



AKRON  
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## Summit County COVID-19 Nonprofit Relief Grant Program

### PROGRAM GUIDELINES AS MODIFIED SEPTEMBER 30, 2020

The Summit County COVID-19 Nonprofit Relief Grant Program and The Summit County COVID-19 Arts and Culture Grant Program (the "Program") are grant funds that have been established with Akron Community Foundation to distribute \$6.5 million that the County received through section 5001 of the federal Coronavirus Aid, Relief and Economic Security Act (the "CARES Act"). The Program has been created by Summit County, with several community partners, to assist nonprofits throughout Summit County that are coping with the financial hardship imposed by the COVID-19 pandemic. The below guidelines establish the nonprofits eligible for funding, the type of expenses that can be paid with grant funds, the application and award process, and the process for entities to make contributions to the Program.

#### I. General Description of the Program

Eligible nonprofits will be able to receive grant funds from the program in order to assist those nonprofits with operating expenses incurred or paid after March 1, 2020, when the State of Ohio began the process of closing certain businesses within the State, and at which point several businesses, including nonprofits, were being affected by both mandatory and voluntary closures, cancellations, and postponements of operations, activities, and events, both in and outside of Ohio, and substantial losses in revenue as a result of business interruption and broad economic impact of the pandemic. Generally, the amount of the grant per nonprofit will be between \$2,500 and \$50,000. Eligibility for the grants will be tied to key criteria linked to supporting nonprofits that were viable prior to the pandemic, have been impacted by COVID-19, **employ Summit County residents** and have the potential to continue to operate following the pandemic.

Applicants must apply online to the Akron Community Foundation, which will review the same for completeness and compliance with these guidelines. Applications will be taken starting at 12:01 a.m. on Monday, Oct. 5, 2020 and run until 11:59 p.m. Friday, Oct. 16, 2020. All complete applications submitted during that time, that follow the eligibility criteria set forth below, will be scored based on criteria reviewed by the ACF Staff and the Grant Advisory Committee. The Grant Advisory Committee will recommend the awarding of grants to nonprofits with completed applications generally based on the criteria set forth in Exhibit B, with the intention of awarding grants based on the following: the impact of the COVID-19 pandemic on the operation and success of the nonprofit, the likelihood of the nonprofit's future success, the number of job opportunities preserved for Summit County nonprofits, the location of the nonprofit, and the commitment of the nonprofit to diversity, equity, and inclusion. Akron Community Foundation will announce the award of grant funds the week of November 16, 2020 and will begin distributing grant funds the following week.

All grants made under the Program are being made with the intention to provide immediate funding to nonprofits to meet their needs, to keep as many nonprofits in Summit County operating and to retain as many jobs for Summit County residents as possible in light of the severe economic hardships brought by the COVID-19 pandemic. All contributions of funds to



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the Program are made for the purpose of furthering economic development, preserving employment opportunities for Summit County residents, and preserving the operations of Summit County's nonprofits during a time of need and emergency. The primary objective of the Program is to minimize long-term economic hardship to Summit County residents that may result from the COVID-19 pandemic.

#### II. Eligibility Criteria

A. To be eligible for grant funds under the Program, Summit County nonprofits must meet the following requirements, as of March 1, 2020:

- The organization must operate as a 501(c)(3) organization who is in good standing with the State of Ohio Secretary of State's office and the IRS and had already received their nonprofit status at least 12 months prior to March 1, 2020. For-profit entities of any type, including sole proprietorship, partnership, corporation (both S and C), professional association, limited liability company, limited partnership, or limited liability partnership are **not eligible** for this grant opportunity (business that are for-profit generally file an IRS Form 1040 with a Schedule-C, 1040-SR with a Schedule-C, 1065, 1120 or 1120-S.)
- The principal place of operation, or headquarters, for the nonprofit must be located within Summit County. If located outside of Summit County, the organization must have a Summit County address, must employ Summit County residents, and must be providing services in Summit County to be considered.
- Any human services nonprofit who has had its 501(c)(3) designation since March 1, 2019 or earlier are eligible. Newer organizations (Less than 18 months) or those who do not have their 501(c)(3) determination letter from the IRS and the Secretary of State are not eligible. If you are not a certified 501(c)(3) organization, you can apply if you find another nonprofit who is willing to be your fiscal sponsor. The application would come from that entity and they will be responsible for applying and submitting any follow up grant documentation that is necessary.
- The nonprofit must not be permanently closed and must intend to continue its operations following the COVID-19 pandemic.
- At least 50% of the individuals employed by the nonprofit, as defined herein, must be permanent residents of the County of Summit. If the organization is all volunteer-driven, at least 50% of the volunteers and clients must reside in Summit County.



