SAN BERNARDINO COUNTY NONPROFIT ASSISTANCE PROGRAM
Guidelines and Application

Background

On September 29, 2020, under the CARES Act Coronavirus Relief Fund for Local Governments received by the County of San Bernardino, the San Bernardino County Board of Supervisors approved Item No. 26, that enables the County Administrative Office to contract the Inland Empire Community Foundation (IECF), to administer the solicitation, review and approval of grants to nonprofits that have demonstrated reimbursable COVID-19 expenses or impacts. This program aims to help nonprofits survive the impacts of COVID-19 on their operations.

Partnership Process

The Inland Empire Community Foundation (IECF) will be administering the solicitation, review and approval of grants to nonprofits that have demonstrated reimbursable COVID-19 expenses or impacts. After review and approval by IECF, IECF will notify the San Bernardino County Administrative Office (SBCAO) of approved Non-Profits. Once received, SBCAO will contact the Non-Profits to provide instructions on how to complete the application and disbursement of funds.

Amounts: $2,500 to $20,000

Eligibility

- Nonprofit, 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.
- 501(c) (6) organizations such as Business leagues, Chambers of Commerce, Real estate boards, or Boards of trade are also eligible to apply
- Nonprofits must be headquartered or have an office in San Bernardino County
- Nonprofits that have less than 50 employees
- Nonprofits with budgets of $2,000,000 or less
- Nonprofits must be able to document expenditures that are eligible under the CARES Act including costs that are used to assist in responding to the Pandemic or to mitigate the effects of the Pandemic on the nonprofit organization. These may include but are not limited to:

    1. Changed Programming
    2. Decreased Client Load
    3. Expansion of Programs
    4. Inability to Deliver Programs
    5. Increased Client Load
    6. Loss of Volunteers
    7. Costs for COVID Compliance
    8. Payroll Limitations
    9. Reduction of Programs
    11. Revenue Loss
    12. Salary Cuts
    12. Temporary Closure

<u>Timeline:</u>
November 19, 2020 – Application period opens
December 2, 2020 – Deadline to submit
December 3 to December 11, 2020 – Application due diligence and Committee review
December 14, 2020 – Submit recommendations to San Bernardino County Administrative Office

<u>On-Line Application, Review and Approval of Application – Inland Empire Community Foundation</u>
IECF will be administering the application process for the San Bernardino County Nonprofit Assistance Program. Applications are initially reviewed for completeness, and due diligence are conducted by IECF program staff. IECF will collaborate with members of the Funders Alliance and community leaders to review the applications.

After review and approval, IECF will notify the County of approved Nonprofits. Once received, SBCAO will contact the Non-Profits to complete the application and disbursement of funds process.

<u>Funds Disbursement- San Bernardino County Administrative Office</u>
Funds will be disbursed directly by SBCAO to the approved nonprofits. Once the SBCAO receives the list of IECF approved nonprofits, SBCAO will contact the nonprofits to complete and application and disbursement of funds process.

<u>How to Apply</u>

1. Go to https://www.iegives.org/funds/sb-county-npo-assistance-fund/. Complete all required fields on the on-line form.
2. Submit:
    A. Your 501(c) (3) <u>final determination</u> letter from the IRS, a federal document. Please review carefully your IRS letter and it should have the language that it is a Final Determination that your organization is a 501(c) (3).
        Unacceptable documents:
        • State Franchise Tax Board letter;
        • IRS Letter of Application Received for requesting an EIN number;
        • IRS Letter stating a temporary designation of a 501c3 and expired Advance Ruling Period.
    B. Your current 2020 operating budget (calendar or fiscal year)
    C. Safe Reopening Plan (use Template provided)

<u>Help Applying</u>
A Zoom Application technical assistance session will be offered on the following day:
November 25, Wednesday - 4 to 5pm

<u>Questions</u>
Email: sbconpaf@iegives.org

COMMUNITIES SERVED BY THE SAN BERNARDINO COUNTY BOARD OF SUPERVISORS
Effective October 27, 2011

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FIRST DISTRICT

<u>Adelanto</u>, Amboy, <u>Apple Valley</u>, Argus, Bagdad, Baker, Baldy Mesa, Big River, Cadiz, Calico, Cima, Daggett, Deer Lodge Park, Earp, Edwards A.F.B., El Mirage, Essex, Fenner, Fort Irwin, Goffs, Havasu Lake, Helendale, <u>Hesperia</u>, Hinkley, Homer, Ivanpah, Kelso, Kramer, Lenwood, Ludlow, Milligan, Mt. Pass, <u>Needles</u>, Newberry Springs, Nipton, Oak Hills, Oro Grande, Parker Dam, Phelan, Pinon Hills, Randsburg, Red Mountain, Rice, Saltus, Searchlight Junction, Silver Lakes, Spring Valley Lake, Summit Valley, Trona, <u>Victorville</u>, Vidal, West Cajon Valley, Wheaton Springs, Wrightwood, Yermo

SECOND DISTRICT

Alta Loma, Arrowbear, Blue Jay, Cedar Glen, Cedarpines Park, Crestline, Devore, Etiwanda, Fredalba, <u>Fontana*</u>, Green Valley Lake, Lake Arrowhead, Lytle Creek, Mt. Baldy, <u>Rancho Cucamonga</u>, Rimforest, Running Springs, San Antonio Heights, Silverwood, Skyforest, Twin Peaks, <u>Upland*</u>, Valley of Enchantment

THIRD DISTRICT

Angeles Oaks, Baldwin Lake, <u>Barstow</u>, Barton Flats, Big Bear City, <u>Big Bear Lake</u>, Boulder Bay, Bryn Mawr, <u>Colton*</u>, Crafton, East Highland, Erwin Lake, Fawnskin, Flamingo Heights, Forest Falls, <u>Grand Terrace</u>, <u>Highland</u>, Johnson Valley, Joshua Tree, Landers, <u>Loma Linda</u>, Lucerne Valley, Mentone, Moonridge, Morongo Valley, Mountain Home Village, Oak Glen, Patton, Pioneer Town, Reche Canyon, <u>Redlands</u>, <u>San Bernardino*</u>, Seven Oaks, Sugarloaf, <u>Twentynine Palms</u>, Wonder Valley, <u>Yucaipa</u>, <u>Yucca Valley</u>

FOURTH DISTRICT

<u>Chino</u>, <u>Chino Hills</u>, <u>Montclair</u>, <u>Ontario</u>, <u>Upland*</u>

FIFTH DISTRICT

Bloomington, <u>Colton*</u>, <u>Fontana*</u>, Glen Helen, Muscoy, Rialto, <u>San Bernardino*</u>, San Bernardino International Airport

See district map for boundaries*
<u>Incorporated Cities</u>

For district map please <u>click here</u>

Revised 10/27/11