

MIAMI-DADE NONPROFIT SUPPORT GRANTS PROGRAM GUIDELINES

The Miami Foundation, in partnership with Miami-Dade County, through its Department of Public Housing and Community Development (PHCD), is offering one-time grants to nonprofits to help provide relief to organizations impacted by the Coronavirus (COVID-19). This \$10 million in funding is made possible from federal Coronavirus Relief Funds and must be used to cover employee payroll, business interruption costs, reopening, and other expenses related to COVID-19.

Visit The Miami Foundation website at miamifoundation.org/COVID19ReliefGrants to learn more about Miami-Dade Nonprofit Support Grants and here miamidadenonprofitsupportgrants.submittable.com/ to submit your application. Included in this document are the **Application Questions** and **Frequently Asked Questions**. No emailed or paper applications will be accepted.



DEADLINES

Only **Eligible** organizations are welcome to apply. Organizations that meet **ALL** the below **Priority Criteria** will be awarded grants first. Applications will be reviewed, and grants awarded, on a rolling basis until funding is exhausted or the grant period closes. If the funding is exhausted by the organizations who meet ALL the Priority Criteria, there will be no further grants awarded.

Sept 8, 2020	Application Opens
Sept 30, 2020	Application Closes
Oct 1 – Nov 9, 2020	Grants Awarded
Feb 12, 2021	Final Reports Due

ELIGIBILITY

To qualify for a grant, applicants must meet ALL of the following criteria:

- IRS 501(c)(3) organization, church (for non-inherently religious programs, services, or activities)¹, or equivalent
- Legally incorporated as a legal business entity in the State of Florida
- Based in and providing services in Miami-Dade County since before January 1, 2019²
- 25 or fewer full-time employees (as of March 1, 2020)

¹ Churches that meet the requirements of IRC Section 501(c)(3) are automatically considered tax exempt and are not required to apply for and obtain recognition of tax-exempt status from the IRS.

² Organizations with a legal address outside of Miami-Dade County and a proven track record of providing a significant level of programs in Miami-Dade County that benefit Miami-Dade County audiences may apply, and will be reviewed on a case-by-case basis.

- Evidence of financial losses due to COVID-19 incurred due to COVID-19 during the period that begins March 1, 2020 and ends on December 30, 2020
- Attempted to continue to provide services during the pandemic

Priority Criteria

Funding priority will be given to eligible organizations that meet the following criteria:

- Gross revenues of \$3 million or less in calendar year 2019
- Organization has NOT received financial assistance through other County, City, State, or Federal loan or grant programs established in response to COVID-19 including from the Department of Cultural Affairs Miami-Dade Arts Support (MAS) Grants Program

INELIGIBLE APPLICANTS

The following criteria would deem an organization as ineligible to apply for a grant:

1. Educational facilities (such as a daycare/preschool or school)
2. School support organization such as a parent-teacher association, booster club, or an auxiliary organization
3. Religious organizations with programs, in whole or in part, that are designated to promote religious or sectarian activities or to encourage the preference of a particular religion.

For more information about eligibility, please visit the Frequently Asked Questions (FAQs). After reviewing the FAQs, if you still have questions about eligibility, please contact support@miamifoundation.org.

AWARD SIZE

Grant awards will be in amounts up to \$47,500 and will be based on organization 2019 gross revenues according to the following schedule:

2019 Gross Revenue	Max Award
< \$250,000	\$20,000
\$250,000 - \$499,999	\$30,000
\$500,000 - \$999,999	\$40,000
> \$1 mil	\$47,500

Grant payments will be made to grantees in one lump sum after the grant application has been submitted, validated, and approved.

ELIGIBLE USES

Grant funds can be used for eligible expenses, as defined below, as a result of demonstrated COVID-19 financial impacts. Expenses must have been incurred between March 1, 2020, and December 30, 2020. There are two main categories of expenses -- applicants are permitted to submit one grant request that covers BOTH categories.

- **Reimbursement**

Organizations can submit expenses that were incurred **between March 1, 2020, and August 31, 2020**, in one or more of the eligible categories below for reimbursement. All submitted expenses for reimbursement must be accompanied by documentation that clearly substantiates the purpose(s), amount(s), date(s) incurred, and proof of payment of the expenses being requested.

Reimbursement requests may NOT be duplicative. If your organization has received financial assistance related to COVID-19 from other emergency county, city, state, federal programs (i.e., PPP Loans), or insurance, these funds cannot be used to cover specific costs already covered by another government grant or by insurance.

