




Delaware Nonprofit Support Program Overview

September 2020

Putting This In Perspective

- Non-Governmental Grant Opportunities:
 - Rapid Response Fund (on hold) – United Way of Delaware
 - Strategic Response Fund – Delaware Community Foundation/ Philanthropy Delaware
 - Community Needs Grant (final grant round this week then on hold until January 2021)
 - Vision Grant (next round Oct 14)
 - Federal Programs for Businesses and Nonprofits:
 - SBA Loans
 - EIDL (loans still being accepted/forgivable now closed)
 - PPP – forgivable (now closed)
 - Main Street Loans (Federal Reserve)
 - Mid-size to larger nonprofits
 - Not forgivable (at this time)
 - CARES Act Funds
 - State of Delaware
 - New Castle County
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Overview

- Jointly funded by the State of Delaware and New Castle County, using federal allocations under by the Coronavirus Aid, Relief, and Economic Security (CARES) Act
 - Managed by the COVID-19 Response Collaborative
 - Funding will support a 2-part Delaware Nonprofit Support Program
 - Part I: Operations Reimbursement Program administered by United Way of Delaware
 - Part II: Coronavirus Capacity Grants administered through a joint initiative of the Delaware Community Foundation and Philanthropy Delaware
 - 3 rounds of grant funding (first round applications open Oct 5 – Oct 16th (5 pm))
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Spirit Of The Program

- Must fall within federal guidelines as interpreted by the State of Delaware and New Castle County
- Open to all eligible nonprofits – no competitive process
- Create an equitable process
 - Three application rounds
 - Capped limits
 - Technical assistance

\$25 million !!!!!



Federal/State Guidelines Dictate Eligibility

- Available only for COVID-19 related expenses between March 1 – December 30, 2020
 - Part I – reimbursement for paid expenses to safely operate
 - Part II – grants for incremental service costs (reimbursement or future)
- 501c3 incorporated before March 1, 2020
- Operates in Delaware
- Not eligible for DE Relief Grants Program administered by the Div. of Small Business
- Expenses not covered by other government contracts, grants or by charitable donations or grants


Note current guidelines as of 9.24.20. The Federal Government could modify guidance as they have done with other Covid-19 funding programs.

Nonprofits Not Eligible for this Program

- Able to secure CARES Act funds from other grant programs:
 - Arts, Culture, Hospitality (eligible for DE Relief Grant Program)
 - Hospitals & Universities (received CARES Act funds)
 - Veteran Organizations (eligible for DE Relief Grant Program)
- Formed before March 1, 2020
- Incurred no expenses related to COVID-19 pandemic



So What Does This Look Like?

- Part I is for paid expenses - operations
 - Part II can include paid expenses and projected expenses – service demand increase
 - Three application rounds – first opens October 5 through October 16th (5pm)
 - Those who apply in first round can apply again in round three
 - If first application round funds are consumed, application will be “queued up” for the second round
 - Applications that are not complete or missing documentation will require resubmission
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Funding Available Varies by Nonprofit Size


(max funds available for both parts each)

- Under \$100K in operating expenses: maximum award of \$5,000
- \$101K to \$500K in operating expenses: maximum award of \$10,000
- \$501K to \$1 mm in operating expenses: maximum award of \$20,000
- \$1mm to \$5mm in operating expense maximum award of \$50,000
- \$5mm plus in operating expenses: maximum award of \$75,000

No organization can receive more than \$100,000 from this program



Some Examples

- Nonprofit with \$250K budget
 - Can apply for up to \$10K to be reimbursed for operational expenses in Part I
 - If service costs increased, can request up to an additional \$10K in Part II
 - Nonprofit with \$3 mm budget
 - Can apply for up to \$50K to be reimbursed for operational expenses in Part I
 - If service costs increased, can request up to an additional \$50K in Part II
 - Nonprofit with \$10 mm budget
 - Can apply for up to \$75K to be reimbursed for operational expenses in Part I
 - If service costs increased, can request up to an additional \$25K in Part II (or vice versa)
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No “Double Dips”

