

**CITY OF MARION
AMERICAN RESCUE PLAN
NON-PROFIT GRANT PROGRAM RULES**



The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program of the American Rescue Plan Act (ARPA) is intended to provide a substantial infusion of resources to state and local governments to help turn the tide on the COVID-19 pandemic, address its economic fallout, and lay the foundation for a strong and equitable recovery.

The City of Marion has allocated \$200,000 specifically for nonprofit organizations located in the City of Marion in order to meet pandemic response needs and/or build a stronger, more equitable community. The maximum grant request is \$20,000. The City of Marion has created an ARPA Non-Profit Review Committee, consisting of four members to oversee grant decisions. The City of Marion is responsible for the contract agreement and disbursement of funds.

Purpose of this grant

The City of Marion is seeking proposals that fit the criteria of the Coronavirus State and Local Fiscal Recovery Funds Program of the American Rescue Plan Act grant programs for nonprofits.

Unrestricted requests are for nonprofits as they recover from the negative economic impacts of the COVID-19 pandemic. Restricted requests would be intended to implement new programs that would help build a stronger, more equitable community.

Requirements

The organizational, award and reporting requirements for funding opportunities are as follows:

- Applicant organization must be certified as a 501(c)3 nonprofit organization with the Internal Revenue Service to apply.
- Applicant must not discriminate based on age, sex, religion, national origin, disability, economic status, or sexual orientation.
- Applicant organization should have at least one (1) brick and mortar physical presence and/or office in Williamson County, which primarily serves residents of the City of Marion.
- Applicant organization must be current on all financial obligations to the City of Marion and the State of Illinois (e.g., property taxes, utility bills, past due bills, etc.).
- Applicant organization must be registered as a 501(c)3 prior to application of this program.
- No grants will be made specifically for religious purposes but may be made to religious organizations for general non-religious community programs.
- Award cannot exceed \$20,000.
- Award must be used by grantee and cannot be used to make additional grants to other organizations.

- Each applying entity/organization is only available for **one** grant. If the full \$200,000 is not expended an additional round of grants may be made available at the full discretion of the City Council.
- Applicants may request that their award be split between “restricted” and “unrestricted” uses as described below.

Applicant organizations must comply with reporting guidelines as established by the City of Marion. Funds must be expended by December 31, 2022, and reporting must be completed by March 31, 2023.

Ineligible entities

- School districts and their related agencies or organizations
 - Organizations that have already received direct federal funding through ARPA
 - Hospitals and related associations
 - Homeowners Associations
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Eligible Use of Funds and Additional Requirements

UNRESTRICTED REQUESTS

Requirements (in addition to those listed in the general “Requirements” section above):

- Applicant must be able to demonstrate COVID-related negative economic impacts

Examples of eligible use of unrestricted funding include, but is not limited to:

- Grants to mitigate financial hardship, such as declines in revenues or impacts of periods of business closure, such as supporting payroll and benefits costs; costs to retain employees; mortgage; rent; or utilities costs; and other operating costs.;
- Grants to implement COVID-19 prevention or mitigation tactics, such as physical changes to enable social distancing, enhanced cleaning efforts, enhance ventilation, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs. These expenses must have been incurred on or after March 3, 2021.

RESTRICTED REQUESTS

Requirements (in addition to those listed in the general “Requirements” section above):

- Applicant must detail a new program that will benefit the residents of Marion in the following areas:
 - Affordable Housing
 - Childcare Access
 - Child Welfare / Fostering
 - Food Assistance
 - Homeless Services
 - Mental Health / Addictions
 - Resource Navigation Assist
 - Violence Intervention
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APRA Grant Timeline

RFP announced:	March 14, 2022
Applications Open:	March 15, 2022

Technical assistance:	Ongoing
Proposals due:	April 29, 2022
Awards announced:	June 1, 2022
Grant period begins:	June 1, 2022

Applying for a Grant

Grant applications can be submitted by one of the following methods: a paper application or one of two online forms available on the City of Marion website (www.cityofmarionil.gov). Printed applications can also be picked up at the City of Marion, located at City Hall, 1102 Tower Square Plaza. The form will open March 15, 2022. Applications are due by 5 p.m. April 29, 2022, to the City Clerk. No late applications will be accepted.

Application

- Basic Organization Information
- Program Detail
- Financial Review
- Performance Measures
- Other necessary documents
- IRS Determination letter
- Certificate of Existence with Secretary of State

Example:

- Proof of good standing with IL Secretary of State
 - Applicant's 2019, 2020 and most current YTD 2021 financials
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Questions and Assistance

Please contact the City of Marion at 618-997-2612 or cmoake@cityofmarionil.gov with any questions you may have about the application.

ARPA Non-Profit Grant Director Contact Information :
Cody Moake, Mayor's Chief of Staff
Phone: 618-997-2612
Email: cmoake@cityofmarionil.gov

Review and Evaluation Process

A special ARPA Non-Profit Grant Evaluation Team will review applications and score each using a rubric.

Scoring will be based on the following categories:

- **Needs Assessment:** A successful organization will effectively identify the issue and population to be served in an understandable way and is able to demonstrate need with verifiable facts, statistics, and data. Project would be relative to overall community.