- **Future Expected Expenses**

Organizations can estimate eligible expenses (i.e., rent, staff) expected to be incurred between September 1, 2020, and December 30, 2020, and submit an “advance” request now for funds. A final report will be required to substantiate the use of all grant funds.

All grantees will be required to complete a final report to substantiate the use of grant funds. Organizations must reimburse Miami-Dade County for any funds received and not used, not used for eligible purposes, and/or not satisfactorily substantiated.

Eligible uses include:

- ***Business Interruption Costs***

Support to cover general operating expenses related directly to required closures due to COVID-19. Examples include:

- Staff position support (including W-2 employees and 1099 independent contractors) for salaries and related benefits for employees on payroll at the time of closing
- Facilities overhead costs, such as utilities, security, insurance, maintenance, etc.
- Rent or mortgage payments
- Paid expenses for programs and events that did not occur, such as non-refundable deposits

- ***Mitigation Expenses for Re-opening***

Expenses incurred directly in response to COVID-19 related to re-opening of facilities and offering of public activities. Examples include:

- Staff (including W-2 employees and 1099 independent contractors) costs related to preparations for re-opening
- COVID-19 training and health testing of staff (including W-2 employees and 1099 independent contractors)
- Contracting additional personnel required to manage re-opening health and safety requirements (such as professional cleaning companies, pandemic rules enforcement, etc.)
- Communications and marketing efforts specifically to address compliance with COVID-19 requirements
- Purchase of materials including personal protection equipment (PPE), disinfecting supplies, hand sanitizer, and signage production
- Purchase and implementation of physical accommodations that are mitigation measures specifically in response to COVID-19 and related construction costs for these accommodations (physical barriers and plexiglass protective screens and touchless

fixtures and equipment such as faucets, toilets and water fountains, and markers for social distancing)

- ***Program Transition Support***

Funding support to transition to virtual, online public programming. Examples include:

- Salaries (including W-2 employees and 1099 independent contractors) and costs incurred for the purpose of transition to an online platform
- Equipment, systems, and devices purchased specifically to facilitate the COVID-19 related move to virtual programming, including computers, tablets, and video cameras
- Increased broadband capability/speed (communications services), software apps (Zoom, GoToMeeting), monthly charges for streaming services, etc.

■ FUNDING RESTRICTIONS

Grant funding cannot be used for the following purposes:

- Revenue replacement or revenue losses due to cancellation of programs, fundraisers, and/or venue closures
- Duplicative expenses already covered by financial assistance from other emergency county, city, state, federal forgivable loans, or grant programs established in response to COVID-19 or covered by any other funding provided by Miami-Dade County including the Department of Cultural Affairs Miami-Dade Arts Support (MAS) Grants Program
- Expenses already covered by insurance
- Ongoing programming costs of an online platform(s)
- Infrastructure work for broadband services (e.g., rewiring, etc.)

■ APPLICATION REVIEW

Applications will be reviewed on a first-come, first-served rolling basis in the order they are received. Organizations that do not meet the Priority Criteria above will not be considered for funding until all of the organizations that do meet the Priority Criteria are reviewed and grant award decisions are made.

The Miami Foundation staff and contracted partners will read and carefully review all grant applications. If a section of the application is incomplete or clarification is needed, applicants may have the opportunity to amend their application and resubmit for further review. Applicants will have up to three business days to resubmit the application for funding consideration on a first come, first served case-by-case basis.

Applicants who submit a substantially incomplete application at the time of the program's published application deadline, as deemed by The Miami Foundation, will receive notification via email as to the incomplete status of the application.

Note, applications are considered public records subject to copying and inspection pursuant to State and County laws and regulations.

LEARN MORE

The Miami Foundation will host two webinars to walk through the program guidelines and answer questions. The webinars will be held **Friday, September 11, at 11:00 a.m.** and **Tuesday, September 15, at 11:00 a.m.** The webinars will be recorded and available on The Miami Foundation website miamifoundation.org/COVID19ReliefGrants. Visit attendee.gotowebinar.com/rt/2542915717508074000 to register. We strongly recommend that all applicants attend the webinar or listen to the recording.

APPLY

Visit miamidadenonprofitsupportgrants.submittable.com/ to submit your application. No emailed or paper applications will be accepted.

