

RESTORE ROCKLIN NONPROFIT FAQs

About the Grant Program

Where does this money come from?

In June 2022, the Rocklin City Council approved American Rescue Plan Act (ARPA) relief funds to support nonprofits delivering services in Rocklin. They selected Placer Community Foundation to act as third party administrator to establish criteria and a process to fairly and transparently distribute \$500,000 in allocated funds to eligible nonprofit organizations serving the City of Rocklin.

How much funding is available through the Restore Rocklin American Rescue Plan Act grant program?

The City of Rocklin City Council has allocated a total of \$500,000 for grants to nonprofits.

What are the sizes of the awards?

Award amount is based on 2019 baseline revenue. Eligible organizations may receive up to \$25,000. Due to high need, we expect this to be a competitive fund, therefore partial funding may occur.

Will I need to pay the money back? Is this a grant program or a loan program?

This is a grant program, not a loan, so you will not need to pay the money back. The only exception is if you do not use all the funds, or if you do not use them in the manner stated on your application.

What can funds be spent on?

Grants must be used to mitigate financial hardship caused by revenue loss or increased demand for services in 2020 due to COVID-19 that have not been covered by funds received from other federal COVID-related programs, including:

- General business operations
- Payroll expenses
- Supplier payments
- Rent, lease, or mortgage payments for the business property
- Personal protective equipment (PPE) and/or sanitation supplies and equipment
- Investments in software or technology that allow for a shift to online operations
- Equipment purchases that expand and/or modify operations

During the application process, you will verify that funds will be used for eligible purposes.

Are funds allocated on a first-come, first-served basis for qualified applicants?

No. All qualified applicants will be considered together once the application period is closed.

Eligibility for Nonprofit Organizations

How do I know if my nonprofit organization is eligible for funding?

Before applying, read through the guidelines and take this eligibility quiz:

<https://app.smarterselect.com/prequalify/82261>

What are the eligibility criteria?

There are several requirements that nonprofits must meet in order to be eligible to apply for a grant. To be eligible a nonprofit must:

- Have active 501(c)(3) or 501(c)(19) tax status,
- Effective date of tax exemption from the IRS on or before January 1, 2019 (A nonprofit must have been established for at least one year prior to the onset of the COVID-19 public health emergency in order to apply for ARPA funding),

- Primary address of record in Placer County,
- Service/s provided to City of Rocklin residents,
- Good standing with the IRS, state of California, County of Placer, City of Rocklin, **AND**
- A revenue loss that has not been covered by funds received from other federal COVID related programs **OR** increased costs (e.g., uncompensated increases in service need) **in 2020 due to COVID-19**

If my 501(c)(3) nonprofit operates a revenue generating business (such as a theater, thrift store, or social enterprise), should I apply as a nonprofit or a business?

You should apply as a nonprofit.

Ineligible Criteria

What would make my nonprofit ineligible to apply for a grant?

Nonprofits that meet **ANY** of the following criteria are ineligible:

- Nonprofit organizations with any 501(c) designation other than 501(c)(3) or 501(c)(19)
- International relief organizations
- Private grantmaking and independent foundations

Can I apply if I received funds from PPP (Paycheck Protection Program) or the SBA (Small Business Administration) Disaster Relief program?

Yes, if you had a revenue loss in 2020 that has not been covered by these funds OR increased costs (e.g., uncompensated increases in service need) **in 2020 due to COVID-19**

Do I have to be a U.S. citizen to apply?

No, you do not need to be a U.S. citizen to apply.

Do I need a bank account to apply?

No, you do not need a bank account to apply. If you are selected to receive funds, a check will be mailed to you at the address on your application.

Applying for the Grant

How do I apply?

You can apply online here: <https://app.smarterselect.com/programs/82261>

When does the application open?

The application period opens on January 24, 2023 at 9 am. This is NOT a “first come first served” program, so you can complete your application any time before the deadline. You can save your in-progress application, so it does not need to be completed in one sitting. Please take your time to complete the application. Incomplete applications will NOT be accepted.

What is the deadline to apply?

No applications will be accepted after the deadline of 5 pm Pacific Time on February 24, 2023. There will be no exceptions. This is NOT a “first come first served” program, so you can complete your application any time before the deadline.

Does the application save once I have started it?

Click the “save” button on the bottom of the application form periodically.

Do I have to fill out the application online? Can I submit my application via mail or in person?

All applications must be filled out online. No physical applications will be accepted.

How can I get help with my application?

The applicant workshop for nonprofits is on January 31 at 9 am. [Register here.](#)
This session will be recorded, but please register regardless of when you plan to watch.

If my nonprofit organization is declined, may I reapply?

If your application is declined, you may not reapply. Please make sure you complete the application accurately and completely.

What documentation will I need to submit my application?

