



# City of Columbus ARP Nonprofit Grant Program



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# ARP Nonprofit Grant Program

## Program Overview

Columbus Consolidated Government has partnered with the Greater Columbus Chamber of Commerce to develop and administer a relief grant program specifically designated for Nonprofit organizations. The City of Columbus ARP-Nonprofit Grant Program will assist Nonprofit organizations in Columbus that have been negatively affected by the COVID-19 pandemic.

## Funding Source

Funding for this grant program is provided under the American Rescue Plan Act through the U.S. Department of Treasury.

## Funding Amounts

Up to \$25,000 in Reimbursable Expenses\* for Nonprofit organizations.

\* Assistance is in the form of a grant with no repayment requirement.

- ARP-Nonprofit Grant Program funding must be used for rent/mortgage, utility, and/or operational retrofitting.

## Application Period

Up to \$1,000,000 is available for the ARP-Nonprofit Grant Program. Applications will be accepted until all available funds are expended. Applications will be accepted on a rolling basis until all available funds are committed to eligible organizations and expenses.

## Program Eligibility

To be considered for the ARP-Nonprofit Grant Program, an organization must meet all eligibility criteria listed below:

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- Nonprofit organizations must have an active 501(c)(3) designation status from the Internal Revenue Service.
  - Nonprofit organizations must have a minimum two-year operating history after the date of receipt of its 501(c)(3) status from the Internal Revenue Service.
  - Nonprofit organizations must be registered with the Secretary of State to conduct business in the State of Georgia at the time of application and maintain a current with registration during the contract period.
  - Nonprofit organizations must have a Board of Directors with representation from the community served and committee structure that ensures the necessary mix of skills to succeed.
  - Nonprofit organizations must have a current written strategic or business plan for the organization that covers at least 24 months, (including the organization's entire current fiscal year), that includes the following: mission statement, strategic goals, measurable objectives, implementation plan with assigned staff and board responsibilities, on-going evaluation to keep plan current.
  - Nonprofit organizations with a physical presence of an organization or business in a building or other structure located in Muscogee County. Home-based organizations and multiple nonprofit organizations/locations are ineligible.
  - Nonprofit organizations must demonstrate ongoing business operations and existence before July 1, 2020.
  - Nonprofit organizations must have an annual operating budget of more than \$100,000, as reflected in the most recently filed IRS Form 990 or 990 EZ to qualify for up to \$25,000 in awarded funds.
  - Nonprofit organizations must have an annual operating budget of more than \$50,000, as reflected in the most recently filed IRS Form 990 or 990 EZ to qualify for up to \$12,500 in awarded funds.
  - \* Nonprofit organizations that are operational at the time the grant is awarded.

\*If the Nonprofit organization temporarily closed due to the pandemic, the organization must be opened prior to the grant being awarded.

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## Application Process

The ARP-Nonprofit Grant Program application will be available online at:  
<https://www.columbusga.gov/arp>

- Applications should only be submitted by the Board of Directors (Chair)
- Incomplete applications will not be considered for funding.

In addition to the application, the following documents are required:

- Completed W-9 form for business. DBA, Tax ID Number, and Mailing Address for Grant Check must match entries in General Information section.
- E-Verify Affidavit. (Organizations must submit a signed and notarized E-Verify Affidavit regardless of the number of employees)
- Valid State of Georgia issued photo ID of Board Chair/Signatory
- Provide (1) a list of board members (2) your agency By-Laws; and (3) a copy of the Conflict of Interest Statement
- Bills/invoices for expenses meeting eligible reimbursable COVID-19 expenses along with proof of payment.
- A copy of a 501(c) (3) designation letter from the Internal Revenue Service for non-profit applicants for the Tax ID number reported on the W-9 form.
- Current Strategic Plan
- Copy of 2022 Annual Registration Certificate from the Georgia Secretary of State
- Copy of current lease/rental agreement for organizational space

## Nonprofit Financials

### Nonprofit Organizations

- Most recent IRS Form 990 or 990EZ
  - o Must include 2021 and 2020 tax returns
- Profit and Loss Statement for period in which expenses occurred.

