

City of San José
San José Coronavirus Relief Funds – Nonprofit Grant Program
Application Guidelines 2020
Updated October 9, 2020

The Opportunity

The City of San José (City) will be providing grants to nonprofit organizations that serve San José communities negatively impacted by the COVID-19 pandemic. As part of its designated Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF) moneys, the City of San José has made approximately \$3.3 million available to nonprofit organizations to cover expenses related to this public health emergency.

The goal of this program is to provide relief and funding to nonprofit organizations who serve San Jose's most vulnerable residents and have been hard hit by COVID-19, the public health orders, and the pandemic-induced recession as described below. This grant program will utilize an equity lens, with high priority given to organizations serving specific zip codes within San José and/or populations disproportionately impacted by the pandemic.

Awards to organizations will range from \$5,000 to \$150,000. Grants may be used to reimburse expenses specifically due to the COVID-19 public health emergency and allowable by the federal government. More details regarding the types of allowable expenses can be found below under “Eligible Expenses.”

San José arts and cultural non-profit organizations **are not** eligible for this grant program. Funding for arts organizations was made available through a separate grant program.

Eligible Organizations

Grants will be awarded to nonprofit, 501(c)3 organizations, or grassroots community organizations under the fiscal agency of a 501(c)3 nonprofit. The organization must serve San José communities disproportionately and negatively impacted by the COVID-19 pandemic.

Organizations must serve one or more of the following populations:

- Residents of San José neighborhoods with the highest rates of COVID-19 and pandemic-related job loss in the following zip codes: 95110, 95111, 95112, 95116, 95122, or 95127;

OR

- Members of populations in San José more likely to disproportionately experience serious illness or death from COVID-19 or pandemic-related economic harm:
 - Residents over age 65
 - Residents with disabilities
 - Residents who are Black, African-American, and of African ancestry

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- Residents who are Latinx, Mexican, Chicano, and other Hispanic ancestries
- Residents who were previously incarcerated, particularly those recently released due to the pandemic
- Residents who are low-wage essential workers
- Residents who are ineligible for or lack access to other government resources, such as unemployment

Eligible applicants must provide services in San José that are related to the COVID-19 pandemic or the pandemic-induced recession in one or more of the following categories:

- Outreach, education, and empowerment
- Case management
- Health or mental health services
- Legal assistance
- Childcare, distance learning, or other youth program

Eligible Expenses

Expenses eligible for funding must be directly related to the COVID-19 pandemic and **must be incurred between March 1, 2020 and December 30, 2020**. You may apply for expenses your organization has already incurred prior to your application submission. Your proposal may include funding for one or more of the following categories: (NOTE: While expenses may fall under any of the following expense categories, the organization must provide services in the eligible service categories above.)

Personnel Services

The program can provide funding for staff doing the following types of work with eligible populations and neighborhoods in San José:

- 1) **Outreach, education, and empowerment** around the pandemic. Peer engagement and empowerment with residents in communities of risk, such as community health workers or a promotores model.
- 2) **Case management services** for individuals and families who have experienced illness or caregiving needs, job loss, loss of hours or income, unexpected economic hardship, due to COVID-19 infection/exposure/caregiving or the public health orders or other impacts of the pandemic. This would include assisting individuals and families with applying for aid and benefits, such as unemployment or CalFresh.
- 3) **Health or mental health services** for individuals and families who are at high risk for COVID-19, have experienced illness or caregiving needs, job loss, loss of hours or income, unexpected economic hardship, due to COVID-19 infection/exposure/caregiving or the public health orders or other impacts of the pandemic.
- 4) **Legal assistance** for individuals and families who are at high risk for COVID-19, have experienced illness or caregiving needs, job loss, loss of hours or income, unexpected economic hardship, due to COVID-19 infection/exposure/caregiving or the public health orders or other impacts of the pandemic, including those at risk of displacement or eviction.

- 5) **Childcare, distance learning, or other youth programs** for children and youth in the identified zip codes or vulnerable populations, particularly those who are low-income, children of essential workers, etc.

Non-Personnel Services

The program can provide grant funding for the following non-personnel services. Documentation (invoices, receipts, lease agreements, etc.) will be required for funding. Non-personnel expense must support and ensure the continuity of eligible services listed above.

- 1) **Community outreach and education campaigns:** Costs for advertising or media purchases, particularly in grassroots or neighborhood-focused media outlets, and other campaign-related costs.
- 2) **Rental, mortgage, or utility payment relief** for nonprofits providing outreach, education, empowerment, case management, health, or mental health services in the defined neighborhoods or communities. Note: organization must be able to document a loss of income or increased client demand due to COVID-19 necessitating such assistance; and/or
- 3) **Technology or infrastructure costs** related to transitioning outreach, education, empowerment, case management, health, mental health, legal assistance, or childcare/distance learning/youth services from in-person to virtual platforms, enabling staff providing those services to work remotely, purchasing equipment/supplies required to comply with CDC or public health orders, or retrofitting facilities to comply with CDC or public health orders. Note: Funds may only be used for these expenses in direct relation to COVID-19 and cannot be used for expenses that the organization would have otherwise incurred. The use of funds must be specific to the transition of current programs to support COVID-19-related needs.

