Bradford County Non-Profit COVID Relief Grant Program

County Commissioners
Daryl Miller, Chairman
Doug McLinko, Vice Chairman
John Sullivan, Commissioner

Overview

In response to the COVID-19 Pandemic of 2020, the Bradford County Commissioners are authorizing the **Bradford County Non-Profits COVID Relief Grant Program** to assist our community organizations in addressing shortfalls created as a result of coronavirus related restrictions and guidelines. The County Commissioners understand that many typical fundraising efforts and events have been cancelled and furthermore new restrictions and response protocols have resulted in additional unforeseen expenditures that were not part of normal operating budgets. Furthermore, the County realizes the important role that our non-profits play in supporting our communities through the services they provide and also understand that many of them have seen increases in demand coupled with reduced revenue which could significantly hinder the ability of these organizations to assist the communities they serve moving forward. In an effort to minimize these impacts and assist in the financial stability of our non-profits the County Commissioners are allocating up to $5,000 per organization through County Relief Block Grant Program as authorized by the CARES Act.

Program Guidelines

- **Maximum Grant Award - $5,000**
  - Funds will be issued to cover projected budget shortfalls provided they can be tied to disruptions related to coronavirus, such as canceled events or incurred costs
  - **Revenue Shortfalls**
    - Revenue shortfalls must be demonstrated to be the result of a canceled or reduced fundraising event related to coronavirus
      - The events must have been scheduled to occur between March 1, 2020 and December 30, 2020
      - Funds cannot be requested for lost revenue that you have received from other grants or donations to cover (FEMA, PEMA, DCED, PHMC, etc.)
      - Grants will be approved on an event by event basis for up to the maximum amount and be based on a year over year comparison
      - **Example – Your organization had to cancel the annual Memorial Day Chicken Barbeque due to CDC and Pa DOH restrictions. Over the last 3 years your average revenue from the event was $3,500, the eligible request is $3,500**
Example – Your organization is going to hold its annual 4th of July Ice Cream Social, however the normal capacity is reduced to 50% based upon current CDC and Pa DOH restrictions. Your typical revenue from the event is $5,000, the eligible request is $2,500

Program Restrictions

- Non-Profits must have been, and remain, in compliance with all relevant laws, orders, and regulations during the period of the COVID-19 disaster emergency under the Governor’s proclamation dated March 6, 2020, and any and all subsequent renewals. The foregoing includes, but is not limited to, orders by the Governor, Secretary of Health, or other commonwealth officials empowered to act during the emergency. Authorized signatories for applicants must certify such compliance under penalty of perjury and fines pursuant to 18 Pa. C.S. § 4904 (relating to unsworn falsification to authorities). Any noncompliant Fire Company will be ineligible for funding under this program and may be required to return all, or a portion, of the funds awarded under the COVID-19 County Relief Block Grant.

- All lost revenue requests must be linked to cancelled fundraising events related to COVID-19
  - Information must be provided to quantify the request including, Date of Cancelled Event, Name of Event, Amount of lost revenue for that event, etc.
  - A copy of balance sheets for the previous year event to compare year over year revenue.
  - End of year income statements (Form 990) are required for 2018 and 2019 may be requested.
  - A copy of your organizations 2020 adopted budget is required.
  - A copy of your 501c status certificate is required.
    - 501c(3) and 501c(19) organizations are they only qualifying status per the CARES Act

- All grants are contingent upon duplication of benefits verification.

For additional information or help filling out the application please contact one of the following:

- Megan Johnson – Grants Administrator – johnsonm@bradfordco.org – 570-268-4103
- Matt Williams – Planning Director – williamsm@bradfordco.org – 570-268-4103
- Michelle Shedden – Chief Clerk – sheddnem@bradfordco.org – 570-265-1727
Bradford County Non-Profit COVID Relief Grant Program
Application

Organization Name _________________________________________________________

Contact Person____________________________________________________________

Address____________________________________________________________________

Phone _____________________________________________________________________

Email______________________________________________________________________

Funding Request $ ____________________________ (Maximum Request is $5,000)

Funding Type: Lost Revenue □

Please provide additional detail on the next page.

Have you received grant funding from any other source related to COVID-19 response?

No □ Yes, please detail below □

Grant Income (Source should be agency that provided the funding, ie. PEMA, FEMA, etc.)

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________

Grant Source___________________________________ Grant Amount $__________________
Lost Revenue

*Additional information may be requested to verify costs including most recent Form 990*

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date Scheduled</th>
<th>Event Status</th>
<th>2019 Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE – Memorial Day Chicken BBQ</td>
<td>5/25/2020</td>
<td>Cancelled</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>Independence Day Ice Cream Social</td>
<td>7/4/2020</td>
<td>50% Capacity</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>