



## **Carroll County Coronavirus Relief Fund Plan Funding for Nonprofits**

Carroll County has secured grant money from the federal government through the Carroll County Coronavirus Relief Fund Plan (CRF Plan) program. Four million dollars has been allocated to assist small businesses and nonprofits who have been impacted by the COVID-19 pandemic. This part of the “Carroll Rebound” program will provide grant funding for nonprofits demonstrating need to help offset the financial losses as a result of the pandemic.

### **ELIGIBILITY:**

501(c)3 nonprofits located in and serving Carroll County, MD providing essential community service in the priority areas of childcare, education, health, housing, nutrition, and safety.

### **INELIGIBLE NONPROFITS:**

- Churches (See IRS 1828)
- Fraternal and/or civic organizations
- Homeowners Associations
- Labor Unions
- Private or Political Foundations
- Volunteer Fire Companies (Will be addressed through the Carroll County Volunteer Emergency Services Association)

**Nonprofit grants will be distributed based on need up to \$5,000.**

### **NONPROFIT QUALIFICATIONS:**

- Must have been established prior to September 1, 2019
- Be a nonprofit entity in good standing with the IRS (See <https://apps.irs.gov/app/eos>).

**ELIGIBLE FUND USES** include the following:

- Information technology upgrades and e-commerce programs
- Marketing
- Employee training
- Commercial cleaning
- Professional services
- Equipment or vehicle expenses

- Other COVID-19 or health-related expenses (Personal Protective Equipment (PPE), supplies, plexiglass shields, masks, etc.)

**INELIGIBLE FUND USES** include the following:

- Wages
- Lease or mortgage payments
- Utilities
- Insurance
- Expenses not related to COVID-19 pandemic impacts

**NOTE:** The grant may be used as a reimbursement for eligible past expenses made after March 1, 2020 that meet requirements. Documentation of expenses and paid invoices must be submitted to request reimbursement.

Nonprofit applicants may only receive one Carroll County Coronavirus Relief Fund Plan (CRF Plan) Carroll Rebound grant. Nonprofits who have received previous local, state or federal COVID-19 financial support are eligible to receive the Carroll Rebound grant. The application and all documentation must be submitted online. **Applications will be accepted beginning June 24, 2020 at 3pm and ending October 7, 2020 at 5pm.**

If an application is missing any of the required information the application will be null and void and a new application must be submitted with the missing information in order to be considered.

Grants will be awarded based on need as described and documented in the application and **not** first-come, first-served until funding is exhausted.

**REQUIRED DOCUMENTATION:**

- Fully completed application
- 501(c)3 designation
- Current IRS Form 990
- Financial documentation of COVID-19 revenue loss (profit & loss February through June 2020)
- Payroll reports OR W2 forms to support employment requirement
- Provide information on other grants applied to and/or awarded
- Submit a budget detailing proposed purchases  
OR
- Provide copies of paid invoices for reimbursement of prior eligible expenses (e.g. bill of sale, receipts, cancelled checks, etc.)

**UPON GRANT AWARD:**

Nonprofit must:

- Enter into a formal grant agreement with Carroll County to use funds as approved by December 30, 2020
- Submit a W-9 for tax reporting
- Retain grant documentation on spending and agree to a county or federal audit if required

**TO APPLY:**

Submit a COMPLETE AND ACCURATE application with all required supporting documentation below (starting Wednesday, June 24th at 3pm). It is imperative that all applicants ensure the accuracy of their legal name and address when completing and signing their application, and subsequent forms. Failure to submit a complete and accurate application will prevent you from receiving a grant award.

## **GRANT APPLICATION REVIEW:**

Applicants will receive an on screen and email notification confirming receipt of their application. If you do not receive this message your application has not been sent or received. If an incomplete application is received, the applicant will be notified of the issue and asked to submit the missing required information.

If you need assistance with assessing your eligibility or compiling the needed documents for your application, we advise that you consult with your financial or legal advisers. Email questions to [info@carrollbiz.org](mailto:info@carrollbiz.org).

If you do not meet Carroll Rebound grant eligibility, please check the [Maryland Relief Wizard](#) for other potential funding opportunities. Also, the Carroll County Health Department is soliciting interested applicants who meet the criteria for reimbursement under the CARES Act, CRF Fund for limited Personal Protective Equipment supplies and medically related expenses.

See <https://www.carrollcountymd.gov/media/11759/specifications-cares-act-crf.pdf>