



GUIDELINES

FOR NON-PROFIT ASSISTANCE PROGRAM AND FOOD PANTRY SUPPORT PROGRAM

On August 4, 2020, the Riverside City Council approved the revised **Expenditure Plan for Coronavirus Aid, Relief, and Economic Security Act (CARES)** funding from the State of California totaling \$27,991,888 for all programs, services and equipment. A portion of that funding has been allocated to assist food pantry and non-profit organizations with COVID-19 related expenditures.

Food Pantry Support Program:
\$320,000

Non-Profit Assistance Program:
\$1.5 million

Award Amounts:

Food Pantry Support Program:
Up to \$8,000

Non-Profit Assistance Program:
From \$1,500 to \$24,000

Eligibility

1. **Non-profit, public benefit organizations with evidence of tax-exempt status under Section 501(c) (3) of the Internal Revenue Code and not classified as a private foundation. Fiscal sponsors are welcome.**
2. **Non-profit, faith-based organizations with evidence of tax-exempt status under Section 501(c)(3)**
3. **501(c)(6) organizations such as Business leagues, Chambers of Commerce, Real Estate Boards, and/ or Boards of Trade are also eligible to apply**
4. **Non-profits must be headquartered or have an office in the City of Riverside**
5. **Non-profits must have less than 50 employees**
6. **Non-profits who have received less than \$100,000 in assistance from the Paycheck Protection Program (PPP) or the SBA Economic Injury Disaster Loan (EIDL)**
7. **Non-profits with budgets of less than \$750,000**



What CAN be funded?

1. Contract labor
2. Supplier payments
3. Rent, lease or interest on mortgage payment (for real property used for business purposes, like storefront or warehouse, excluding personal residence)
4. Rent, lease or purchase payments for business property (e.g., delivery vehicle; food truck; equipment, technology, payment, and communications systems and equipment)
5. New or expanded technology applications and Wi-Fi services
6. Utility payments for business properties, excluding personal residence
7. Cost of critical business operations (raw materials, food, marketing expenses, etc. payments)
8. PPE, sanitation supplies and equipment



What CANNOT be funded?

1. Damages covered by insurance
2. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to COVID-19 programming or work
3. Reimbursement to donors for donated items or services
4. Legal Settlements
5. Severance Pay
6. Workforce bonuses other than hazard pay or overtime
7. Expenses for the State share of Medicaid
8. Expenses that will be reimbursed under any other Federal program

Eligibility Period of Expenses: March 1, 2020 through December 30, 2020

All grant funds awarded to a non-profit organization must be spent on qualifying activities by December 30, 2020. All unspent funds must be returned by December 30, 2020.

How to Apply



1. Go to: **RiversideCA.gov**
2. Complete all required fields on the online form
3. Submit your current 501(c)(3) or 501(c)(6) final determination letter from the IRS and your 2020 operating budget (current calendar or fiscal year)
4. Must be in good standing and authorized to transact business in the State of California and City of Riverside
5. A Safe Reopening Plan per the Riverside County Guidelines is required to receive funds (use attached form)

Timeline



September 1
Application period opens



September 28
Deadline to submit



September 29 to October 16
Application review and decisions made



October 19
Grant notification



Decision Making Process:

1. Applications will be reviewed for eligibility
2. Review/Score sheet will be used to evaluate:
 - Addressing as many COVID-19 related community needs as possible
 - Requirements
3. If funds requested exceed total funding allocation:
 - Equity of awardees distributed through all City Council Wards
 - Emergent needs of food, shelter, mental or physical health will have priority
4. Submission of the application constitutes the organization's consent to allow the City of Riverside to use the name and description of the organization in promoting the program in interviews, media, webpages and/or social media accounts



Funds Disbursement:

Funds will be disbursed upon receipt of a signed, electronic one-page agreement and ACH payment form



Required Report:

A one-page, fillable, PDF Final Report will be required with supporting financial documentation, which may include receipts, statements, etc., on how funds were used and the impact on your operations.

Application Assistance

There will be weekly Microsoft Teams Meetings to assist applicants through the process.

Training Dates

**Thursday,
September 10, 2020**
2 pm

**Thursday,
September 17, 2020**
3 pm

**Thursday,
September 24, 2020**
11 am



For questions, contact:

SpecialEvents@RiversideCA.gov
(951) 826-2077