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- The nonprofit must not be in receivership or bankruptcy.
  - The nonprofit must be current on all Summit County municipal and Joint Economic Development District income tax obligations and Summit County property tax obligations (if applicable). All nonprofits will be required to provide the nonprofits' federal employer identification number.
- B. There are two funds being established at Akron Community Foundation to distribute these CARES Act funds. One is the Summit County COVID-19 Nonprofit Relief Grant Program and the second is the Summit County COVID-19 Arts and Culture Grant Program. The criteria for both funds are listed below:

#### The Summit County COVID-19 Nonprofit Relief Grant Program

- Demonstrated need because of increased demand or decrease in support resulting from COVID-19
- A clear vision of how you would use these funds – up to 50% of grant can be used for general operating support and the other 50% of grant funds can be used to provide direct services to clients
- Apply towards expenditures between March 1, 2020 – Dec. 30, 2020.
- Work in an area or service deemed a basic need or important need:
  1. **Food/Clothing** – providing groceries, meals, or other food and clothing services direct to Summit County residents.
  2. **Shelter** – housing assistance including homeless prevention and service organizations, or other nonprofits who assist in temporary housing or housing support services.
  3. **Health** (excluding hospitals) – providing medical, dental, and mental health care to Summit County residents.
  4. **Safe Care/Safety Net Services** – keeping children, elders, and special needs populations safe at home or in community settings (i.e., non-school childcare centers, elder care wellness services, also included in this area would be before or after school programs, homeless shelters, mentoring, community and neighborhood development programs who are providing some basic needs to their neighborhoods, social service programs to refugees and immigrants, educational programs that enhances one's ability to become employed or to care for their children/family)



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5. **Workforce Development** – Programs designed to assist residents with acquiring and maintaining employment considering the economic impact created by the COVID-19 pandemic.

#### The Summit County COVID-19 Arts and Culture Grant Program.

- Demonstrated need because of increased demand or decrease in support resulting from COVID- 19.
- A clear vision of how you would use these funds – up to 50% of grant can be used for general operating support and the other 50% of grant funds can be used to provide direct programming and services to constituents.
- Apply towards expenditures between March 1, 2020 – Dec. 30, 2020.
- Be considered an **arts and culture organization** and have an articulated mission that is dedicated to arts and culture. Arts and culture will be defined as creating, preserving and/or exhibiting visual, multidisciplinary, literary, and performing arts, public art, history, and humanities; or be considered a cultural asset unique to the Summit County community. Individual artists are not eligible.

#### **Other factors that will be considered when making grant awards from both funds:**

- Community need for service, taking into consideration the number of people the organization currently serves and likely increase in demand based on data available for that zip code.
- Type of organization, taking into consideration the need to fund neighborhood-centric organizations that are under-funded and under-staffed but are effective at reaching the community they serve.
- Organization size and capacity, taking into consideration the number of employees an organization has or its capacity to increase service with its current workforce.
- Organization must not have received a direct CARES Act disbursement (except for Paycheck Protection Program) or received other CARES Act dollars from Summit County.
- Must disclose other COVID support dollars from other community funders (ACF, United Way, etc.).



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- Organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Code or have a fiscal agent who is willing to handle the finances if a grant is received.

#### III. Eligible expenses

- A. Unless excepted below, all expenses of the nonprofit that are deductible as ordinary and necessary expenses under the U.S. Internal Revenue Code may be paid for with grant funds from the Program. Examples of eligible expenses include, but are not limited to:
- Mortgage payments for the nonprofit's principal place of business or such other business location in Summit County. Mortgage payments for the nonprofit that are in an owner's primary residence are not eligible.
  - Rent payments for the nonprofit's principal place of business or such other business location in Summit County. Rent payments for the nonprofit that are in an owner's primary residence are not eligible.
  - Utility payments – electric, gas, sewer, water, trash removal – for the business's principal place of business or such other business location in Summit County. Utility payments for the nonprofit that are in an owner's primary residence are not eligible.
  - Health, property and casualty and liability insurance payments.
  - Salaries or wages of all employees employed by the nonprofit.
- B. Each applicant for funds will include in its application to Akron Community Foundation an itemization of the expenses it intends to pay with the grant funds, which will be reviewed for compliance with the eligible expenses set forth in Section III(A), above. Following the expenditure of all grant funds, the nonprofit shall provide a listing to Akron Community Foundation of all expenses paid using the grant funds along with supporting documentation. Documentation will be in the form of cancelled checks, paid invoices, bank statements, or similar documents evidencing payment. The listing of expenses paid and accompanying documentation shall be submitted to Akron Community Foundation no later than 90 days following the receipt of grant funds by the nonprofit.
- C. All expenses reported to Akron Community Foundation as paid using Program funds must either be incurred by the nonprofit or paid by the nonprofit on or after March 1, 2020, and before Dec. 30, 2020. No grant funds may be used to pay for vehicles or equipment leased or purchased after March 1, 2020 (this prohibition is not intended to apply to inventory of the nonprofit).