The application deadline is end of day September 30, 2020. Applicants are strongly encouraged to complete the application process at least 3 business days in advance of the application deadline to ensure successful submittal. At precisely 11:59 p.m. on the deadline date, the online grant system will close access to the application. Incomplete applications are at risk of not being accepted. Applications submitted by any other means including email, fax, or mail will not be accepted.

SUPPORT

All of the materials related to the Miami-Dade Nonprofit Support Grants Program can be found on The Miami Foundation website at miamifoundation.org/COVID19ReliefGrants. Questions about these guidelines and this grant program should be directed to support@miamifoundation.org. Applicants are welcome to register for 15-minute office hours here calendly.com/nonprofitsupportgrants/office-hours.

MIAMI-DADE NONPROFIT SUPPORT GRANTS GRANT APPLICATION

The Miami Foundation, in partnership with Miami-Dade County, through its Department of Public Housing and Community Development (PHCD), is offering one-time grants to nonprofits to help provide relief to organizations impacted by the Coronavirus (COVID-19). This \$10 million in funding is made possible from federal Coronavirus Relief Funds (CRF) and must be used to cover employee payroll, business interruption costs, reopening and other expenses related to COVID-19.

Visit The Miami Foundation website at miamifoundation.org/COVID19ReliefGrants to access all of the materials related to the Miami-Dade Nonprofit Support Grants Program. Go to miamidadenonprofitsupportgrants.submittable.com/ to submit your application. No emailed or paper applications will be accepted. Contact support@miamifoundation.org with questions about the application.

The application deadline is end of day September 30, 2020.

PRE-SCREEN (YES OR NO RESPONSE)

1. Did you read the Program Guidelines and Frequently Asked Questions?

If no is selected, your organization will be prompted to go read the program materials before submitting an application.

SECTION 1: ELIGIBILITY (YES OR NO RESPONSES)

2. Is your organization an IRS 501(c)(3) organization, church (for non-inherently religious programs, services, or activities), or equivalent?
3. Is your organization based in and providing services in Miami-Dade County since before January 1, 2019?
4. Is your organization incorporated as a legal business entity in the State of Florida?
5. Did your organization have 25 or fewer full-time employees as of March 1, 2020?
6. Has your organization experienced and have evidence of financial losses due to COVID-19?
7. Has your organization attempted to continue to provide services during the pandemic?
If no is selected for any of the above, your organization is not eligible to apply for this program.
8. Is your organization an educational facility (such as a daycare/preschool or school)?
9. Is your organization a school support organization such as a parent-teacher association, booster club, or an auxiliary organization?

If yes is selected for any of the above, your organization is not eligible to apply for this program.

SECTION 2: PRIORITY CRITERIA (YES OR NO RESPONSE)

10. Did your organization have gross revenues of \$3 million or less in calendar year 2019?
11. Has your organization received financial assistance through other County, City, State, or Federal loan or grant programs established in response to COVID-19?
12. Is your organization an arts and cultural institution that has applied for a Miami-Dade Arts Support (MAS) Grant from the Miami-Dade County Department of Cultural Affairs?
Organizations that meet the Priority Criteria will be prioritized for grant awards. All other applicants who are Eligible will be considered for grants after those who meet the Priority Criteria are reviewed and approved.

SECTION 3: ORGANIZATION BASIC INFORMATION

13. Organization Name (known as name)
14. IRS EIN
15. Street Address
16. City
17. State
18. Zip Code
19. Primary Contact Full Name
20. Primary Contact Email Address
21. Primary Contact Phone Number
22. CEO/Executive Director Full Name
23. CEO/Executive Director Email Address
24. CEO/Executive Director Phone Number
25. Website URL
26. Is your organization applying via a fiscal sponsor?
If the answer is yes, provide contact information for the fiscal sponsor organization.
27. Mission
28. Founding Date
29. Issue Area
Select the one Issue Area that best defines the mission focus of your organization.
 - Animals
 - Arts, Culture & Humanities
 - Civic Engagement, Advocacy & Equity
 - Economic & Community Development
 - Education & Youth
 - Environment & Urban Resilience
 - Faith-Based Programs & Services
 - Health & Wellness
 - Social & Community Support Services
30. Number of Full-Time Equivalent Employees as of March 1, 2020
31. Current Number of Full-Time Equivalent Employees
32. Gross Revenue Calendar Year 2019
33. Which Miami-Dade County Commission District is your organization headquarters based in? Click here if you do not know – miamidade.gov/commission/districts.asp.
 - District 1
 - District 2
 - District 3
 - District 4
 - District 5
 - District 6
 - District 7
 - District 8
 - District 9
 - District 10
 - District 11
 - District 12
 - District 13