- **Purpose and Objectives:** A successful organization will define their purpose and objectives as it relates to the proposal in a way that effectively identifies and provides clarity into the intended purpose of the program.
- **Impact:** Organization provides detailed and empirical evidence on the impact of COVID-19 or how their program will fit into the categories provided.
- **Proposed Budget:** The proposed budget is proficiently complete
- **Performance Measures:** Performance measures are described in detail with supporting empirical evidence and strongly describes on the effectiveness of the proposal
- **Timeline of Activities:** A comprehensive timeline of activities has been provided by the organization.
- **Financial Condition and Strength:** The organization provided all required financial documents.
- **Sustainability:** The proposal provides great detail as to how the program will be sustained after the grant award has been exhausted.

The committee will meet, discuss scores, and make funding recommendations. The City of Marion's will notify the applicants of funding decisions. Grant recipients will be sent a funding agreement and report form. Upon receipt of the signed funding agreement a check will be issued to the recipient. All decisions of the grants committee are final, and no appeals will be accepted. Grant recipients will report on grant results as soon as all funds are fully expended and no later than March 31, 2023.

Reservations

The City of Marion reserves the right to amend, alter, change, or repeal this Request for Proposal in part or in its entirety. The City of Marion further reserves the sole right to determine eligibility, scoring, and to make such determinations in awarding a grant. The City of Marion's determination shall be considered final.



American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

Organization Information	
Organization Name:	
Leadership Name & Title:	
Telephone:	
Email Address:	
If different than above: Contact Name, Title	
Telephone:	
Email address:	
Organization's physical address: <small>Must be located within the City of Marion to be eligible.</small>	
Organization is certified as a 501(c)3 in good standing: <small>Please provide IRS determination letter.</small>	<input type="checkbox"/> No <input type="checkbox"/> Yes Entity Identification Number:
Length of operation: <small>How long as the entity been in operation?</small>	
Mission Statement:	



American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

<p>Organization Programs and Projects: PLEASE CHECK <u>ALL</u> THAT APPLY</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Affordable Housing <input type="checkbox"/> Childcare Access <input type="checkbox"/> Child Welfare / Fostering <input type="checkbox"/> Food Assistance <input type="checkbox"/> Homeless Services <input type="checkbox"/> Mental Health / Addictions <input type="checkbox"/> Resource Navigation Assist <input type="checkbox"/> Violence Intervention <input type="checkbox"/> Other (please specify) <small>Click or tap here to enter text.</small>
<p>Tell us briefly about your organization: <small>3000 character limit</small></p>	
<p>In a “normal” year, please detail how many residents of Marion you directly assist, including demographics of those served.</p>	
<p>How many staffing members does your organization have? <small>Please break down between paid staff and volunteer staff.</small></p>	<p>Paid staff members:</p> <p>Volunteer staff members:</p>
<p>Does your nonprofit organization own “real” property?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes – it is not subject to property taxes <input type="checkbox"/> Yes – it is subject to property taxes (please provide documentation showing current status)



American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

Revenue Sources	
<p>In a “normal” year, what percentage of your annual budget revenue comes from the following: (The total must equal 100)</p>	<p>Enter % Here Government grants and contributions</p> <p>Enter % Here Charitable grants & contributions (foundation grants & ind donations)</p> <p>Enter % Here Program service fees: (ticket sales, fee for services)</p> <p>Enter % Here Investment income:</p> <p>Enter % Here Religious institutions:</p> <p>Enter % Here Other (please specify):</p> <p>Total: Enter % Here</p>
<p>Does 50% or more of your revenue funding come from a single government source?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>Does your organization receive funding from the City of Marion?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes Please specify:</p>

Funding/Project/Program Information	
<p>Please briefly describe the needs this funding would address or the program you intend to implement: (3000 character maximum)</p>	
<p>Please detail (quantify) how many people you would directly assist or would be directly affected with this additional funding. Please include demographic information if possible. (3000 character maximum)</p>	
<p>Please detail how this funding addresses disparities in public health outcomes, negative impacts on households and individuals disproportionately impacted or educational disparities. (3000 character maximum)</p>	



American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

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Funding Request and Budget Information

Please describe how the pandemic has financially impacted your organization. (Your answer should include numbers to quantify the financial impact. Example: If COVID-19 has caused your organization to cancel a major fundraiser, please indicate how much revenue was expected.)

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Amount of funding requested:

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If full funding is not awarded, how will you cover the balance of your negative impacts?

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Who else has your organization sought funding from and what were the results from those requests?
(2000 character maximum)

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Please provide a simple budget on how the funds would be used. A copy can be submitted with the documentations requirements requested.

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American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

Future Sustainability

Have you applied for or is your organization receiving other grant funding?	<input type="checkbox"/> Yes What sources: <input type="checkbox"/> No
Other than grants, how is your organization funded.	
Describe how your organization will measure success moving forward.	

Signature and Title

Date

Confirmation

By entering your signature, title and date above, you certify that:

- 1) The statements and information provided in this application are true and correct to the best of your knowledge;
- 2) You are authorized to submit this application on behalf of the applicant organization.



American Rescue Plan: Marion, IL Grant Application for Nonprofit Programs

In addition to answering these questions, applicants will be asked to submit the following required documents (if applicable):

- 501(C)3 IRS Determination Letter
- Proof of good standing with the Illinois Secretary of State
- Proof of good standing with Williamson County (property taxes)
- 2019 Profit and Loss Statement
- 2020 Profit and Loss Statement
- 2021 Profit and Loss Statement
- 2022 Budget compared to actual
- Most recent Balance Sheet (showing cash, cash reserves, accounts payable/receivable)

Required Documentation - can be emailed directly to cmoake@cityofmarionil.gov. Please include organization name and number of pages included in the subject of the email.