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- D. The eligible expenses set forth above constitute, to the best of the County of Summit and ACF's knowledge and understanding, eligible expenses for which funds can be used under Section 5001 of the CARES Act, and the nonprofit cannot use grant funds it receives for purposes other than those set forth above.

#### IV. Application and Award Process

- A. Nonprofits that wish to apply for a grant from the Program shall submit to Akron Community Foundation the following documents in electronic format:
- A complete online application prescribed by Akron Community Foundation. To access that online portal, applicants should go to [www.akroncf.org/CARESinfo](http://www.akroncf.org/CARESinfo). Click the "Apply Now" links to go to the online application program. The application will include basic information regarding the nonprofit, as well as the following information:
    - o If the nonprofit applied for and/or received a Paycheck Protection Program Loan, Economic Injury Disaster Loan, or Health & Human Services Provider Relief Fund Loan through the U.S. Small Business Administration, the loan application number(s) for these loans. In addition, any other funds received from any other local or state funders related to COVID-19 should also be included. Applying to and receiving funds from these programs does not make you ineligible for this process. This data will be used for statistical purposes only.
    - o Summary level information on 2019 revenues and expenses, 2020 YTD revenues and expenses and COVID-19 impact on revenue and expenses.
    - o An indication of expenses that the nonprofit will pay with grant funds awarded from the Program.
- B. This grant opportunity process will commence at 12:01 a.m. on Monday, Oct. 5, 2020 and run until 11:59 p.m. Friday, Oct. 16, 2020. All applications must be fully submitted and completed during this time to be considered. Applications will be received electronically via Akron Community Foundation's online portal. No late submissions and no paper applications will be accepted.
- C. Upon receipt of each application, Akron Community Foundation staff will examine the same for completeness and ensure that all items required by Section IV(A) are included. Complete submission of accurate information is the responsibility of the applicant. Given the volume of applications expected, Akron Community Foundation will be limited in time to contact individual recipients related to incomplete information. Incomplete applications may result in elimination of the nonprofit's application for the grant. Information submitted will be deemed as certified to be accurate and truthful by the



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applicant and will be relied on for determining eligibility and applicant scoring. False information provided by applicants could result in the requirement to repay grant funds because of submitting a false or misleading application.

- D. All complete applications received before the deadline and which meet eligibility will be considered for funding by ACF Staff and the Grant Advisory Committee. Grant awards will be made based on competitive application scoring and the availability of funds. It is likely the Program will be unable to provide funds for every eligible applicant.

Akron Community Foundation and the Grant Advisory Committee will be responsible for oversight of the scoring methodology, advising grant program staff on the review process and providing general advice and support for the approach to applicant evaluation and the awards process. The Grant Advisory Committee shall review and approve the final set of awards based on review of the scoring process and the final summary of applicant and awardee information.

Upon approval by the Grant Advisory Committee, nonprofits will be awarded a grant in the range of \$2,500 to \$50,000. Grants will be funded only to the extent that grant funds are available. Grant awards will be announced by Akron Community Foundation sometime the week of November 16, 2020. Following award of each grant, Akron Community Foundation will send an online communication either announcing approval or denial of a grant. If approved, grantee will be required to sign a grant agreement. The nonprofit must complete and sign the online grant agreement and return to Akron Community Foundation to receive grant funds. Grant funds will be distributed immediately following the receipt of a signed grant agreement.

- E. If, after review of all applications and award of grant funds for all applications received, there are still funds remaining to be granted and/or subsequent funds are received by Akron Community Foundation for the purpose of making grants hereunder, subsequent rounds of funding, that will function in a similar manner, may be announced and conducted. Any nonprofit that was not funded in a prior round due to an incomplete application will be contacted to re-submit or update their information to be considered in the next subsequent funding round. Additionally, any application that is complete and meets all eligibility, but was not funded in a certain round will be reconsidered for funding in the next subsequent funding round.
- F. Akron Community Foundation may require the nonprofit leader to complete any necessary documentation to determine if the grant to that organization may be funded.
- G. Prior to receiving any grant funds, the nonprofit shall sign a grant agreement between itself and Akron Community Foundation. At a minimum, the grant agreement will (i) require the nonprofit to use all grant funds for the purposes set forth in these Guidelines and its application, (ii) require the nonprofit to follow and comply with all other provisions



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of these Guidelines, (iii) be conditioned on the nonprofit providing all information on the application, accompanying documents and verification of expenses in a true and accurate manner, (iv) require the nonprofit to be subject to audit and reimbursement of funds in the event it fails to comply with items (i) to (iii), and (v) require the nonprofit to indemnify and hold harmless Akron Community Foundation and all contributors of grant funds.