34. Program Location

Please select the primary locations where you provide your programs or services. **Select up to 5 locations.**

- Aventura
- Bal Harbour
- Bay Harbor Islands
- Biscayne Park
- City of Miami
- Coral Gables
- Cutler Bay
- Doral
- El Portal
- Florida City
- Golden Beach
- Hialeah
- Hialeah Gardens
- Homestead
- Indian Creek
- Key Biscayne
- Medley
- Miami Beach
- Miami Gardens
- Miami Lakes
- Miami Shores
- Miami Springs
- North Bay Village
- North Miami
- North Miami Beach
- Opa-Locka
- Palmetto Bay
- Pinecrest
- South Miami
- Sunny Isles Beach
- Surfside
- Sweetwater
- Virginia Gardens
- West Miami
- Unincorporated Miami-Dade County

SECTION 4: DIVERSITY, EQUITY & INCLUSION

35. Select the items that best reflects how the organization’s executive leader identifies in terms of race and ethnicity:

- American Indian/Alaska Native
- Arab American/Middle Eastern/North African
- Asian/Asian American
- Black/African American/African
- White/European American
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander
- More Than One Race & Ethnicity
- A Race & Ethnicity Not Listed
- Prefer Not to Respond

36. Select the item that best reflects how the organization’s executive leader identifies in terms of disability.

- Person with One or More Disabilities
- Person without Disabilities
- Prefer Not to Respond

37. Select the items that best reflect the organization’s primary focus, or a specialty focus, in terms of race and ethnicity.

- We Do Not Have a Racial Identity Focus
- American Indian/Alaskan Native
- Arab American/Middle Eastern/North African
- Asian/Asian American
- Black/African American/African
- White/European American
- Hispanic/Latinx
- Native Hawaiian/Pacific Islander
- More Than One Race & Ethnicity
- A Race & Ethnicity Not Listed
- Prefer Not to Respond

SECTION 5: COVID-19 IMPACT

38. What grant award band does your organization fall in to? Select one:

2019 Gross Revenue	Max Award
< \$250,000	\$20,000
\$250,000 - \$499,999	\$30,000
\$500,000 - \$999,999	\$40,000
> \$1 mil	\$47,500

- 39. Amount of funding requested**
Amount requested should not exceed your 2019 Gross Revenue amount.
- 40. Which main category of expenses are you seeking support for? Choose one.**
- Reimbursements (expenses incurred between Mar 1 – Aug 31, 2020)
 - Projected expenses (expenses to be incurred between Sept 1 – Dec 30, 2020)
 - Both Reimbursements and Projected Expenses
- 41. Request Start Date**
Choose the first month this application payment request will cover. This should be the first month for which expenses covered by grant funds will be applied.
- 42. Request End Date**
Choose the last month this application payment request will cover. This should be the last month for which expenses covered by grant funds will be applied.
- 43. Number of Full-Time Equivalent Employees Laid Off or Furloughed as a result of COVID-19 since March 1, 2020.**
- 44. Has your organization received financial assistance from other emergency county, city, state or federal programs related to COVID-19? Yes or No. If yes, how much was received and what expenses were covered? (150 words)**
- 45. Describe the impact COVID-19 has had on your organization. (200 words)**
- 46. Explain how your organization shifted to try to continue to serve clients/constituents since the pandemic began. (200 words)**
- 47. Which eligible use of grant funds are you looking for support for? Select all that apply.**
- Business interruption costs
 - Mitigation expenses for re-opening
 - Program transition support

48. Request Budget

Budget is built directly into the Submittable form. Use the below table to prepare your application.

