

City of Tustin Tustin Cares Program

COVID-19 Related

2022-2023 Non-Profit Recovery Grant Program

Program Guidelines



Program Overview

About the Program

As part of the Tustin Cares program, the City of Tustin has created a Non-Profit Recovery Grant Program, which will provide funding to non-profits needing financial assistance in overcoming the temporary loss of revenue due to the COVID-19 outbreak. 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 fifteen thousand dollars (\$15,000). 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 benefits 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 the non-profit's mission; (2) prepare, prevent, and/or respond to COVID-19 impacts, as outlined in the Planned Use of Grant Funds section of the grant application.

Funding Availability

In May 2021 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 is allocating up to one million dollars (\$1,000,000) for the Tustin Cares Non-Profit Recovery Grant Program. These funds are to be used to mitigate financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

The City's Program Partner, the Tustin Community Foundation (TCF), will be responsible for reviewing grant applications for completeness and to determine whether the non-profit meets the eligibility guidelines. TCF will select and recommend grant recipients and determine grant award amounts. Non-profits may be eligible to receive up to \$15,000.

The City's Finance Department will be responsible for oversight of the Tustin Cares Non-Profit Recovery Grant Program and disbursement of funds. City staff is obligated to fulfill the terms and conditions of the funds as established by the Tustin City Council, these program guidelines, and Federal, State, and local rules and regulations.

City Reserved Rights

The City reserves the unqualified right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to modify the application deadlines; (4) to request additional information of the applicants as deemed necessary and appropriate by the City; (5) to conduct further due diligence with applicants or any third party; (6) to modify the City's objectives or the scope of the program; (7) to modify program requirements, general terms and conditions, or eligible activities; and/or (8) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City.

Eligibility

To be eligible to apply for the Tustin Cares Non-Profit Recovery Grant Program, the non-profit must meet certain criteria that has been established by the City of Tustin and the guidelines set forth by the U.S. Department of Treasury for utilizing ARPA funds. The non-profit must also demonstrate the need for economic support resulting from financial hardship caused by declines in revenues such as the loss of donations or fundraising revenue due to the COVID-19 public health emergency.

General Terms and Conditions

The non-profit applicant must meet the following minimum requirements to be considered for grant funding:

- Applicant must be a 501(c)3 non-profit organization and provide direct assistance and services to Tustin residents;
- The non-profit is in good standing with the Internal Revenue Service and the State of California;
- The non-profit has not been suspended, debarred or otherwise excluded from receiving federal funding;
- The non-profit must be able to document that it experienced an economic loss due to COVID-19 and its associated closures. For example, the non-profit may have experienced a reduction in donations or fundraising revenues due to COVID-19;
- The amount requested cannot exceed the amount lost in donations/fundraising revenues; and,
- The non-profit must submit an application and all the required supporting documentation.

Eligible Activities

Eligible activities for the use of funds should be used to cover fixed expenses for the organization or eligible COVID responses for Tustin community **incurred from July 1, 2022 through June 30, 2024**. The primary fixed expenses include such items as rent or mortgage expense, utilities, inventory, PPE, or other operational expenses for the organization. The non-profit may also utilize the grant for direct service activities to Tustin community that (1) are consistent with the non-profit's mission; (2) prepare, prevent, and/or respond to COVID-19 impacts. Applicants will fill out a use of funds section of the application form that will breakdown how the funds will be spent by their organization. Each applicant will need to sign and verify that the use of funds will be spent on expenses or direct services, such as those expressed above. Any use of funding other than to support the organization or as described above is strictly prohibited.

The U.S. Department of Treasury has issued guidance on the use of funds and the following is a nonexclusive list of expenditures that constitute Non-Eligible Expenses and shall not be funded by the grant amount:

- (1) Damages covered by insurance.
- (2) Expenses that have been or will be reimbursed or recovered through other funding programs, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
- (3) Reimbursement to donors for donated items or services.
- (4) Workforce bonuses other than hazard pay or overtime.

- (5) Severance pay.
- (6) Legal expenses or settlements.

Equal Opportunity Policy

The City of Tustin and the TCF shall not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical handicap in accepting applications and processing program application.

Marketing and Outreach

The City of Tustin and the TCF will create marketing and outreach pieces to promote the Tustin Cares Non-Profit Recovery Grant Program. The goal will be to alert non-profit organizations about the grant program and bring awareness to those non-profit organizations that need this financial support.

Application Process

Application

The Tustin Cares Non-Profit Recovery Grant Program application includes information about the non-profit services provided, number of Tustin's clients served, and the Application will require the following:

- Attestation from the non-profit that the amount requested is 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.
- Spending Plan and Certification that funds will be spent by **June 30, 2024**.
- Certification that the non-profit is able to produce financial records to show the economic losses, if requested.
- Certification that financial loss and grant amount spending records will be available for audit when requested. The non-profit must maintain records until December 31, 2029.

Application Period

The Tustin Cares Non-Profit grant application will be available at **on Monday, February 27, 2023** and can be obtained online at <https://www.tustinca.org/DocumentCenter/View/9163/2022-2023-Phase-III-Non-Profit-Recovery-Grant-Application-Round-3>

Applications must be submitted via email to NonProfitGrants@TustinCa.org by **5:00 p.m. on Monday, March 27, 2023**. The application period will close promptly at 5 p.m. on March 27, 2023. Applications received after this due date and time will be considered late and will not be accepted.

Grant Review and Approval Process

Review

The TCF Grant Application Committee will review the application for completeness, eligibility, and will select and recommend to the City the grant recipient and the grant amount. Selected recipients will be notified by email.

Grant Disbursement

As each grant recipient submits a complete set of required documentation, it will be reviewed and verified. Prior to disbursement of the grant funds, the grant recipient will be required to sign a City of Tustin Grant Agreement. Upon signature, the City will award the total amount of approved grant funds in a single disbursement to recipients. **All grant funds shall be expended on eligible expenses by no later than 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.

Reporting

By July 31, 2023, Grantee shall provide a Progress Report for the period July 1, 2022 through June 30, 2023, which shall: (1) identify the Eligible Expenses paid from Grant Funds; (2) demonstrate how the Grantee used the Grant Funds consistent with the requirements of the Grant Agreement; and (3) identify the balance of the Grant Funds that the Grantee has not spent, if any.

By July 31, 2024, Grantee shall provide a Final Report for the period July 1, 2023 through June 30, 2024, which shall: (1) identify the Eligible Expenses paid from Grant Funds; (2) demonstrate how the Grantee used the Grant Funds consistent with the requirements of the Grant Agreement; and (3) identify the balance of the Grant Funds that the Grantee has not spent, if any.

Contact Information

For additional information regarding the Non-Profit Recovery Grant Program, please contact the following:

City of Tustin
Finance Department
300 Centennial Way
Tustin, CA 92780
(714) 573-3060
NonProfitGrants@TustinCa.org

For questions about the guidelines and application or assistance in completing the application, please contact the Tustin Community Foundation at:

Erin Nielsen, Executive Director
Tustin Community Foundation

P.O. Box 362, Tustin, CA 92781
Office: (714) 393-8506
Cell: (714) 721-0337
erin@tustincommunityfoundation.org