

Application Guidelines

Mifflin County

COVID-19 Relief

Non-Profit Assistance Grant Program

The application window will open August 20, 2020.

You will have 10 business days to complete the application before the window closes at EOB on September 2, 2020.

The following website (www.restoremifflincounty.com) will be the primary location for information (guidelines & application) and making application. This is not a first-come, first-served program. There may be subsequent rounds of funding. Applicants need not re-apply to be considered for subsequent rounds. **ONLY APPLY ONCE.** If you want to get prepared now, read all the text below.

Program Eligibility:

To be eligible to apply, an entity must meet all six of the eligibility requirements:

- Grants of \$5,000 to \$50,000 are available for non-profit organizations that have been negatively affected by the COVID-19 pandemic and related statewide closures. Funding tiers are listed below.
- Grants are available only for entities with annual revenues (prior to March 1, 2020) of \$1 million or less and have 25 or fewer full-time employees (FTEs). A part-time employee equals a .5 full-time employee. Revenues are based on the IRS tax Form-990 filing information, as well as internally generated financial statements.
- Entity must be based in and operate primarily in Mifflin County, Pennsylvania.
- Entity must fall under one of the following IRS designations: 501 © (3) or 501 © (19).
- Entity must have been in operation for, at least, one year prior to February 15, 2020.

- Entities must currently be operating or have a clear plan to re-open once the Commonwealth permits re-opening.

Program Priorities:

Primary Priority will be given to:

- Entities who have **not** received advances or forgivable loans through the following programs: US SBA Paycheck Protection Program/PPP; US SBA Economic Injury Disaster Loan/EIDL Program.
- Entities impacted the most financially, taking into consideration gross revenue losses and documentable expenses, especially from canceled or postponed fundraising activities.

Grant Funding Structure:

Only one grant per entity allowed.

Relief Program	Annual Revenue	Amount Available Per Entity (up to)
Grant:	Revenue up to \$50,000	\$5,000 grant
Grant:	Revenue from \$50,001 – \$75,000	\$10,000 grant
Grant:	Revenue from \$75,001 – \$100,000	\$15,000 grant

Grant:	Revenue from \$100,001 - \$250,000	\$20,000 grant
Grant:	Revenue from \$250,001 - \$500,000	\$25,000 grant
Grant:	Revenue from \$500,001 – \$750,000	\$35,000 grant
Grant:	Revenue from \$750,001 – \$850,000	\$40,000 grant
Grant:	Revenue from \$850,001 – \$1,000,000	\$50,000 grant

Eligible Use of Funds:

- Documentable payroll costs, costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums, payable from March 1 through December 30, 2020.
- Documentable monthly debt service (incurred after March 1, 2020) and/or lease payments payable from March 1 through December 30, 2020.
- Documentable rent and/or utility payments payable from March 1 through December 30, 2020.
- Documentable working capital expenses incurred for the purpose of re-opening operations after being fully or partially closed due to the state-mandated

business closure period commencing March 1, 2020, as long as the expense was incurred due to COVID-19.

- Documentable expenses incurred related to implementing COVID-19 mitigation plans, including but not limited to specialized equipment, barriers, personal protective equipment and employee training expense to ensure compliance with state and federal CDC guidelines for reopening.
- Documentable/quantifiable loss (or a portion thereof) of “typical” program revenue comparing the period of March 1 through May 31, 2019 against the same time period for 2020. Applicant must provide compelling evidence that this revenue was expected under contractual obligations (i.e. social services, etc.) but not received due to inability to operate or meet program metrics.
- Documented Covid-19 mitigation related expenses (as detailed above) NOT already paid for with other relief measures such as federal advances or forgivable loans through the US SBA PPP or EIDL.

Ineligible Entities:

- Entities that are not physically based in Mifflin County, Pennsylvania.
- Entities engaged in any activity that is illegal under federal, state, or local law.
- Entities that have ever obtained a direct or guaranteed loan from through a federal and/or state agency that is currently delinquent or has defaulted within the last seven years and caused a loss to the government.
- Private clubs and entities which limit the number of memberships for reasons other than capacity.
- Entities engaged in political or lobbying activities.

Get Prepared:

Required Documentation and Information from Applicants (*items provided in preferably electronic format for upload, such as a PDF*)

- A short narrative describing how the Covid-19 Pandemic has affected your organization as it has attempted to pursue its mission. Please detail particular

losses of revenue and how it has affected your ability to maintain operating overhead.

➤ Copies of:

- _____ Most recently filed (2018 or 2019) IRS Form 990, with all schedules.
- _____ If not the 2019 990, internally generated 2019 financial statements (Balance Sheet-B/S & Income-Expense Statement-I/E).
- _____ Current financial statements (B/S & I/E) for the organization.
- _____ Internal financial statements (I/E) from March 1 - May 31, 2019.
- _____ Internal financial statements (I/E) from March 1 - May 31, 2020.
- _____ Schedule of all expenses incurred, for the period March 1 through December 30, 2020, to accommodate/endure the conditions and mitigation required due to the Covid-19 Pandemic, for which you wish to receive these grant funds: **MINUS any such expenses charged toward loan advances from EIDL or loan forgiveness from PPP.**
- _____ Copies of all invoices, receipts, canceled checks and other proving documents (listed in aggregate on the above schedule), for which you wish to receive these grant funds: **MINUS any such expenses charged to loan advances from EIDL or loan forgiveness from PPP.**

➤ Copy of official filing with PA Department of State or local municipality for your entity such as: (one of the following)

- Articles of Incorporation
- Certificate of Organization
- Fictitious Name registration
- IRS determination letter

➤ Any form of acceptable government-issued photo ID of the CEO

➤ List of names of the board and officers

Questions:

Contact the Mifflin County Industrial Development Corporation/MCIDC at:
mcidc@mcidc.org.

For more information and application documents:

Go to www.restoremifflincounty.com.

If you wish to file hard copies, mail (or drop off) your application package to:

MCIDC
6395 SR 103N
Building 58, Suite 300
Lewistown, PA 17044

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