

IOWA NONPROFIT RECOVERY FUND

AN EXTENSION OF THE IOWA SMALL BUSINESS RELIEF GRANT PROGRAM



1. What is the timeline for applications?

Applications will be accepted and assistance will be provided to eligible applicants on a first come, first ready to proceed basis.

2. How do I know if my organization is eligible?

Organizations can check eligibility by starting the application. Eligible organizations must meet the following criteria:

- Annual operating budget over \$25,000 in calendar year 2019
- Incorporation in Iowa
- Documented net loss occurred after March 2020 due to the COVID-19 public health emergency
- Agencies must serve the state of Iowa and its residents without discrimination based on race, religion, gender, age, disability, national origin or sexual orientation.
- 501(c)(3) organization

Or

501(c)(6) including chambers of commerce, Main Street organizations, visitor and convention bureau and economic development corporations. Trade associations, boards of trade and professional football organizations are not eligible.

Or

501(c)(19) organization Less than 25 full-time equivalent (FTE) employees*

- Organizations not meeting initial eligibility are encouraged to complete the first portion of the application and provide contact information (to be notified in the instance funds remain and eligibility is expanded.) The Nonprofit Recovery fund will not support:
 - Grants directly to individuals
 - Political campaigns or lobbying activities
 - Projects that exclusively serve religious purposes, although religious organizations providing non-religious community services will be considered
 - Endowment funds

Ineligible organizations:

- Golf courses
- Private or social clubs
- Political campaigns or organizations
- Advocacy organizations
- Fraternal organizations
- Trade associations (not providing direct services to public)
- Health care providers with exception of mental health providers
- 501(c)(6) Trade Associations, boards of trade or professional football leagues

**Subject to change based on available funds*

3. I do not have a computer. How can I apply for assistance?

Applications must be submitted using the online application portal. Please contact a trusted friend or family member or your local library for assistance in applying. *Applications submitted by email, U.S. mail, fax or any other means will be **ineligible** and will **not** be reviewed.*

4. Can I submit a .pdf or printed application?

No. All applications must be submitted through the online application. Applications submitted via any other means will be disqualified.

5. How much can I request/how is the award amount determined?

Organizations may be eligible for awards up to \$25,000. The eligible amount will be determined by calculating March through July expenses and unpaid obligations, and subtracting March through July income (including any Paycheck Protection Program funding received.) Other relief funding received, including the Small Business Relief Grant (SBRG), Utility Disruption Prevention Program, and Iowa Arts and Culture Emergency Relief Fund, will also be subtracted to determine the final award amount.

Maximum Eligible Award Calculation

March through July Expenses
+ Unpaid obligations incurred from March-July
- March through June Income
- PPP award
= **Subtotal**

Subtotal Award Eligibility (\$25,000 or subtotal, whichever is less)
- SBRG Funding
- Utility Disruption Funding
- Arts and Culture Funding
= **Maximum Total Award Eligible**

6. Due to COVID-19, we lost \$100,000 in administrative fees and had extra expenses for advertising, firewall and other expenses due to remote working; however, we set up a community fund for COVID-19 relief that cannot be used for operational expenses. *Should pass through funds be counted as income?*

Because the funds raised are donor restricted for COVID Relief (or another purpose) and not for your organizational expenses, pass through funds are essentially immediately obligated expenses incurred at the time they are income. Hence, public grantmaking foundations should either not account for donor-restricted grantmaking funds as income or expenses, or they should account for them as income and obligated funds on their profit and loss documentation.

7. How will payments be dispersed?

Once an application is approved, a single, one-time payment will be issued directly to the eligible nonprofit in the form of a check.

8. When will I receive notification about funding? How long before the payment arrives?

Notification and payment times will vary. Applicants can track status in the application portal.

9. Who can I contact with questions?

The program help line can be reached at:

Local: 515.348.8897

Toll Free: 855.854.2440

10. What do you mean by “exclusively religious purposes”?

This fund cannot be used for religious activities. Religious organizations may qualify for funding to support non-religious social services provided such as daycare or childcare, food services, shelter, etc.

11. Are for-profit businesses eligible?

No. The program and application accepts applications for nonprofit (501(c)(3), 501(c)(6) and 501(c)(19) organizations only.

12. What is full time equivalency (FTE) and how is it determined?

For this program, FTE is defined as the representation of a 40-hour work week regardless of the number of employees.

1 employee working 40 hours/week = 1.0 FTE

2 employees working 20 hours/week = 1.0 FTE

3 employees working 20 hours/week = 1.5 FTE

13. What if an organization is all volunteers and does not have any employees?

Organizations with no employees that meet other eligibility requirements are eligible to apply.

14. My organization offers or supports a free clinic or health services utilizing volunteer health providers. Does that make my organization ineligible?

No. Supporting or offering a free medical clinic would not make consider your organization a health provider for the purposes of this program.

15.

16. My organization is not located in Iowa but serves Iowans in some capacity. Am I eligible to apply?

No. This program is available for organizations incorporated in Iowa (e.g., organizations must have an address in Iowa that matches the organization’s 990 or EIN.)

17. My organization is based in Iowa but serves areas outside of Iowa. Am I eligible to apply?

Yes.

18. My organization is new and doesn’t have a 990. Can I provide alternative documentation?

Yes. Organizations are required to provide their most recent 990, if available. If your organization is new and has not yet filed a 990, you may upload documentation that shows you are certified as a 501(c)(3), 501(c)(6) or 501(c)(19) organization, such as a determination letter from the IRS showing the organization’s status.

19. My organization has already received assistance. Am I eligible for assistance through this program?

If your organization’s unfunded expenses exceed the amount of assistance already received, you may be eligible for additional assistance. Organizations may receive a maximum of \$25,000 in funding in total from this program, the Small Business Recovery Grant program, the Utility Disruption Prevention Program, and the Iowa Arts and Culture Emergency Relief Fund.

20. I accidentally uploaded the wrong documentation.

Please call the Help Line for assistance: Local: 515.348.8897, Toll Free: 855.854.2440

21. We have multiple locations, which address should we list?

You must list the primary address associated with your EIN number.

22. What are the reporting requirements, do I need to track and submit how the funds were used?

There are not reporting requirements for the purposes of the fund; however, in the case of an audit, you will be required to provide documentation of how funds were used.

23. What is included in any outstanding invoice, debt or unpaid liability originally due between March 1- July 31, 2020?

- Any invoice issued between the above dates.
- Any invoice due between the above dates.
- Any income received during this period that are pass through funds that cannot be utilized by your organization but have yet to be expended or “passed through.” Examples of this include donor specific funds for a public foundation received during the period but not expended yet.

24. My organization was unable to pay the February 2020 bill received in March 2020, can that be included as an outstanding unpaid obligation from March-July 2020?

Yes.