



**County of Cheshire Notice of Funding Opportunity
PANDEMIC EMERGENCY RELIEF FUND – NONPROFITS
TERMS & CONDITIONS**

OVERVIEW

The Pandemic Emergency Relief Fund is funded by the County of Cheshire’s (“County”) allocation of American Rescue Plan Act – Local Fiscal Recovery Fund (“LFRF”). Its purpose is to provide economic assistance to help nonprofits impacted by COVID-19. Financial assistance will be allocated to eligible, qualified nonprofits with final award recommendations based on availability of funds, program guidelines, and the submission of all required information and supporting documentation. Grant funds may be used towards eligible activities, listed below, associated with the COVID-19 pandemic. Eligible expenditures begin upon date of grant award and go through the end of the agreement term, no later than December 31, 2021.

Cheshire County will reserve \$500,000 to provide grants in amounts between \$1,000 and \$20,000 to nonprofits located and/or incorporated in Cheshire County to reopen or recover from negative economic impacts linked to the COVID-19 pandemic.

NOTE: Cheshire County small businesses must apply to the Pandemic Emergency Relief Fund for small businesses by utilizing the Pandemic Emergency Relief Fund – Small Businesses form, found at 12 Court Street, Keene, NH 03431 and <https://www.co.cheshire.nh.us/community/news-and-alerts/>.

ELIGIBLE NONPROFITS

1. Must have experienced financial hardship as a result of COVID-19. These impacts must be documented, quantifiable, and clearly related to COVID-19.
2. Nonprofits operating for a public or social benefit, such as:
 - a. IRS Section 501(c)(3)s (charitable nonprofits)
3. Must be a nonprofit registered with the Internal Revenue Service (IRS) and the State of New Hampshire.
4. Must conduct nonprofit operations in County of Cheshire, NH.
5. Must be an open and operating nonprofit.
6. Must have been in operation since March 3, 2021 or earlier.

INELIGIBLE ENTITIES

- Businesses
- Governmental entities
- Individuals

ELIGIBLE ACTIVITIES

Activities eligible for funding must be related to nonprofits that are suffering from interruptions or closures incurred due to the COVID-19 pandemic, including:

1. Expenditures to reimburse the costs of operational interruptions caused by required closures due to the COVID-19 pandemic, including lost revenue.

2. Fund payments may be used for economic support if such expenditures are determined to be necessary. For example, the fund may be used to provide grants to benefit nonprofits that closed voluntarily to promote social distancing measures or that are or were negatively affected by a decrease in fundraising ability resulting from the COVID-19 public health emergency.

The list below provides examples of **ineligible activities** or **costs not covered**:

1. Damages covered by insurance
2. Workforce bonuses other than hazard pay or overtime
3. Severance pay
4. Legal settlements
5. Property taxes
6. Personal activities/goods/services unrelated to COVID-19

APPLICATION PROCESS

Applications will be made available by the County of Cheshire, NH.

Applicants are limited to one application per 501(c)(3) entity.

Applications will be accepted between Sept. 1, 2021, and Sept. 24, 2021. Applications sent via mail must be postmarked by or on Sept. 24, 2021. Applications sent via email must arrive by or on Sept. 24, 2021 and must be sent to:

perf@co.cheshire.nh.us

Cheshire County will make award amount determinations based on the information provided in these applications; final award amounts will be pro rata to the number of awardees. If the number of eligible applicants exceeds the available award amounts, Cheshire County will prioritize eligible applicants in the order that they applied.

Applicants must attach the following documents to their application:

1. 2019 or 2020 Tax Return;
2. W-9 Form; and
3. Documentation proving valid 501(c)(3) status (unedited screenshots are sufficient).

Grant awardees and award amounts will be selected through an impartial selection board (“Board”) that will consist of three (3) Cheshire County employees. In order to support the most vulnerable in Cheshire County, applicants that meet the following criteria will be weighted more heavily by the Board:

- Entities that have not yet received COVID-19-related funding.

CONTACT INFORMATION

Contact ARPA Project Manager William Pearson with questions, comments, and/or application assistance. Please include the name of the applicant nonprofit and email address in your email.

William Pearson
(603) 714-9075
wpearson@co.cheshire.nh.us

In the event that William Pearson is unavailable, contact Grants Manager Suzanne Bansley. Please include the name of the applicant business and email address in your email.

Suzanne Bansley
(603) 355-3023
sbansley@co.cheshire.nh.us

PRIVACY

Information provided through the application process is the responsibility of each applicant. Applicants agree not to hold Cheshire County, NH, its affiliates, members, partners, and staff liable for any losses, damages, costs, or expenses of any kind relating to the use or the adequacy, accuracy, or completeness of any information appearing in an application.

