



STEVENS County CARES Grant Application For Non-Profit Organizations

APPLICANT INFORMATION

Legal Name of the Non-profit Organization, including assumed name, if any:

<input type="checkbox"/> 501 (c)(3)	<input type="checkbox"/> 501 (c)(6)	<input type="checkbox"/> Other: _____	
Length of Time in Operation	Years Months	Fed Tax Id#	MN State ID
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	()	Cell Phone	()
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	The FTE number of employees: Number of volunteers: Annual average number of people served:	
<p>1. What is the purpose/mission of this non-profit organization?</p>			
<p>2. What is the impact that the COVID-19 Pandemic and Stay-at-home orders have had on your non-profit organization? (i.e.; loss of revenue, inability to serve clients, increase in demand for services, etc.).</p>			
<p>3. What additional need(s), if any, has this non-profit addressed for individuals and/or for the community as a result of COVID-19 and related orders?</p>			
<p>4. How will the funds be used? Please provide a detailed list, attaching a spreadsheet if necessary, and approximate costs.</p>			

Funding Information

- Eligible applicants may request \$250 to \$10,000 in Grant assistance based upon need and number of applications. Actual grant may be award may be based on number of employees, number of people served, urgency of needs addressed, and COVID-19 organizational response. Applicants are encouraged

to state full need, even if the amount exceeds \$10,000. The awarded amount will be based on number of applicants and total dollars available.

- Applications will be considered by the Stevens County Business Relief Committee and acted on by the Stevens County Board of Commissioners.
- The grant application and related attachments will be considered public information. Any social security, bank accounts, and date of birth information will be considered private data under MN Data Practices Chapter 13.

Eligible Applicants

- Non-profit organizations that can demonstrate a loss of income or increase in demand for services due to COVID-19 or can make an impact for individuals or the community in response to COVID-19. Dates of loss for grant purposes are March 1, 2020 to December 1, 2020.
- All eligible applicants must have a physical location in Stevens County and serve the residents of Stevens County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since February 1, 2019.
- The Grantee suffered financial loss from business interruption caused by required closures or business reduction resulting from COVID-19 public health emergency or suffered loss in response to executive orders.
- The Grantee is expected to be fully operational after local and state emergency guidelines are rolled back. (in application consider them speaking to sustaining business)
- The Grantee must not be operating in violation of any state, federal or local laws. Must hold all current and applicable licenses.
- The Grantee has not received financial assistance from any federal, state, or local Small Business Assistance Program for the expenses claimed for this grant. This grant is eligible for expenses beyond what was covered in the fed/state/local program.
- Restrict by 10 % of loss or greater after other federal, state, and local funds granted have been applied to that loss. Business will have to show financial data from 2019 compared to 2020 time-period.
- All terms are subject to change at the discretion of Stevens County Business Relief Sub-Committee.
- The Stevens County Business Relief Sub-Committee retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.

Application Requirements

- The STEVENS County CARES Relief Grant application must be completed in its entirety by the applicant and submitted to Stevens County Courthouse, 400 Colorado Ave, Suite 302, Morris, MN 56267 Attn: Rebecca Young ; or submitted electronically to rebeccayoung@co.stevens.mn.us by **October 23, 2020 at 4 in order to be considered.**
- A copy of the IRS non-profit determination letter.
- The most recent federal 990 tax return filed by the business.
- Income/expense statements for the first six months of 2019 and the first six months of 2020.
- Grant recipients agree to provide documentation of how funds were spent within 60 days following grant dispersal.

- A copy of the non-profit's current filing with the Minnesota Secretary of State Office.
- Other items as requested by the review committee.

GRANT PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Stevens County has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

The Stevens County Board of Commissioners retains final authority to determine if a non-profit organization is eligible or not, and whether to approve a grant or not.