Available Funding

Approximately \$3.3 million in funding is available. Nonprofit organizations may apply for \$5,000 up to \$150,000 in funding. Awards for less than the requested amount (partial awards) may be granted if demand exceeds funds available.

If an applicant is requesting \$50,000 or more, a Dun & Bradstreet unique identification number (DUNS number) is required. Registration in the federal government System Award Management (SAM) system (<https://www.sam.gov>), while not required, is recommended.

Eligible expenditures must occur between March 1, 2020 and December 30, 2020. Any expenditures not incurred by December 30, 2020 must be returned to the City.

Requests may not include expenses reimbursed through another federally-funded program, regardless of the entity administering those funds. This includes funds received directly from the federal government or federal funds administered by the State, County, City, or other third-party program. Examples include a paycheck protection program loan.

Documentation Requirements

Documentation of expenses will be required from grantees in order to meet federal funding auditing requirements. Depending on the funding request, the following documentation may be required to receive funds: payroll information, copy of lease agreement or mortgage, receipts for technology or equipment purchase, etc.

Review Criteria and Process

City staff will review all applications and requested expenses for eligibility. Applications will further be reviewed based on applicant's ability to spend requested funds by December 30, 2020.

Priority consideration for funding will be given to applicants serving BOTH residents in impacted zip code(s) AND members of population(s) identified above.

Priority consideration will further be given to applicants demonstrating a strong alignment between organization mission and commitment to serving one or more of the impacted zip codes and/or populations listed above.

Due to the expected volume of requests, it may not be possible to fund all eligible applications or to fund applications at the full amount requested.

Diversity and Inclusion

The City will only make grants to organizations that do not discriminate based on race, color, national origin, citizenship status, creed, religion, religious affiliation, age, gender, marital status, sexual orientation, gender identity, disability, veteran status or any other protected status under applicable law. Organizations with religious affiliations will be considered for funding only if the project for which they seek support addresses the needs of the wider community without regard to religious beliefs.

Grant Application Deadline and Notification

- The deadline to apply for this grant is Thursday, **October 15, 5:00 PM (PST)**
- All applications must be submitted through WebGrants, the City's online grants portal: <http://grants.sanjoseca.gov/>. The Funding Opportunity name is listed as "San José Coronavirus Relief Funds: Nonprofit Grant Program". Please see below for WebGrants instructions.
- All applicants must complete and upload a copy of the [CRF Nonprofit Budget Template](#) with their WebGrants application.
- Only one application may be submitted per organization.
- Following receipt of your application, the City may request additional information in writing or by phone with representatives of your organization.
- Applicants will be notified by Friday, October 30, 2020 of grant award decisions.

Information Session

- Informational webinars on this grant opportunity will be held on Thursday, **October 8, 2020, at 5:00 PM and Tuesday, October 13, 2020 at 11:00 AM.** Please RSVP with preferred date ([HERE](#))
- It is highly recommended that you attend the webinar, but not required to apply.
- The webinar will be recorded and posted online if you are unable to attend.

Questions?

If you have any questions regarding the application or your organization's eligibility, please do not hesitate to contact the City. Please email questions to covid19sjcbo@sanjoseca.gov.

WEBGRANTS INSTRUCTIONS

All applications must be submitted through WebGrants, the City’s online grants portal: <http://grants.sanjoseca.gov/>. To submit an application via WebGrants, please follow these steps:

1. If this is the first time you/your organization is applying for a City grant, create a WebGrants login by selecting “[Register Here](#)” to the right of the login page. The average time for registration approvals is 3 days, but approvals for this grant will be expedited to 1 day.
2. From the main menu, select “[Funding Opportunities](#).”
3. Select the “[San José Coronavirus Relief Funds: Nonprofit Grant Program](#)” funding opportunity.
4. Click on “[Start a New Application](#).”
5. Enter a brief Project Title for your application (i.e., “San José – Youth Organization Grant”). If you will have several people working on this application, make sure that they do not create a new application every time they enter the system; have everyone work on the one application that is initially created in this step.

To return to an application once it has been created, log into the system & do steps #2-3. At the top of the screen, find your application under the Application Title column. Click on your application title to resume your application.

6. As you complete each section of the application, make sure you mark the section as complete by selecting “[Mark as Complete](#)” located near the top right of the page. Note that this does not mean you have submitted your application.
7. To submit your application, click “[Submit](#)” near the middle right of the main application page. Please note that mailed or e-mailed proposals will NOT be accepted, and WebGrants will not allow proposals to be submitted after 5:00 P.M. on October 15, 2020.

Online Application Components

A complete Online Application consists of the following components in WebGrants:

- Application Signature
- Non-profit Application Form
 - Fiscal Sponsor Information
 - Payment Information
 - Grant Information- includes questions regarding funding request, services provided, organizations mission
 - Project Budget- see application attachment in WebGrants for the budget template
 - Click on the “Choose File” button to select the file to upload
 - If you need to remove an attached document, click on the delete link.
- Conflict of Interest