CONFLICT OF INTEREST

Any employee, officer, or agent of Cheshire County participating in the selection, award, or administration of Pandemic Emergency Relief Fund must disclose to the Board in writing if he or she has a real or apparent conflict of interest regarding any applying entities. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for Pandemic Emergency Relief Funding. The officers, employees, and agents of Cheshire County may neither solicit nor accept gratuities, favors, or anything of monetary value from Pandemic Emergency Relief Fund recipients. Cheshire County employees, officers, or agents with a conflict of interest must disclose the conflict in writing to the Board, recuse themselves of any vote pertaining to the contract, and dismiss themselves from any conversation(s) relating to a contract or its terms or conditions.

PUBLICITY

If awarded, be advised that the business/applicant's application information, name, statements, and other information provided during the award process may be used for promotional purposes in all forms and media and the business/applicant may be contacted by Cheshire County, NH for such purposes. Until notified, applicants must agree not to share any status as a finalist publicly, including but not limited to all social media platforms, news media, or local publications.

RECORD RETENTION

If an award is made as a result of this application, the applicant/awardee is required to retain all records pertaining to matters covered by this application and any resulting award, including, but not limited to, income, expense, and payroll records. Any award resulting from the application may be subject to federal audit requirements. For the period beginning on the date of award to December 31, 2021 and for five (5) years thereafter, at any time during the normal business hours of the applicant/awardee, and as often as the State, or federal auditors shall demand, the applicant/awardee shall make available to the federal auditors all records pertaining to matters covered by this application and any resulting award. The applicant/awardee shall permit the State, or federal auditors, to audit, examine, and reproduce such records, and to make audits of all records, including but not limited to all contracts, invoices, materials, payrolls, records of personnel, and other information pertaining to all matters covered by this application and any resulting award.

CLOSE OUT AND RECOUPMENT

If an award is made as a result of this application, applicant/awardee shall submit a Final Report to Cheshire County by February 28, 2022. The Final Report should demonstrate all costs of business interruption due to COVID-19, including necessary business expenditures incurred due to the public health emergency with respect to COVID-19, and/or total decreased or lost revenue as a result of COVID-19, that occurred between March 13, 2020 and December 31, 2021. Revenue loss shall be supported by submission of calendar year 2019 documentation of total revenue received; and calendar year 2020 total revenue received; and calendar year 2021 total revenue received. The report shall also include all other COVID-19 relief or assistance received from any source during the reporting period. Such accounts shall be supported by receipts, invoices, bills, or other similar documents and tax or accounting records. The amount of this grant shall be excluded from the calculation of total revenue for 2021. If actual costs of business interruptions are not at least as much as represented by the applicant/awardee on this application, the award may be subject to recoupment in an amount not to exceed the identified discrepancy.

SUBMISSION GUIDANCE

It is recommended that, before completing and submitting the online form, applicants save their answers in a separate backup document. We cannot accept changes to applications once they have been submitted, so please review all submissions carefully. You will receive a confirmation email/call upon successful receipt of this application.

**CHESHIRE COUNTY
NONPROFITS - PANDEMIC EMERGENCY RELIEF FUND APPLICATION**

1. I acknowledge that I have read and agree to the Terms & Conditions stated above:

Yes No

2. What is the mission of your nonprofit and please briefly describe your activity (250 words or less):

3. When was your nonprofit created?

On or before March 3, 2021 After March 3, 2021

4. Does the nonprofit operate in County of Cheshire, NH?

Yes No

5. Are you currently an open and operating nonprofit?

Yes No

6. Are you applying for this grant due to financial losses or interruptions resulting from the COVID-19 pandemic?

Yes No

7. Have you applied for prior federal, state, or local funding pursuant to any COVID-19 relief efforts/program?

Yes No

a. If "yes" to above, from which program and how much was received?

b. Was the assistance in the form of a loan or grant?

Loan Grant

8. Does your nonprofit fall into any of the following categories:

- For-profit businesses;
- Publicly traded companies;
- Financial institutions (such as banks, lenders, pay-day lenders, auto title lenders, check cashers, businesses that principally trade money and/or mortgages, and other similar entities);
- Insurance companies (such as life, auto, home, bail bond, and other similar entities);
- Private or social clubs;
- Lobbying firms or businesses that dedicate 50% or more of their time or resources to lobbying activities;
- Organizations that generate income through activities performed in violation of state or federal law; and
- Organizations that exist for the purpose of advancing partisan political activities.