Expenses	Grant Request Amount Allocated for Reimbursements	Grant Request Amount Allocated for Projected Expenses
<u>Business Interruption Costs</u>		
Staff Support:		
Facilities Overhead Costs:		
Rent/Mortgage Payments:		
Paid Expenses for Canceled Programs:		
Other Expense (1)		
Other Expense (2)		
Business Interruption Costs Sub-Total		
<u>Mitigation Expenses for Reopening</u>		
Staff Costs Related to Preparations for Reopening		
COVID-19 Training and Testing for Staff		
Personnel to Manage Re-opening Health and Safety Requirements		
Communications and Marketing Efforts to Address Compliance		
Purchase of COVID-19 Materials such as PPE, Hand Sanitizer, Signage, Disinfecting Supplies		
Other Expense (1)		
Other Expense (2)		
Mitigation Expenses Sub-Total		
<u>Program Transition Costs</u>		
Salaries and Costs Incurred for the Transition to an Online Platform(s)		
Other Expense (1)		
Other Expense (2)		
Program Transition Costs Sub-Total		
TOTAL		

The total amount requested across the reimbursements and project expenses should total up to your amount requested from above.

SECTION 6: REQUIRED ATTACHMENTS

49. Proof of Corporate Status and Legal Address
Upload a printout verifying this information directly from the State of Florida – Division of Corporation’s website at dos.myflorida.com/sunbiz
50. Balance Sheet (for the period Jan. 1, 2019 – Dec. 31, 2019)
If you do not have, please submit whatever organization budget you have for 2019.
51. Income Statement / Statement of Activities (for the period Jan. 1, 2019 – Dec. 31, 2019)
If you do not have, please submit whatever organization budget you have for 2019.
52. IRS 501(c)(3) Determination Letter
Applicants must be an IRS 501(c)(3) nonprofit organization, church, or equivalent to apply. Churches³ are not expected to upload a determination letter.
53. Reimbursement Requests
For reimbursement requests only. All submitted expenses for reimbursement must be accompanied by documentation that clearly substantiates the purpose(s), amount(s), date(s), and proof of payment of the expenses being requested.
54. Projected Expenses Requests
For projected expenses requests only. To the extent possible, evidence/documentation to substantiate projected expenses (i.e. – past staff or rent costs to show expected future costs.)
55. (If applying with a Fiscal Sponsor) Fiscal Sponsorship Agreement or MOU

SECTION 7: ACH PAYMENT INFORMATION

If your application is approved, the below information will be used to process an ACH payment to your organization.

56. Bank Name
57. Organization Name on Account
58. Bank Phone Number
59. ACH/ABA Routing Number
60. ACH Account Number
61. Upload: IRS 2020 W9
62. Upload: Void Check/Bank Letter

SECTION 8: AGREEMENT

Below, please find grant agreement text from The Miami Foundation (the Foundation). By submitting this application, you are agreeing to the below terms and conditions of the grant award should your organization receive a grant.

The following terms and conditions apply to your use of the grant funds:

PURPOSE. This grant is made to mitigate economic distress as a result of the COVID-19 pandemic, and it is agreed that these grants funds will only be used for such purposes substantially in accordance with the

³ Churches that meet the requirements of IRC Section 501(c)(3) are automatically considered tax exempt and are not required to apply for and obtain recognition of tax-exempt status from the IRS.

budget and other materials submitted with your grant application. Funds are strictly to be used to cover costs that are necessary expenditures incurred or will be incurred due to the COVID-19 public health emergency and that were expended or will have been expended between March 1, 2020 and December 30, 2020.

REPORTING. The recipient shall furnish a narrative and financial report with forty-five (45) days of the end of the grant period. The grant period ends December 30, 2020, and the final report is due no later than February 12, 2021. A report template will be provided to grantees at least 30 days in advance of the report due date.

If written reports are not submitted to the Foundation as requested, the Foundation reserves the right to request the return of grant funds and to withhold any future grants to the recipient organization.

RECORD MAINTENANCE AND INSPECTION. The grantee must maintain records of receipts and expenditures and make its books and records available to the Foundation for inspection at reasonable times. The Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit by the Foundation personnel to observe your organization's program, discuss the program with the grantee's personnel, and review financial and other records and materials connected with the activities financed by this grant. The Foundation will provide you with reasonable notice of inspection, but such notice is not requested to be more than 48 hours.

PROHIBITED ACTIVITIES. Within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code, grant funds may not be used for any of the following purposes:

- To carry on propaganda or otherwise to attempt to influence any legislation
- To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive
- To make grants to individuals for travel, study, or other similar purposes by individuals (such as scholarships, fellowships, or grants for research)
- To make any grants to any other organization (other than to public charities or exempt operating foundations)
- To undertake any activity for any purpose other than the charitable purpose specified in Section 170(c)(2)(B)

RETURN OF UNUSED FUNDS. Any grant funds, and any income earned on those funds, that are not spent or committed for the purposes of the grant, must be returned to the Foundation.

