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Nonprofit Recovery Grant Program Frequently Asked Questions

How much funding is available for the Nonprofit Recovery Grant Program?

St. Johns County allocated \$5 million to the Nonprofit Recovery Grant Program. Eligible nonprofit organizations may receive a one-time grant of up to \$20,000 based on the number of employees the organization has as of July 1, 2020. Eligible nonprofit organizations with:

- 0 to 9 employees will receive \$5,000.
- 10 to 30 employees will receive \$10,000.
- 31 to 50 employees will receive \$15,000.
- 51 to 100 employees will receive \$20,000.

What are the eligibility requirements for the Nonprofit Recovery Grant Program?

To be eligible, an organization must:

- Submit a completed electronic application.
- Be a 501(c)3 organization.
- Provide proof of 501(c)3 status.
- Be located in St. Johns County with a St. Johns County address.
- Be an active and operational nonprofit organization.
- Have been providing services on or before March 1, 2020.
- Have no more than 100 employees as of July 1, 2020.
- Adequately document the number of employees.
- Provide a valid St. Johns County Business Tax Receipt.
- Provide a State of Florida business registration from the Florida Division of Corporations.
- Have experienced a reduction in revenue of at least 25% since March 1, 2020, as a direct result of operational or fund raising interruption from the COVID-19 crisis.
- Be in good legal standing with no court ordered financial obligations (e.g. no enforceable judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, felony convictions, violation of court orders requiring holding of funds for child support, court costs or criminal victim reimbursement programs).
- Be operating in accordance with all applicable local, state, and federal laws with no open code violations within St. Johns County.
- Utilize the awarded CARES Act dollars to cover eligible operational expenses from March 1, 2020, to December 31, 2020, including rent, mortgage, utilities, payroll, PPE equipment, facility hardening, and sanitizing/cleaning supplies.
- Retain relevant records documenting expenditure of the awarded funds for a period of six years and produce documents at the request of St. Johns County.



What documents are needed to apply for the Nonprofit Recovery Grant Program?

The following documents must be uploaded as part of the application:

- Proof of 501(c)3 status.
- A current St. Johns County Business Tax Receipt. Additional information can be found on the St. Johns County Tax Collector's website at www.sjctax.us/BusinessTax.aspx.
- Documentation showing the number of employees as of July 1, 2020, which may include a payroll journal, copy of 1099 forms, or other tax documentation.
- A current Florida business registration from the Florida Division of Corporations, www.sunbiz.org.
- A current W-9, www.irs.gov/pub/irs-pdf/fw9.pdf.

Is there a deadline to apply for the Nonprofit Recovery Grant Program?

Grants will be awarded on a first-come, first-served basis and grant applications will be accepted through 5 p.m. on Friday, September 18.

Does other COVID-19-related funding assistance count as revenue for the purpose of this grant application?

At the time of application, a qualifying organization must be experiencing a reduction in revenue of at least 25% since March 1, 2020, as a direct result of operational or fund raising interruption from the COVID-19 crisis. Previously received grants and/or forgivable loans should be considered as revenue.

My employee count has changed throughout the year. As of what date should I provide my employee count?

For the grant application, organizations should provide their employee count as of July 1, 2020.

How will I be notified if my organization receives a grant? Will I be notified if my organization does not receive a grant?

Nonprofit organizations who submit an application will receive an email notification of approval or denial after the grant application is reviewed.

Will I need to repay the awarded grant funding?

Because this is a grant program, awarded funding will not need to be repaid.

If the organization receives a Nonprofit Recovery Assistance Grant, how long do we have to spend the grant funds?

Nonprofit organizations awarded a Nonprofit Assistance Recovery Grant must spend the grant funds by December 31, 2020.

Is there another way to apply for the grant program other than online?

Grant applications must be submitted online.



When working on the online application, is there the ability to save the application and return to it at a later time?

Yes, an application may be saved and completed at a later time.

Can I update/change the documentation submitted with my application?

Once an application is submitted, the application and uploaded documentation may not be updated or changed. Grants will be awarded on a first-come, first-served basis. If the submitted application needs to be updated/changed, contact the assistance hotline at 904.209.6050.

Are not-for-profit organizations eligible to receive St. Johns County CARES grants?

No, not-for-profit organizations that do not possess a 501(c)3 are not eligible to receive a St. Johns County CARES grant.

What happens if I submit an incomplete application?

Incomplete applications will not be considered for a grant award.

What is the contact information if I have additional questions?

For additional questions, please call 904.209.6050 or email sjccares@sjcfl.us.