NONPROFIT EMERGENCY RELIEF FUND (NPERF) 2021

TECHNICAL ASSISTANCE SESSION
REMOTE MEETING NORMS

• Video is turned off.

• Microphones muted.

• Interpretation to Spanish available.

• PowerPoint will be available after session. You can email Nest@denvergov.org to request it.
VIRTUAL QUESTIONS & ANSWERS

• Comments and questions entered in chat.

• Submit questions at any time.

• We will answer the questions at the end of the presentation.

Use the “Chat” feature to enter questions.
TODAY’S AGENDA

• Program Overview
• NPERF Goals and Funding Priorities
• Eligibility
• Eligible Uses of Funds
• Helpful Items to Have Before Getting Started
• Financial Documents
• Completing the Application
• Online Application Demo
• Tips
• Timeline
• Q & A
PROGRAM OVERVIEW

• Stabilization grants to nonprofits impacted by COVID-19.

• **Grant amount is determined by financials submitted demonstrating revenue loss during COVID up to $15,000.**

• The award is a *grant, not a loan*. Ask a tax advisor if the grant should be reported to IRS.

• If awarded, you will receive information to process your grant payment electronically (checks are available).

• Previous awardees can reapply. Special instructions to be discussed later in this presentation.

• Priority **deadline** to apply is **September 30**. If funds remain, applications will be reviewed until October 15.

• Applying does not guarantee award.
PROGRAM GOAL AND FUNDING PRIORITIES

Funding to be spent on those impacted by the COVID-19 virus.

• Priorities:
  • Orgs operating in OR serving NEST neighborhoods.
  • Orgs serving primarily vulnerable populations
  • Orgs pursuing expansive equity
  • Orgs serving City and County of Denver Residents

Primarily vulnerable populations:
• Under-resourced or historically marginalized groups such as communities of color
• Older adults
• People experiencing poverty or homelessness
• Children & youth
• Immigrants & refugees
• People living with disabilities
• LGBTQ+
• Veterans
WHO IS ELIGIBLE TO APPLY?

- Colorado registered nonprofits, including those with fiscal sponsors
- Engaged in legal activities under state & federal law
- Good standing with local, state, and federal taxing and licensing authorities
- Need not be housed in Denver but must ATTEST that funds will be used to support DENVER residents.
ELIGIBLE USES OF THE GRANT

• Payroll to remain open or re-open; retain and/or re-hire paid staff

• Adapt to COVID19 conditions and requirements, e.g., spacing, outdoor expansion, sneeze guards, disinfecting

• Operating costs to protect employees and improve job quality, e.g., staggered work hours, PPE, accommodations for health considerations, career pathways

• Fixed costs (e.g., rent, mortgage, insurance)
HELPFUL ITEMS TO HAVE BEFORE APPLYING

- Correct email and phone for person completing application
- Contact information for organization (NO P.O. Box #)
- Know the priority populations you serve
- Know your organization’s Denver City Council District and neighborhood
- Annual operating budget for your organization
HELPFUL ITEMS TO HAVE BEFORE APPLYING

• A completed and signed W-9 in PDF form

• A recent, unexpired certificate of good standing from the Secretary of State ([https://www.sos.state.co.us/biz/BusinessEntityCriteria.do](https://www.sos.state.co.us/biz/BusinessEntityCriteria.do))

• Baseline financial documents demonstrating revenue/loss before COVID-19

• Financial documents demonstrating revenue/loss up to now due to COVID-19

• A document that is evidence of your organization's nonprofit status (or a fiscal sponsor if you are not yet a registered nonprofit)
HELPFUL ITEMS TO HAVE BEFORE APPLYING

• Organization’s mission statement
• Focus and/or services provided
• If you offer services in languages other than English
• If you have received other COVID funding
• If your organization has been debarred
• **Show financial decline due to COVID – If awarded, funding will not exceed amount of decline**
• Optional: Staff & Board demographics
“Evidence of Financial Hardship” options:

1. A direct comparison for the same time periods in two years.
   • For instance, a baseline report showing net revenue for January 1, 2019 through December 31, 2019 and a comparison document showing net revenue for January 1, 2020 through December 31, 2020.

2. A continuation of the activity shown in the baseline report.
   • For instance, a baseline report showing net revenue for January 1, 2020 through February 29, 2020 and a comparison document showing net revenue for January 1, 2020 through September 30, 2020.
PREVIOUS NPERF Awardees

• The comparison document MUST cover activity from calendar year 2021

• The baseline document must cover the same time period from either 2019 or 2020

  o For instance, an organization that has previously received NPERF funding submitting a comparison Statement of Activities covering January 1, 2021 through July 31, 2021 may submit a baseline Statement of Activities covering January 1, 2019 through July 31, 2019 OR January 1, 2020 through July 31, 2020.
COMPLETING YOUR APPLICATION

• Upload PDFs, Word docs, JPEGs or Excel spreadsheets
  • No password protected or Google docs or unusual attachments
• Fields marked with a red asterisk (*) are required
• Avoid uploading documents that are not requested
• Save your draft.
• Do not hit “Submit” until you are ready to turn it in.
• Look for email confirming your application was submitted.
• Save your application for your records.
ONLINE APPLICATION

Follow the link via DEDO's page
ONLINE APPLICATION

• Sign in / Sign Up

• Email

• Password that meets all the requirements listed

• You will be able to sign in with the same email every time after you sign up
ONLINE APPLICATION

• Create a profile to get started
• Input contact information so we can get a hold of you if there are any questions
ONLINE APPLICATION

• Once profile has been created, scroll down to the bottom of the page and click on "Get Started"
• Click "Open" on the next page. That will take you to begin the application.
• Click on world icon to the right to translate application
ONLINE APPLICATION

• Read instructions of application.
• Click "Mark Complete" when finished or "Save Draft"
• When ready to submit application, click "Submit"
• Save application for your records.
NOTES & TIPS

• SAVE your application login/pswd so you can easily get back to your application.

• Once you hit submit, you cannot modify or upload documents.

• We will contact you if we believe additional information is needed to make our decision.

• Please don’t wait until September 30 to start/turn in!
NOTES & TIPS

• If you need a sign language interpreter or real-time captioning via CART Services, contact SignLanguageServices@denvergov.org with at least a three (3) business day notice.

• For other public accommodation requests/concerns related to a disability, please contact DisabilityAccess@denvergov.org.
NOTES & TIPS

• Enter the physical location of your nonprofit’s office.

• A PO Box will be considered an outside of Denver physical address.

• Privacy Notice: Information provided in the application is considered a public record and may be subject to public disclosure. For more information, access the Colorado Public Records Act.
TIMELINE

• A PDF of this PowerPoint presentation will be available on the program page.

• Applications Due: Thursday, Sept 30, 11:59 pm

• Awardees are expected to be notified by the week of October 18
QUESTIONS?

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Support will be given out on a first-come, first-serve basis.

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THANK YOU!