- Cannot request funds if expenses were already covered
 - Other federal, state or local Government contracts
 - Other federal, state or local government grants
 - Insurance proceeds
 - Non-governmental grants or donations
- Certification with signature attesting expenses not funded
- Coordination among Governments and COVID-19 Collaborative for verification



Some Examples

- Nonprofit with \$250K budget
 - Spent \$15K on operational expenses related to COVID-19
 - Received a grant from the Strategic Response fund of \$10K
 - Can apply for \$5K in Part I

- Nonprofit with \$10M budget
 - Receives government contract for food assistance
 - Contract doesn't cover volunteer mileage which cost \$5K above regular levels due to COVID-19
 - Can apply for \$5K in Part II



Part I

Reimbursement for Operational Expenses



Part I: Operations Reimbursement Program


For operational expenses related to COVID-19 paid for during the period March 1, through December 30, 2020 not otherwise in the entity's approved budget as of March 27, 2020

Eligible expenses for reimbursement include:


- Personal protective equipment (PPE, including sanitizer, masks, face shields, gowns, etc.)
- Equipment to make business suitable for COVID-19 safety (plexi-glass, air purifiers, etc.)
- Enhanced cleaning and disinfecting services
- Expenses for technical assistance on mitigation of COVID-19 related threats
- Costs incurred to conduct enhanced screenings for employees and consumers
- Technology and tele-services needed to adjust program delivery
- Signage necessary because of the COVID-19 pandemic
- Marketing and media expenses incurred to respond to COVID-19
- Reimbursement for staff or consulting services incurred in order to respond to COVID-19 may be included if the organization was not eligible for the Paycheck Protection Program

For Past Expenses Only

What Is Required To Apply For Part I?

- Date of 501c3 Issuance
 - Dollar value of 2019 Operating Expense Budget
 - NTEE Code <https://nccs.urban.org/publication/irs-activity-codes>
 - Most recent IRS tax filing (for newer nonprofits operating budget)
 - Most recent audit (if a nonprofit has one)
 - 2019 Operating Expense Budget
 - IRS nonprofit determination letter
 - Receipts
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Ineligible Expenses for Part I

- Reimbursement for lost program or fundraising revenue
 - Reimbursement for salaries/benefits (if eligible for the Paycheck Protection Program); workforce bonuses or severance pay
 - Expenses that have been or will be reimbursed under any Federal Program
 - Reimbursement of donated items or services previously donated; this includes reimbursement for items purchased by the non-profit with funds specifically donated and designated for the response to COVID-19
 - Any expense not related to the current COVID-19 public health emergency
 - Damages covered by insurance
 - General capital improvement projects that are not necessary expenditures due to the COVID-19 public health emergency
 - Any costs incurred prior to March 1, 2020 or any costs incurred after Dec 30, 2020
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Example of Schedule to Complete

Expenses Incurred per Payments

March 1 through December 30, 2020

Vendor Name	Items Purchased	Exp Type	Payment Type	Payment Date	Qty	Price	Amount
Office Basics	Plexi-glass	A	Check	3/10/2020	12.00	\$ 2.00	\$ 24.00
Office Basics	Hand Sanitizer	B	Check	4/10/2020	12.00	\$ 1.00	\$ 12.00
ZOOM	Online Meeting Capability	E	Credit Card	5/15/2020	3.00	\$ 100.00	\$ 300.00
Fast Sign	Signage	F	Check	5/15/2020	5.00	\$ 50.00	\$ 250.00
WebMaster	Update Website	G	Check	6/1/2020	5.00	\$ 50.00	\$ 250.00
Vendor Name	Items Purchased			3/10/2020	12.00	\$ 1.00	\$ 12.00
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Vendor Name	Items Purchased			3/10/2020	12.00	\$ 1.00	\$ 12.00
Total Incurred Expenses					121.00	\$ 17.50	\$ 920.00
Amount Reimbursed by government, grants or donations	COVID Funding						\$ (500.00)
Total Eligible Expenses 3/1/2020 - 12/30/2020							\$ 420.00


Note: if your nonprofit receives federal funds, check with your accountant to confirm what additional audit requirements may be needed when you secure the reimbursement