- H. Akron Community Foundation will manage the Program and administer the distribution of grants in accordance with these Guidelines.
- I. Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, Akron Community Foundation or any grantor of funds to the Program, to make, award, or fund any grant to any entity whatsoever, and no entity shall have any claim, action, or cause of action against Akron Community Foundation or any grantor of funds for failure to make, award, or fund any grant. All determinations will be made with the best efforts of Akron Community Foundation and the Grant Advisory Committee and in the spirit of meeting the objectives of this program. The decisions of Akron Community Foundation, the Grant Advisory Committee and the Board of Directors of Akron Community Foundation are final, not subject to appeal and fully within the discretion of Akron Community Foundation subject to whatever process modifications they find necessary in the dispatch of their work to meet the guidelines of the program. A statement to this effect shall be included in the application.

#### **V. Fund Contributions**

The Akron Community Foundation will accept fund contributions in increments of \$1,000, for the purpose of providing additional Program grants from governmental entities, businesses, nonprofits, foundations, and individuals who wish to contribute to the Program.

- A. Grantors who provide fund contributions more than \$25,000 shall have the ability to direct the following factors as it pertains to the use of their contributions:
- The community or geographic area within Summit County in which the fund contributions must be utilized for grants. Fund Contributions that are not restricted to a jurisdictional or geographic area within the County shall be deemed as available for grants to nonprofits Countywide.
  - An increase in the maximum amount of the grant awards available to grantees more than the Program grant award maximums set forth above.
- B. Contributed funds will be paid by grantors in a lump sum payment to Akron Community Foundation pursuant to an agreement executed between Akron Community Foundation and the grantor. Once funds are paid to Akron Community Foundation, they will not be



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returned to the grantor unless (i) the grantor cancels the agreement for cause because of mismanagement, misfeasance, or malfeasance on the part of Akron Community Foundation, or (ii) on Dec. 30, 2020, Akron Community Foundation is still in possession of contributed funds from the Grantor that were not distributed to nonprofits under this Program. Akron Community Foundation shall develop and distribute the grant agreement to each grantor. All grants will then be made from the funds contributed by the grantors and Akron Community Foundation shall not have any obligation to fund grants out of its operating funds.

- C. The following shall be used by Akron Community Foundation in determining which fund contributions shall be drawn down to fund any grants that are awarded:
- If funds that have been contributed for a certain jurisdiction or geographic area wherein the nonprofit is located are available, then the grant shall be funded by those funds.
  - If jurisdictionally or geographically directed funds are no longer available that apply for that nonprofit's location, then the grant shall be funded by other funds that are available.
  - In the event that a grantor has permitted that grant funds may be used to fund grants in excess of the maximum amounts set forth above, regardless of whether such funds are jurisdictionally or geographically restricted, then any grant that is awarded solely using those funds may exceed that maximum amount, up to the amount allowed by the grantor. Grants that are approved for funding will receive the maximum amount in the order that they are approved.



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#### **EXHIBIT B**

#### **UNDERWRITING CRITERIA**

The below criteria shall be used by Akron Community Foundation and the Grant Advisory Committee in determining whether to fund any grant. In evaluating nonprofits in view of the below criteria, Akron Community Foundation and the Grant Advisory Committee shall place a priority upon the goals of (i) maximizing the number of employees, and in particular Summit County resident employees, (ii) the value of the economic impact that the nonprofit has on Summit County and surrounding markets and/or the corresponding loss if the nonprofit discontinues operations, and (iii) assistance to nonprofits that are threatened and/or economically harmed by the COVID-19 pandemic, but that were otherwise healthy and functional businesses prior to the pandemic, and are therefore likely to be successful following the pandemic.

Funds will be allocated and awarded by Akron Community Foundation for each nonprofit following receipt of applications and a determination regarding how much should be allocated to each nonprofit based on the number of applications received.

1. The impact of COVID-19 on the nonprofits ability to be successful.
2. The length of time the nonprofit has been in operation and the duration of the leadership's service to that organization or to the profession.
3. The number of full-time employees employed by the nonprofit and the number that reside in Summit County.
4. The location of the nonprofit, and, specifically, whether the nonprofit is located within a low-to-moderate income census tract or a designated County Job Hub; or the nonprofit employs individuals that live in low-to-moderate income census tracts.
5. Considering the nonprofit's current operating expenses and revenue, the likelihood that the grant funds will pay enough of the operating expenses to allow the nonprofit to either continue operating or resume operations following the COVID-19 pandemic.
6. The strength of the sector within which the nonprofit is situated, particularly considering the COVID-19 pandemic and its impact on that nonprofit sector.

Upon a two-thirds vote of the members of Akron Community Foundation and the Grant Advisory Committee, the above criteria may be modified, provided that any modified criteria conform to the goals set forth in the first paragraph of this Exhibit B.