PUBLICITY. The Grantee must include the following credit line in all promotional and marketing materials related to this grant including websites, news and press releases, public service announcements, broadcast media, event programs, and publications: "With the support of The Miami Foundation, the Office of the Mayor of Miami-Dade County, Miami-Dade County Board of County Commissioners, and the Miami-Dade County Department of Public Housing and Community Development."

For radio or television broadcast, we require the following voice-over language: "With the support of The Miami Foundation, the Office of the Mayor of Miami-Dade County, Miami-Dade County Board of County Commissioners, and the Miami-Dade County Department of Public Housing and Community Development."

For television broadcast, display of The Miami Foundation logo and the County logo is required.

The grantee must also use The Miami Foundation logo and the County's logo in marketing and publicity materials, including but not limited to newsletters, press releases, brochures, fliers, websites, or any other materials for dissemination to the media or general public.

The County logo is available at miamidade.gov/branding/logo.asp. The Miami Foundation logo is available at miamifoundation.org/logos.

Grantees are required to credit The Miami Foundation and the County's support in any communications about the grant-funded project on social media platforms. Grantees are required to recognize and acknowledge this grant support in a manner commensurate with all contributors and sponsors of its activities at comparable dollar levels.

COMPLIANCE. All funded activities must provide equal access and equal opportunity in employment and services, and may not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, physical ability, gender identity or gender expression, or status as a victim of domestic violence, dating violence, or stalking, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 as amended (42 U.S.C. 2000d et seq.), the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and Miami-Dade County ordinances No. 97-170, § 1, 2-25-97 and No. 98-17, § 1, 12-1-98.

TERMS OF USE

By clicking the boxes below and submitting this application, I confirm agreement with the terms and conditions below.

- ✓ I understand and agree to the terms of this grant as outlined above.
- ✓ I certify that the information contained in this application is accurate and true to the best of my knowledge.
- ✓ I confirm that this application has been reviewed and submission has been approved by an officer of the organization.
- ✓ I certify that the grantee will not utilize any grant funds awarded by the Foundation for the same purpose as any funds that have or may be awarded from government programs, including but not limited to the Payback Protection Program (PPP), and that it will not in the future apply for funds from any government program for the same purpose as any funds awarded by the Foundation.
- ✓ I certify that grant funds will only be utilized to satisfy operating expenses as a means of mitigating economic injury to the business.
- ✓ I understand that applications are considered public records subject to copying and inspection pursuant to State and County laws and regulations.

MIAMI-DADE NONPROFIT SUPPORT GRANTS FREQUENTLY ASKED QUESTIONS

1. What is the source of funds and how much total funding is available for Miami-Dade Nonprofit Support Grants?

In response to these alarming effects of the Coronavirus (COVID-19) pandemic, the Miami-Dade County Board of County Commissioners and Mayor approved \$10 million in CARES Act relief funds to support Miami-Dade nonprofit organizations. The \$10 million is inclusive of program administrative expenses.

2. How much funding is available per organization?

A maximum grant award amount is \$47,500. The maximum amount each organization is eligible to receive is based on 2019 gross revenues. The sliding scale amounts can be found as part of the Program Guidelines, which can be found on The Miami Foundation website at miamifoundation.org/COVID19ReliefGrants.

3. When will the application be available?

The application will open for submissions by Tuesday, September 8, 2020.

4. How do I access the application form?

The application is in Submittable here miamidadenonprofitsupportgrants.submittable.com/. The platform is user friendly and free to use. It requires a current email address and password to set up a new account. For applicants unfamiliar with Submittable, please contact us for technical assistance by emailing support@miamifoundation.org.

5. Is there a deadline to apply?

The deadline to apply is Wednesday, September 30, 2020, at 11:59 p.m. EST. No new applications will be accepted after that time.

6. Are individuals eligible to apply?

No. The Miami-Dade Nonprofit Support Grants are only available to IRS 501(c)(3) nonprofit organizations or equivalents like schools or religious institutions. For more details about eligibility, please review the Eligibility section of the Program Guidelines.

7. Are organizations with fiscal sponsors eligible to apply?

Yes, if the applicant has an established relationship with the fiscal sponsor that pre-dates January 1, 2019, and is able to provide a copy of a signed agreement or MOU with the fiscal sponsor as a part of the application. The fiscal sponsor must agree to accept and monitor the use of grant funds on behalf of the applicant.

