _____

Street _____

City _____ State _____ Zip _____

Authorized Representative Name and Title _____

Phone Number _____ Email Address _____

Contact Person Name and Title _____

Phone Number _____ Email Address _____

Non-Profit Tax ID# _____ Organization Website _____

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APPLICANT INFORMATION (CONTINUED)

Please Provide Your Organization's Mission Statement (less than 800 characters):

List the impacts that your Organization has made to the Greater Tustin Area over the last 3 years (less than 800 characters):

List your Organization's Top 3 Goals for the next 12 Months (less than 400 characters):

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GRANT AMOUNT DESIRED

Grant Amount Desired: \$ _____ (up to \$15,000) *

*** The amount of grant assistance cannot exceed \$15,000 and must be less than or equal to the amount of revenue/funding the Non-Profit has lost by comparing total revenue for the organization for calendar year 2022 to total revenue for the organization for calendar year 2019. Grantees are required to maintain financial records until December 31, 2029 to document lost revenues as a result of COVID-19, which must be made available to the City and/or their representatives upon request.**

PLANNED USE OF GRANT FUNDS

Describe your planned use of proceeds from the grant. Funding can be used to support a non-profit's operational costs or on activities to prepare, prevent, and/or respond to COVID-19 (limit to 2,000 characters). (NOTE: grant recipients are required to maintain receipts and other documentation to support how costs expended until December 31, 2029. All grant funds shall be expended on eligible expenses from July 1, 2022 to June 30, 2024. Any portion of the grant funds not expended on eligible expenses shall be returned to the City by no later than July 31, 2024):

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PLANNED USE OF GRANT FUNDS (CONTINUED)

Summarize by Program or Expense Category how the funds will be spent. (NOTE: grant recipients are required to maintain receipts and other documentation to support how costs expended until December 31, 2029. In addition, any portion of the grant funds not expended on eligible expenses by June 30, 2024 shall be returned to the City by no later than July 31, 2024):

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for June, July & August</i>	<i>5,000</i>
Total Expenses		

Estimate the Number of Tustin Area Residents to be served under this Grant and Explain the Value Per Person Served (how will funds be leveraged to serve the maximum number of people) (limit 800 characters):

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PLANNED USE OF GRANT FUNDS (CONTINUED)

List 3 Outcomes of the Use of Funds for the Greater Tustin Area (limit to 1,200 characters):

Describe the 3 biggest challenges to implementing the Program for which the Grant Funds will be applied.
(limit to 800 characters):

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PLANNED USE OF GRANT FUNDS (CONTINUED)

List Who Else in the Greater Tustin Area may be Addressing the Same Needs (limit to 400 characters):

Identify the Target Population/Geographic Community to be Served by this Grant: (limit 200 characters):

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ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION

Acknowledgment: I/We understand that this grant is being provided by the City of Tustin based solely upon the information that I/we have provided in this application.

I/we certify that the Applicant meets the following minimum requirements:

- The Applicant is a 501(c)(3) non-profit organization providing direct assistance and services to Tustin Residents;
- The Applicant is in good standing with the State of California and the Internal Revenue Service (“IRS”);
- The Applicant has not been suspended or debarred or otherwise excluded from receiving federal funding;
- The Applicant has experienced an economic loss due to the COVID-19 pandemic and that Applicant can produce financial records to verify this loss, if requested; and
- The grant amount applied for does not exceed the amount of economic loss experienced by Applicant due to the COVID-19 pandemic.

I/we acknowledge and agree that, if grant funds are awarded to Applicant:

- Funds must be spent on eligible expenses incurred from July 1, 2022 through June 30, 2024 as outlined in the 2022-23 Phase III Non-Profit Grant Guidelines;
- Records related to revenue loss and the expenditure of grant funds must be maintained by Applicant until December 31, 2029, and must be made available for audit when requested; and
- Progress reports will be required to be submitted throughout the funding period that identify expenses paid from grant funds and the balance of the grant amount that has not been expended.

By signing below, I/we certify that the above statements are true and correct to the best of my/our knowledge. I/we understand that a false statement may disqualify me/us from benefits.

Signature: _____ Name: _____

Date: _____ Title: _____