

Todd County CARES Act Pandemic Relief Grant Application (Round # 2) for Non-profit Organizations

(ALL APPLICATIONS WILL BE DATE STAMPED AND PROCESSED AS RECEIVED)

Legal Name of the Non-profit Organization, including assumed name, if any:

Did You receive any of the following: SBA Paycheck Protection Program? Yes ___ / No ___

SBA EIDL Advance or loan? Yes ___ No ___

<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> Other Non-profit designation: _ Type: _____		
Length of Time in Operation	Years _____ Months _____	Fed Tax Id#	MN State ID
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	()	Cell Phone	()
E-Mail Address		Web Address	
Contact Name		Title	
<p>1. What is the impact that the COVID-19 Pandemic and Stay-at-home orders have had on your non-profit organization? (i.e.; loss of revenue, inability to serve clients, increase in demand for services, etc.).</p>			
<p>2. What additional need(s), if any, has this non-profit addressed for individuals and/or for the community as a result of COVID-19 and related orders?</p>			

Funding Information

- The grant application, financial information and private data are considered private and non-public. Non-profit name and grant amount are considered public information.
- Applicants may receive up to \$10,000 in grant assistance.
- Eligible applicant grant funds will be considered on a need and community impact basis including number of people served and COVID-19 organizational response.
- **Please note: Expenses or losses already submitted and funded through local, state or federal grants cannot be resubmitted” in this grant.**

Eligible Applicants

- Non-profits that have a **primary** focus on job training, life skills learning, and employment for adults with disabilities, food distribution to community members, service to veterans, business assistance and Services for Senior Citizens.
- Non-profit organizations that demonstrate a 10% or more loss between 3/1/2020 and 9/30/2020 compared to 2019 and/or substantial increase in demand for services due to COVID-19.
- Non-profits with 50 or less FTE employees.
- Non-profits that a physical location in Todd County and serve the residents of Todd County.
- Registered and in good standing with the Minnesota Secretary of State as of March 1, 2020.
- Non-profits that are current on Todd County taxes (*if applicable*) and/or have no Minnesota State tax lien.

“Required Documents” to be submitted for grant consideration:

- **A copy of the IRS non-profit determination letter.**
- **The most recent federal 990 tax return filed by the Non-profit.**
- **Income/expense statements for March, April, May, June, July, August & September of 2020.**
- **A copy of the non-profit’s current filing with the Minnesota Secretary of State Office.**
- **Complete and submit your “Eligible Expenses” worksheet on page 4 and provide supporting documentation such as receipts, bank statements, etc. that validate your claim.**

The Todd County Pandemic Relief Grant application for non-profits must be completed in its entirety by the applicant. **Applications must be submitted by November 13, 2020.**

Applications may be submitted by:

- **Email to: rick.utech@co.todd.mn.us**
- **U.S. Mail only and postmarked no later than October 16, 2020 to the address below:**

**TCDC
P.O. Box 247
Long Prairie, MN 563477**

Questions? Call 320-732-2128 or email rick.utech@co.todd.mn.us

**TODD COUNTY CARES ACT PANDEMIC RELIEF
GRANT PROGRAM POLICY
AUTHORIZATION FOR RELEASE OF INFORMATION**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Todd County and Todd County Development Corporation (TCCDC) has the right to verify any information contained in this application and may contact any individuals and institutions involved with this application.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

“Eligible Expenses”

Please list any of the following eligible expenses between March 1, 2020 and September 30, 2020. Please provide documentation such as invoices, statements, canceled checks etc. and include with this attachment. Expenses or losses already submitted and funded through local, state or federal grants cannot be resubmitted”

The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing. \$_____

- The conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating including tables and fencing. \$_____
- Signage – Acquisition of signage relating to the operation of the business or customer safety in accordance with the Covid-19 guidelines. \$_____
- Indoor modifications – Costs associated with the reduction of seating or cordoning customer space in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating or other materials. Checkout counter modifications such as screens and buffers to allow for proper social distancing practices. \$_____
- Computer Hardware and Software necessary to support remote work by employees or upgrades to existing hardware to support e-commerce. \$_____
- Personal Protection Equipment, Sanitation Stations – The cost to purchase masks, gloves, face shields or protective garments to protect against the spread of the virus. \$_____
- Sanitation Supplies to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers. \$_____
- Disinfection Equipment or Contracts needed to dispense the disinfection agents for safe operation of the business. \$_____
- Rent/Mortgage paid between March 1, 2020 and September 2020. \$_____
- Utility payments paid between March 1, 2020 and September 30, 2020. \$_____
- Payroll costs paid between March 1, 2020 and September 30, 2020. \$_____
- Other related COVID-19 revenue loss or expenses (*please attach details*). \$_____

Total Expenses, \$_____