Please upload:

- a. A completed W-9 form: [Available here](#)
- b. IRS determination letter verifying your organization's tax exempt status
- c. Current operating budget
- d. Income and expense statement for fiscal year 2019 and 2020
- e. Annual Registration Renewal Fee Report (Form RRF-1) for 2019 and 2020
- f. (If you complete one) Audit for fiscal year 2019 and 2020
- g. (If you file one) IRS Form 990 or 990-EZ for 2019 and 2020

Why do I need to fill out a W-9?

The City of Rocklin is required to report ARPA funding information to the United States Treasury at the end of the year. Filling out a W-9 now will help us send out checks more quickly to successful applicants. No funds will be disbursed without a W-9 and applications will be deemed incomplete without the W-9.

How do I upload the required documents?

When you get to the upload part of the application, you can search your device for the document you need, and then upload it.

Do I need to submit all the documents? What if I don't have all the documents needed to apply?

You must submit ALL the required documents. Incomplete applications will not be considered.

If I need a copy of my IRS Determination Letter, where do I go?

Call the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your corporate name (and EIN if you have it).

How can I prove my nonprofit was in operation prior to January 1, 2019?

You will upload your dated IRS letter of determination.

What if I have multiple locations for a single nonprofit, which address should I use?

Please select the location considered the "primary" nonprofit location.

What if I accidentally made a mistake or entered incorrect information on my application?

You can save and edit your application until you submit it. You do not need to complete it all in one sitting. Please take your time on your application and do not submit it until you are sure it is complete and correct. Incomplete applications will not be considered.

What do I do if I need a W-9?

You can click to fill out a [blank W-9 Form here.](#)

Do applicants receive a confirmation that they submitted their application?

Yes, you will receive a confirmation email upon submission of your application.

Selection Process

Who makes the decision about the status of my application?

All eligible applications for each priority group will be considered for funding by Placer Community Foundation.

Are funds allocated on a first-come, first-served basis for qualified applicants?

No. All qualified applicants will be considered together once the application period is closed and prioritized based on:

Priority areas

Overall priority will be given to organizations:

- with a primary address in Rocklin
- that have not received ARPA funds from City of Rocklin and
- can demonstrate revenue loss **in 2020 due to COVID-19** that has not been covered by funds received from other federal COVID related programs

Tier one

501(c)(3) or 501(c)(19) nonprofit organizations based in Rocklin with a mission to serve Rocklin youth ages 21 and under

Tier two

501(c)(3) or 501(c)(19) nonprofit organizations based in Rocklin with any mission/population served (i.e. animal welfare, arts, environment, safety net)

Tier three

501(c)(3) or 501(c)(19) nonprofit organizations based in Placer County with any mission/population served (i.e. animal welfare, arts, environment, safety net) that serve a significant number of Rocklin residents

How will applications be selected to receive funding?

All complete applications received by the deadline WILL be considered. This is NOT a “first come first served” program.

Receiving Grant Funds

How will I be contacted or know if I will receive a grant?

You will be notified by email around March 15, 2023. Checks will be mailed by mid April 2023. Be sure to check your email regularly, including your spam folders.

If I am selected to receive a grant, how much money will I get?

Eligible nonprofit organizations may receive up to \$25,000. Awards for nonprofits will be based on 2019 baseline revenue.

How will I receive funds?

A paper check will be sent to the address on your application.

Am I required to set up a new bank account specifically for these funds?

No.

Using Grant Funding

If my nonprofit receives a grant, what can I use the money for? What can't I use the money for?

Grants must be used to mitigate financial hardship caused by revenue loss or increased demand for services in 2020 due to COVID-19 that have not been covered by funds received from other COVID-related programs, including:

- General business operations
- Payroll expenses
- Supplier payments
- Rent, lease, or mortgage payments for the business property
- Personal protective equipment (PPE) and/or sanitation supplies and equipment
- Investments in software or technology that allow for a shift to online operations
- Equipment purchases that expand and/or modify operations

. You will be asked to attest to the use of the funds in your application.

What is required of me if I receive a grant? Are there any strings attached?

If selected, you must use these funds upon receipt. Funds may not be used for a different business or personal expenses. Funding is not transferrable. The application will ask you to attest "I understand that this grant is subject to reporting requirements. If I become a grant recipient, and if requested by the Foundation, I agree to furnish reports which can be used to verify use of grant funds."

Do I have to pay the money back, like a loan?

No. The funds you receive are a grant, not a loan, and do not need to be paid back. The only exception is if you do not use all the funds, or if you do not use them in the manner stated on your application.

How soon must I use these funds?

If selected, grant checks must be cashed by grantees within 90 days of receipt. Funds may not be used for a different business or nonprofit organization. Funding is not transferable.

Other Questions

If I have questions after reading this FAQ, what do I do?

Call the Placer Community Foundation office at (530) 885-4920.