8. Do the grants need to be paid back?

No. The awards are not loans. They are grants. Organizations must reimburse Miami-Dade County for any funds received and not used for eligible purposes and/or not satisfactorily substantiated. We want organizations to use the funds received for eligible purposes – if not, those funds that could have been used by another local nonprofit are lost to our County. Please consider the program guidelines and how your organization will use the funds before making a specific request.

9. What is the grant period for the use of the funds?

Coronavirus Relief Funds can be used for demonstrated financial impacts that have occurred between March 1, 2020, and December 30, 2020.

10. Will grant reports be required?

Yes, a final grant report will be required at the end of the grant period, on February 12, 2021. A reporting template will be provided in advance to all grant recipients.

11. Can my organization apply to be reimbursed for COVID-19 related expenses incurred prior before September 2020?

Organizations can submit eligible expenses that already have been incurred between March 1, 2020, and August 31, 2020. Please see guidelines for eligible expenses under the Allowable Expenditures section.

12. Can my organization apply now for expenses we expect to incur after August 2020?

Organizations can estimate future eligible expenses (i.e. rent, staff) expected to be incurred between September 1, 2020, and December 30, 2020 and submit an “advance” request now for these funds. Please be advised that a final report will need to substantiate the use of all grant monies.

13. Can my organization apply for staff expenses for W-2 employee and 1099 independent contractors?

Some staff expenses are eligible for reimbursement for both W-2 employees and 1099 independent contractors. Please see the Program Guidelines for details.

14. What kind of documentation should we submit to substantiate expenses submitted for eligible costs?

You must submit documentation of the specific expenses together with corresponding proof of payment for all submitted expenses. Below are some examples of documentation necessary to satisfy this requirement. It is essential that the materials submitted provide clear evidence of the expense, the date incurred, and proof of payment.

Samples of documentation for expenses:

- Dated Invoices / receipts
- Contracts, including but not limited to rent and mortgage agreements (all contracts must be legally executed and signed and dated by both parties)
- Employee time sheets / payroll ACH / contracts with employees (all containing designation of category of services rendered and payment amounts)
- Utilities bills (e.g., Water and Sewer, FPL, etc.)
- Email confirmations of specific goods, supplies and materials received, and specific services rendered

Samples of corresponding documentation for payments of expenses:

- Cancelled checks (front and back)
- Bank-issued cancelled check summary statements, only if the payees are clearly noted
- Credit card transactions and/or statements with payees clearly noted along with proof of remittance to the credit card issuing company confirming payment made
- Bank statements for debit card payments with payees clearly noted
- Wire transfer transaction or bank statement highlighting the wire transfer payment

15. Can we submit cash payments?

We advise against cash payments as a business practice. However, if you have paid for an eligible expense in cash, you must submit a dated receipt and/or invoice documenting that the goods or

services were received and confirming that the bill was paid in full. For cash payments issued to an individual, you must submit a notarized affidavit signed by the individual receiving payment, attesting to the services provided, the date of services, and payment received.

16. Do we need to provide “originals” of documentation submitted to substantiate eligible expenses?

No. You may submit scans of these materials. However, you must keep the original materials on file and available for inspection.

17. Can my organization apply to this Program for revenue losses due to COVID-19?

The use of grant funds for revenue replacement or revenue losses is NOT allowable.

18. My organization has received other CARES Acts funding. Can we apply to this Program for the same expenses?

No. Applicants may not submit expenses that have already been covered by financial assistance from other emergency county, city, state, or federal forgivable loan or grant programs established in response to COVID-19 or by insurance.

19. My organization is producing virtual events. Can I apply for virtual programs?

No. Expenses related to producing virtual programs is not an allowable expenditure. However, the cost of transitioning to virtual platforms for public programming is eligible. Please refer to the Eligible Uses section of the Program Guidelines for specific information.

20. My organization has no Full Time Employees (FTE). Are we eligible to apply for funding?

Yes. Even if your organization has no FTE, if your organization had or will have eligible expenses including business interruption costs, mitigation expenses for re-opening, and/or program transition support. See the Program Guidelines under Eligible Uses for additional information.

21. My organization received a COVID-19 relief grant from The Children’s Trust or the Department of Cultural Affairs. Are we eligible to apply to this program?

Yes, you are eligible to apply, but you cannot apply for duplicative expenses already covered by financial assistance from other emergency county, city, state, or federal forgivable loan or grant programs established in response to COVID-19 or covered by any other funding provided by Miami-Dade County or for expenses already covered by insurance.

