

Complete applications must be received by 4:00 p.m., Monday, October 19, 2020.

Complete applications include:

- **Completed Carlton County COVID-19 Relief Grant application for Non-Profit Organizations**
- **Most recent year of IRS 990/990EZ filing (2019)**
- **Income/expense reports comparing 2019/2020 if available; projected loss documentation for 2020**
- **Completed, signed W-9 Form (attached)**

*additional documentation may be requested upon application review



Carlton County COVID-19 Relief Grant for Non-Profits Guidelines

Funding Information

- Eligible applicants may be awarded up to \$7,500 in grant assistance in the first round of application funding; actual grant award will be based on organization impact, revenue loss and available funding
- Applicants may request more than the \$7,500 maximum; additional funding may be awarded if funds are available after the first application round
- Prior receipt of COVID-19 financial assistance may reduce your chance of being awarded this grant
- This is a grant program, not a loan; grant funds do not need to be paid back unless the awardee does not comply with the grant terms
- Completed applications must be received by the Carlton County Economic Development Department by 4:00 p.m. on October 19, 2020 to be considered
- Applications will be considered and acted on by the Carlton County Economic Development Department Staff, Carlton County EDA, Carlton County Board of Commissioners or any combination thereof
- Businesses receiving grant funds must sign a grant agreement and provide verification of grant expenditures within 60 days of receiving funds
- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591
- Consult your accountant regarding tax implications of receiving grant funds

Eligible Applicants

- 501(c)3, 501(c)5, 501(c)6, 501(c)7 or 501(c)19 non-profit organizations; no political or organized labor non-profits; other non-profit tax codes may apply but will not receive priority
- Non-profit organizations that can demonstrate a loss of net income due to COVID-19 between March 1, 2020 and the date of this application compared to the same dates in consecutive previous years; or can substantiate a projected loss between March 1, 2020 and December 31, 2020; or can make an impact for individuals or the community in response to COVID-19 by the end of 2020 with grant funds
- Non-profit organizations with 25 or less full-time employees (part-time to be calculated as full-time equivalents); employees for this grant program may be either W-2 employees or independent contractors; organization may have zero paid employees (volunteer based)
- Must have a registered address and/or service area within and Carlton County
- Must have unreimbursed, documentable, eligible expenses or losses related to COVID-19
- Must be registered and in good standing with the Minnesota Secretary of State if required to be registered; and in operation on March 1, 2020 and currently
- Must have applicable licenses and permits to legally operate in Carlton County
- Must be current on property taxes, bills, or charges to Carlton County

Ineligible Applicants

- Religious organizations without a social services component; only the social services component is eligible
- Political and organized labor non-profits

Application Requirements

- The application must be completed by the applicant and delivered to the Carlton County Economic Development Office located on the 1st floor of the Carlton County Courthouse, 301 Walnut Ave, Carlton, MN; or received by mail by 4:00 p.m. on Monday, October 19, 2020 in order to be considered. Mail to: Carlton Co. Economic Development, 301 Walnut Ave., P.O. Box 607, Carlton, MN 55718
- A copy of the most recent federal IRS 990/990EZ forms filed by the organization (2019)
- Income/expense statements for March 1, 2020 to current and from the same months of 2019 (if possible); if the financials fail to show loss/impact of loss, please explain with additional documentation
- Completed, signed W9 Form

If Awarded, Additional Documentation May be Needed, Including:

- A copy of the IRS non-profit determination letter
- Itemized budget for use of grant funds (cannot be the same expenses that were reimbursed using other funding sources)
- IRS form or other documentation of payroll employees
- A copy of the business's current filing with the Minnesota Secretary of State Office
- Grant expenditure documentation within 60 days of grant award
- Other items as requested by Carlton County

Eligible Expenses

- Rent and mortgage payments, utility payments, insurance premiums, employee wages during the pandemic, inventory, cleaning supplies, PPE, building/technology changes made to safely remain in operation, other regular business expenses incurred between March 1, 2020 and December 1, 2020
- Program expenses to support organization's mission and respond to COVID-19 needs in the community
- Expenses must be documentable and unreimbursed by previous COVID-19 financial assistance

Anti-Discrimination

Carlton County and any contracted vendors do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.