Part II


Capacity Grants For Increased Service Expenses Due To COVID-19




Part II: Capacity Grant

- Eligibility will be based on the organization's **documented** increase in costs associated with expanded service offerings, caseload, or other service increases attributable to the pandemic
 - Expenses between March 1, and December 30, 2020. This applies to costs not otherwise in the entity's approved budget as of March 27, 2020
 - Can include projected expense for October, November, December – disbursement of those funds will be after expenses were confirmed
 - A review committee consisting of representatives of all three counties, the State and New Castle County governments, DANA, Delaware Community Foundation, Philanthropy Delaware, and the United Way of Delaware will review applications to ensure compliance with federal regulations
 - Designed for organizations providing services to the most vulnerable during this pandemic and organizations dedicated to Delaware's recovery from COVID-19
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Eligible Services

- Health and human services, to include those organizations that are making homes safe for occupancy
 - Homelessness, shelter assistance, and those serving the housing insecure
 - Food assistance
 - Services for youth in crisis
 - Protection from abuse
 - Substance abuse counseling and services
 - Income assistance or assistance to those who have lost employment
 - Individuals with physical or developmental disabilities
 - Individuals experiencing mental health or trauma
 - Medical or dental services
 - Educational support services
 - Aging adults and those with disabilities
 - Job training
 - Technical and digital device access and services to support educational, employment and tele-health access
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What Is Required To Apply For Part II?

- Date of 501c3 Issuance
 - Dollar value of 2019 Operating Expense Budget
 - NTEE Code <https://nccs.urban.org/publication/irs-activity-codes>
 - Most recent IRS tax filing (for newer nonprofits operating budget)
 - IRS nonprofit determination letter
 - Explanation of services and how levels are measured
 - Documentation of service level increases or projected service level increases
 - Documentation of increased service level expenses
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What Information Is Needed?

- Pre-pandemic nonprofit provided meals at their location
 - What are the services and how have they increased? **With the pandemic the nonprofit had to switch to carry-out meals and deliver meals to homebound clients**
 - How are service output measured? **# of meals and # of miles**
 - Provide the incremental increase in services? **Show difference between prior year, budget and actual for increased meals and mileage**
 - Provide the costs associate with those incremental increases (less contracts/grants) **schedule for non-personnel-related costs and for personnel costs not covered by the PPP loan**
- Reimbursements for March – September Increased Service Expenses
- Projection for October – December (grant will be awarded but funds not distributed until confirmed expenses were incurred).

Example of Documenting Service Increases

Service Output Schedule

Please provide summary data that documents increased service levels across organizational programs. Complete Personnel and Non-personnel expense schedules to document expense totals quoted here. Quantify Service Level: e.g. # of Hours, # of Clients Served, Mileage, # of Meals, Other

	March - September
2019 Service Levels	140
2020 Budgeted Service Levels	150
2020 Actual Service Levels	170

2020 Budgeted Service Costs	\$60,000.00
2020 Actual Service Costs	\$70,000.00
Eligible Reimbursement Amount	\$10,000.00

	October - December
2019 Service Levels	60
2020 Budgeted Service Levels	65
2020 Anticipated Service Levels	75

2020 Budgeted Service Costs	\$25,740.00
2020 Estimated Actual Service Costs	\$30,290.00
Eligible Reimbursement Amount	\$4,550.00

Total Eligible for Reimbursement	\$14,550.00
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Considerations For A Complete Application

- Clear, concise explanations for the expenses and how they relate to the pandemic
- Documented receipts for Part I in the order they are itemized on the schedules
- One PDF for receipts
- Keep to the eligible expenses
- Make sure the expense schedule totals and the amount requesting are the same number
- Need assistance to complete OR to have someone review first – contact DANA at decaresfunds@delawarenonprofit.org

Next Steps: Technical Assistance

Technical Assistance will be available through DANA for nonprofits in need of more in-depth assistance completing successful applications.

To request help, click the “Contact Us” button at www.decaresfunds.org



Questions?





For more information please visit

www.decaresfunds.org

Contact:

decaresfunds@delawarenonprofit.org

302-777-5500