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## **Application Review**

Applications will be reviewed by a selection committee convened by the Greater Columbus Chamber of Commerce in consultation with the City of Columbus for threshold requirements and needs evaluation. The application will be scored on a pass/fail basis related to the requirements provided in these guidelines. Applicants recommended for funding will be contacted by the City of Columbus to execute their written agreement which will allow for distribution of funds.

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## Appendix A: Reimbursable Expense Information

### Reimbursable Expenses

To alleviate documentation and tracking of this grant, the City of Columbus ARP Nonprofit Grant Program seeks to reimburse awarded organizations for expenses incurred between July 1, 2020 and June 30, 2022.

The categories of eligible expenses that the City of Columbus ARP-Nonprofit Relief Grant Program can reimburse awarded organizations are:

- Space Costs for your organization: Rent, Mortgage, Lease, and Insurance Costs.
- Utility Costs: Electric, gas, water, internet, and phone service directly supporting awarded organizations' operations.
- Operational Retrofitting: includes building modification expenses to support enhanced organizational persistence.
  - o Note: Documentation should include an invoice from a licensed inspector, proof of payment, permit receipts if applicable, as well as proof of occupancy certification.

### Documenting Reimbursable Expenses

To receive payment under the City of Columbus ARP-Nonprofit Grant Program, awarded organizations must show documentation of the eligible expense(s), listed above of which, they wish to be reimbursed, up to the maximum award that they receive. In addition, awarded organizations must show documentation demonstrating that they have paid the cost associated with the Eligible Expense.

### Documentation for Expenses:

- Space Costs: Awarded organizations seeking Reimbursement for space costs must provide a copy of their Rental, Lease or Mortgage Agreement that clearly states the time period that they are responsible for these costs, and what the monthly costs for these expenses are for their location of operation. Self-rental expenses are ineligible for reimbursement. For this grant, self-rentals include but are not limited to organizations/property owners that rent or lease property to another

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organization that is also owned or operated by the same owners/stakeholders of the organization that is seeking grant program funds.

- **Utility Costs:** Awarded organizations seeking Reimbursement for Utility costs must provide copies of the bill(s) from the Utility provider that clearly associate with the firm and their location of operation. The bill(s) must also clearly state the amount due from the firm and be separated from any non-business-related expenses.
- **Operational Retrofitting Costs:** Awarded organizations seeking Reimbursement for operational retrofitting costs must provide copies of an invoice from a licensed contractor, any applicable lien waivers proof of payment, permit receipts if applicable, as well as proof of occupancy certification.

For the Expenses listed above, in addition to the documentation requested, the City of Columbus requires demonstration of proof of costs incurred. Awarded organizations must also provide proof that their organization paid the outstanding amounts for these expenses.

This documentation can be in the form of a cancelled check (not a check stub), bank statement clearly stating the payment to the vendor, or an itemized invoice/receipt that is marked Paid and signed by the receipt vendor if cash payments were remitted. Documentation must be accompanied with an attestation from the awardee explaining their method of payment.

### **New Vendor Documentation**

In addition to the Expense documentation above, the City of Columbus will require some basic vendor information to process your payment. These documents include the following items:

- Current W-9 Form for the organization.
- Copy of 2020 and 2021 City of Columbus business license (if applicable to the organization). 2022 business license must also be in process before any grant reimbursements are remitted (if applicable).
- A copy of a 501(c) (3) designation letter from the Internal Revenue Service for non-profit Applicants for the Tax ID number report on the W9 form.

Please feel free to contact Robert Scott, Community Reinvestment Director, at [scott.robert@columbusga.org](mailto:scott.robert@columbusga.org) or Meghan Richardson, Greater Columbus Chamber of

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Commerce Senior Director of Economic Development, [arp@columbusgachamber.com](mailto:arp@columbusgachamber.com) with any questions that you may have about the processes or requirements described above. The City of Columbus and the Greater Columbus Chamber of Commerce look forward to assisting you in sustaining and growing your organization with providing needed goods, services, and employment to our local community.