___ Yes ___ No

9. What is your relationship to the applicant?

___ I am completing this on behalf of the applicant (employee, CPA, CFO, other)

___ I am on the governing board of directors/trustees

NONPROFIT INFORMATION

10. Board of Directors/trustees Information

- a. First Name: _____
Middle Name: _____
Last Name(s): _____

- b. First Name: _____
Middle Name: _____
Last Name(s): _____

- c. First Name: _____
Middle Name: _____
Last Name(s): _____

- d. First Name: _____
Middle Name: _____
Last Name(s): _____

- e. First Name: _____
Middle Name: _____
Last Name(s): _____

11. Primary Email Contact (this email will be used for **all** communication during the application process):

_____ @ _____

12. Phone Contact

Permanent Phone Number: _____ - _____ - _____

Alternative Phone Number: _____ - _____ - _____

13. Applicant Information

Website: _____

Primary Social Media Address: _____

Legal Applicant Name: _____

Applicant Street Address: _____

City/town: _____

State/territory: _____

Zip Code: _____

14. Applicant Tax-ID: _____ - _____

ADDITIONAL NONPROFIT INFORMATION

15. Years in operation

___ Less than 1 year

___ 1-2 years

___ 3-5 years

___ 6-9 years

___ 10 or more years

16. Applicant's Gross Revenue (as reported in the most recently filed tax return)

- Less than \$49,999
- \$50,000 to \$99,999
- \$100,000 to \$299,999
- \$300,000 to \$499,999
- \$500,000 to \$1,000,000
- Greater than \$1,000,000

17. Is the applicant-nonprofit currently in bankruptcy, or do you have plans to file for bankruptcy?

- Yes No

18. Does the applicant have a non-discrimination policy?

- Yes No

GRANT INFORMATION

19. How much do you hope to obtain through this grant? (Between \$1,000 - \$20,000).

\$ _____

20. Please list the expenditures, that you anticipate paying for to support your nonprofit if you are awarded funding. (250 words or less)

21. Please describe how the COVID-19 pandemic impacted your nonprofit (loss in fundraising, employee layoffs, payroll, past-due bills, closure, etc.). If your nonprofit lost revenue, state your estimated losses. (250 words or less)

22. To the best of your knowledge, how did your revenue/net income compare for the following date ranges: July 1, 2019 to June 30, 2020; and July 1, 2020 to June 30, 2021.

Decreased by less than 20%

Decreased between 20% and 49%

Decreased by 50% or more

Remained the same

Increased

Don't know/no answer

CERTIFICATION

Please review the information below, sign and submit your application to:

Cheshire County
ATTN: PERF
12 Court Street
Keene, NH 03431

OR

Pandemic Emergency Relief Fund
perf@co.cheshire.nh.us

For general questions, please review the FAQ document at <https://www.co.cheshire.nh.us/community/news-and-alerts/>. For additional questions not answered by the FAQ, please email perf@co.cheshire.nh.us. This email is monitored regularly and the FAQ will be updated accordingly.

By submitting the application for review and any subsequent award of grant funds, I, _____, certify that I have not provided any material misrepresentation and/or falsification of my eligibility to secure a nonprofit grant under Cheshire County’s Pandemic Emergency Relief Fund program. I certify under penalty of perjury that the above information is complete and accurate to the best of my knowledge. I understand that Title 18, Sec. 1001 of the U.S. Code states that a person is guilty of a felony and assistance can be terminated for knowingly and willingly making a false or fraudulent statement to a Department of the United States Government. If found guilty of committing fraud, my nonprofit entity will no longer be entitled to receive any nonprofits grants and may be subject to other penalties imposed by Federal, State, and/or local law.

I also understand and certify that:

- By checking this box, I agree to use such grant funds only for eligible nonprofit-related expenses stated in this application and to retain any receipts and documentation supporting such eligible expenses for five (5) years, following the close of the grant.
- By checking this box, I certify that any grant funds received will not be used to pay for expenses that have or will be reimbursed for under any federal program, including a Paycheck Protection Act loan.
- By checking this box, I certify that any grant funds received will not be re-granted to a different individual or entity.
- By checking this box, I certify that I have not been convicted (including a plea bargain or a plea of no contest) of a felony in any state or under the laws of the federal government in the past seven (7) years (time running from the date of conviction).

The applicant/awardee understands, agrees and accepts that, by submitting this application, it is certifying that the person named below has authority to bind the nonprofit entity and Cheshire County is entitled to rely on this certification as actual and apparent evidence of authority to bind the nonprofit entity.

Signature

Date

Name (print)