Additionally, if you received any amount of government funding related to COVID-19, you do not fit the Priority Criteria. Organizations that meet all of the Priority Criteria will be considered for funding first.

22. Can my University apply for a grant?

Individual departments of colleges and universities are eligible to apply, provided that the department has at least a one-year track record of operating and the public at-large is the primary target audience and direct beneficiaries of the program.

23. Can my church apply for a grant?

Yes, assuming they meet the other Eligibility Criteria contained in the Program Guidelines.

Churches that meet the requirements of IRC Section 501(c)(3) are automatically considered tax exempt and are not required to apply for and obtain recognition of tax-exempt status from the IRS. No IRS Determination Letter will be required from churches as part of the application process.

But, religious organizations whose programs, in whole or in part, are designated to promote religious or sectarian activities or to encourage the preference of a particular religion are NOT eligible to apply.

24. What does gross revenue mean?

Gross revenue is the amount of revenue your organization earned. It is the same as gross income. Gross revenue will be used to determine whether your organization fits within the Priority Criteria and is asked as part of the Grant Application.

25. Who will review our application, and what is the review and decision-making process?

The Miami Foundation staff and contract program staff will review for applications' eligibility and approval. Applicants will be notified by the Program Staff if edits or additional materials are needed.

Organizations that meet the Priority Criteria, as defined in the Program Guidelines, will have their applications reviewed and considered for funding first on a rolling basis. After those grants have been allocated, organizations that are Eligible but do not meet the Priority Criteria will have their applications considered for funding.

26. I need help completing my application. Is there a training session I can attend?

Yes. Visit The Miami Foundation website at miamifoundation.org/COVID19ReliefGrants to learn about upcoming training sessions or to watch a recorded session.

27. When can I expect to receive my grant award?

Grant applications will be reviewed on a rolling basis starting October 1. Grant payments for approved applications will be processed weekly through mid-November. Once your application has been reviewed and a decision is made you will be promptly notified. If you are awarded a grant payment will be made within two weeks of notification.

28. Can we receive payment by check?

The Miami Foundation is currently working remotely due to COVID-19. As such, all payments are being processed as electronic ACH payments. If for some reason your organization has absolutely no way of receiving an ACH payment, once we notify you of a grant award, please let us know.

29. Where do I submit my final report?

Once the Grant Program application window is closed, a final report template will be shared on The Miami Foundation website [here](#) and grant reports can be submitted [here](#).

30. What happens if my organization cannot use the awarded funds?

Organizations must reimburse The Miami Foundation for any grant funds received and not used for eligible purposes and/or not satisfactorily substantiated.

31. Where can we learn more about the Miami-Dade Nonprofit Support Grants Program?

Visit miamifoundation.org/COVID19ReliefGrants.

32. Who can we contact if I have more questions?

We recommend reviewing the Program Guidelines, the Grant Application, and the FAQs closely before contacting The Miami Foundation with questions. If after reviewing the materials provided you still have questions, please send an email to support@miamifoundation.org. In the email, please include the following:

- Name of the applicant
- Contact information
- Detailed question

Please be specific with your questions and someone will get back to you within 48 hours. Please do not send an email just asking for a call back. If after your email is received, a call is warranted to help resolve your questions, program staff will give you a call using the contact information provided.

New Frequently Asked Questions (*added September 17*)

33. Do I have to request the maximum amount available to my organization?

No, you do not have to request the maximum amount available to your organization. You should only request funds in the amount for which you have valid expenses and the sufficient documentation.

34. Can I request fund in an amount that exceeds my 2019 Gross Revenues?

No, your grant request should NOT exceed the amount you listed for your 2019 gross revenues. Example, your organization is eligible to receive up to \$20,000.00 from this program based on the grant schedule provided. If your organization only have \$10,000.00 in Gross Revenues in 2019, the maximum amount you should request is \$10,000.00.

35. If I received a COVID-19 relief grant from The Miami Foundation already from the Community Recovery Fund, is my organization Eligible to apply to this Program and am I still considered Priority?

Yes, even if you received a grant from The Miami Foundation for COVID-19 relief from the Community Recovery Fund you are still Eligible to apply to this program assuming you meet all of the other Eligibility Criteria. And yes, you can still be considered Priority, assuming you meet all of the other Priority Criteria.