



LEON
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Tallahassee-Leon County Nonprofit Services Grant Program FAQs

Overview

The Tallahassee-Leon County Nonprofit Services Grant Program dedicates \$3 million in American Rescue Plan Act (ARPA) funding to local nonprofit organizations to continue to meet the immediate demand for essential human service needs. Human services are those services or programs provided to meet basic health, welfare and other needs of a society or group.

Available funding will provide up to \$20,000.00 of one-time assistance to nonprofits that are providing or will provide human services/programming to Leon County residents impacted by COVID-19.

Eligibility Criteria

Applicants must be a 501c3 or 501c19 organization registered with the U.S. Department of Treasury on or before December 31, 2020. Unlike previous Leon CARES Programs, this grant program is open to volunteer-led nonprofit organizations as well; paid staff is not a requirement to apply.

Nonprofit organizations receiving direct ARPA funding from the City of Tallahassee and/or Leon County, are not eligible to apply for this Tallahassee-Leon County Nonprofit Services Grant.

Please note: churches, associations, political organizations, and for-profit organizations are ineligible for the program. However, churches under a current contract with either the City of Tallahassee or Leon County to provide human services are eligible for purposes of supporting the continued provision of such services.

Can a completely volunteer-led organization (i.e. no paid staff) be eligible to apply?

Yes, organizations that have no paid staff and are completely volunteer-led are eligible to apply.

Can a nonprofit organization serving individuals living in Leon County, however they are not originally from Leon County (i.e. college students) be eligible to apply?

Yes, however college students must reside in Leon County. Additionally, the nonprofit organization must ensure that the universities and colleges in Leon County are not providing similar resources to students in response to COVID-19.

If a nonprofit organization received previous Leon CARES funding (LEAN, Human Services Community Grant and/or Nonprofit Assistance Grant), would they be eligible to apply?

Yes, organizations previously funded are eligible for this Tallahassee-Leon County Nonprofit Services Grant Program, however, will not receive priority status. All eligible

nonprofits that have not previously received Leon CARES funding will be prioritized for the first two weeks of the program application being opened.

Can a nonprofit organization that is not a 501c3 or 501c19, however has a fiscal agent, eligible to apply?

No, only 501c3 and 501c19 organizations registered with the U.S. Department of Treasury are eligible to apply.

Can a nonprofit organization apply multiple times for each program within the scope or mission of their 501c3 or 501c19?

No, only one application per eligible organization and per program is permitted.

Can a nonprofit organization receiving ARPA funding through the State be eligible to apply?

Yes, however this funding request may not be a duplication of any State ARPA funding for the same activities.

If a nonprofit organization has not traditionally operated as a human service organization, however due to COVID-19 identified a gap in services and has the capacity to meet the need; are they eligible?

Yes, your organization would be eligible to apply if all other criterion outlined above is met. In the application, your organization would need to specifically outline the gap in service/need being addressed related to COVID-19 and show collaboration where possible to avoid duplication of services.

Application Process

The application process will require each nonprofit organization to provide the following:

- Brief explanation on intended use of funds for COVID-19 specific program, service and/or project.
 - o Use of funds cannot be used to purchase firearms, alcohol, tobacco and/or illegal drugs.
- Brief explanation of organization's capacity to implement/enhance delivery of proposed program/service/project with approval of funding.
- Must upload the following documents:
 - o W9 Form,
 - o IRS 501c3 or 501c19 Determination Letter,
 - o FL Dept. of Corporations (Sunbiz.org) current Annual Report
- Budget breakdown of request (up to \$20,000.00).
 - o **In the application, any requests exceeding \$20,000 will automatically be DENIED funding.**



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Application Open/Close Period

The application window will anticipate opening on Monday, July 26, 2021 at 8:30AM – application website information will be distributed at a later date by visiting either Talgov.com or [CARES > Home \(leoncountyfl.gov\)](http://CARES > Home (leoncountyfl.gov)).

For the first two weeks of the application opening, prioritization will be given to nonprofit organizations that have not previously received local CARES funding. All organizations are encouraged to apply upon the application being opened, regardless of priority status.

The application window will remain open until the \$3 million has been awarded.

Required Documents

All eligible nonprofit organizations will be required to submit proof of their 501c3 or 501c19 state from the U.S. Department of Treasury, proof of registration as an active nonprofit corporation with the State of Florida (annual report), as well as a current W9 form.

Attestation

All eligible nonprofits must attest to the following:

- Certification that the organization provides, or will provide, direct human services in Tallahassee-Leon County related to COVID-19.
- Certification that the information listed in the organization's application is complete and accurate to the best of their knowledge.
- Certification that the organization is not engaged in or utilizing funds for any activities/expenses prohibited by local, state and federal law.
- Certification that the organization agrees to complete any additional reporting documentation upon receipt of funding, if requested.

Review & Approval Process

Upon submission of an application, you will receive email notification confirmation. From there, the City and County's processing team will review your application for completion and follow-up to receive any additional information that may be needed. Once your completed application has been reviewed for eligibility, you will be notified via email if you have been approved or denied.

Please remember, all applications will be reviewed and awarded on a first completed, first award basis once the two-week prioritization period concludes and/or once funds have been exhausted.

If your organization is awarded funding, there may be additional reporting documentation required upon request.



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Technical Assistance and Support

If your organization has questions or needs technical assistance, please contact any of our following local community partners:

- **The Council on Culture & Arts (COCA)** – (850) 224-2500 or info@tallahasseearts.org for all arts, culture, history and heritage nonprofit organizations.
- **The Institute for Nonprofit Innovation & Excellence (INIE)** – (850) 201-9766 or grants@myinie.org for any nonprofit organization without sub-sector designation and all INIE nonprofit members.
- **United Partners for Human Services (UPHS)** - (850) 296-8330 or info@uphsfl.org for all human service nonprofit organizations and UPHS member organizations.
- **United Way of the Big Bend (UWBB)** – (850) 487-8091 or communityimpact@uwbb.org for any of their funded partners and/or other nonprofit organizations providing services in their five impact areas of housing, safety net, early learning, health and mental health, and skills development.