Non-Profit and Civic Organization Relief Program

Applications accepted beginning September 15, 2020

Program Description

The Non-Profit and Civic Organization Relief Program (Program) exists to provide economic assistance to non-profit and civic organizations within the Aleutians East Borough (Borough) due to the impacts of COVID-19. This is an authorized use of Borough Coronavirus Aid, Relief, and Economic Security (CARES) Act funding under the Federal Treasury guidelines. The Borough received $3,723,853.74 in CARES Act Funds and the Borough Assembly appropriated $150,000.00 to the Non-Profit and Civic Organization Relief Program.

Applications will be accepted from September 15, 2020 to October 30, 2020. Applicants must use the Borough-provided application form for this Program, which is available at www.aleutianseast.org. The actual total amount of each award will be determined after October 30, 2020 by dividing the total amount of available funds by the total number of eligible applications received. Awards will not exceed $10,000.00.

The Non-Profit and Civic Relief Program requires that non-profit or civic organization applicants (1) provided services to the residents of the Aleutians East Borough in 2019, (2) have a physical presence within the Borough, and (3) were impacted by COVID-19. Applicants must submit their most recent IRS Form 990 and a W9. Only one application is allowed per non-profit or civic organization.

NON-PROFIT AND CIVIC ORGANIZATIONS MAY NOT USE PROGRAM FUNDS TO PAY FOR EXPENSES ALREADY COVERED USING OTHER CARES ACT FUNDING.

Part 1 – Applicant Contact Information

Checks will be issued to the applicant. Please provide current information for the applicant, including non-profit or civic organization name; contact name; contact mailing address; contact phone number; contact email address; physical address of non-profit or civic organization and IRS Employer Identification Number (EIN).

Part 2 – Non-Profit or Civic Organization Information

1. Please indicate whether your entity is a non-profit or civic organization. The definitions are as follows:

Non-Profit Organization: A non-profit organization means the entity has been granted tax exempt status from the IRS because it furthers a social cause and provides a public benefit.

Civic Organization: A civic organization means a local service club, veterans' post, fraternal association, volunteer fire or rescue groups or local civic league or association of 10 or more persons not proprietary but operated exclusively for educational and charitable purposes, including the promotion of community welfare, and the net earnings are devoted exclusively to charitable, educations, recreational or social welfare purposes (i.e. rotary, women's groups; Girl Scouts or Boy Scouts).

2. If you are a non-profit, specify which type of IRS certification your non-profit holds:

    - 501(c)(3) Charitable Organization
    - 501(c)(4) Social Welfare
    - 501(c)(5) Labor, Agricultural or Horticultural Organization
    - 501(c)(6) Trade or Professional Organization
    - 501(c)(19) or (23) Veterans Organization
    - 501(e) Cooperative Hospital Service Organization
    - 501 (k) Child Care Organization
    - Other (please specify)

    (Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Non-profit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible (as per 13 CFR § 120.110(k) in the Code of Federal Regulations).

3. If you are a civic organization, specify your organization's purpose (i.e. voluntary EMS or fire department).

4. Please answer yes or no for the following question: Did your non-profit or civic organization provide services to the residents of the Aleutians East Borough in 2019? If services were not provided in 2019 your organization is not eligible for funding.

5. Please provide a Borough mailing address and/or any physical location from which the non-profit or civic organization provides services within the Borough.

Part 3 – COVID-19 Impacts

Select all boxes that apply to the applicant and provide a brief description in the comment section.

- **Full or Partial Closure Due to Local/State Emergency Orders/Mandates**: Check this box if the non-profit or civic organization had to fully or partially close due to Local/State Emergency Order/Mandates.

- **Loss of Revenue Due to COVID-19**: Check this box if the non-profit or civic organization lost revenue due to COVID-19.

- **Additional Operating Expenses for Reopening:** Check this box if the non-profit or civic organization incurred additional operating expenses for reopening a facility.

- **Additional Expenses to Protect the Staff and the Public**: Check this box if the non-profit or civic organization incurred additional expenses to protect the staff and the public from COVID-19 (i.e. additional costs for cleaning, sterilization, sanitation or to obtain protective equipment (i.e. masks, gloves, etc.) for employees or patrons).

- **Expanded or Incurred Costs to Address Community Health, Safety, Social, and/or Economic Needs Related to COVID-19**: Check this box if the non-profit or civic organization expanded or incurred costs to address community health, safety, social and/or economic needs related to COVID-19 (i.e. strengthening medical response system, expanding resources to address behavioral health; emergency food distribution; providing food to homebound seniors and children reliant on school meals; ensuring access to social benefit programs for eligible households, extending access to youth programming, etc.).

- **Other:** Check this box if the non-profit or civic organization was impacted in any way not listed above. Please include the impact on the line provided. This will be subject to review, confirmation and approval by the Borough Attorney.

Part 4 – Required Documentation

Check the box and include the following documents:

- Most recent IRS Form 990 from either 2018 or 2019 or other documentation showing the entity's tax-exempt status. For those entities that do not have an IRS Form 990 the Borough may accept an IRS Affirmation Letter, audited financial statement or an unaudited statement by a third-party preparer at its sole discretion.
- W9: The W9 must be provided to receive funds.

Part 5 – Acknowledgement

As an official signer for the applicant, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge and that the funds will be used for purposes authorized by the CARES Act as indicated in this application with the required documentation.

I also certify that:

- The non-profit or civic organization provided services to the residents of the Aleutians East Borough in 2019.
- I understand that it is the sole responsibility of the applicant to determine or seek independent advice as to the tax implications of receiving CARES Act funds.
- I understand that receiving these funds may affect the applicant's eligibility to receive other COVID-19 related financial assistance.
- I have read and understand the questions and statements on this application.

- I understand that I may be required to assist in the verification of information provided in this application and to provide additional information to the Borough, if requested.
- In the event that the funds are used fraudulently or in an improper manner, the applicant is responsible for the full repayment of funds.
- I certify that the information provided in this application is true and accurate and understand the penalties for giving false information.
- I understand that knowingly making a false statement to obtain this funding is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to $250,000 or under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than $5,000 and State Law penalties.
- I understand that the Borough retains the right to deny any application in the best interest of the Borough.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Application Submission and Deadlines

Applications will be accepted between September 15, 2020 through October 30, 2020. The application deadline is **5:00 p.m. on October 30, 2020**.

Applications can be submitted as follows:

- **Mail**: 3380 C Street, Suite 205 Anchorage, AK 99503
- **Email**: covid19@aeboro.org
- **Fax**: (907) 276-7569

Incomplete applications will be rejected.

Please contact Anne Bailey, Borough Administrator, with any questions regarding the application process at (907) 274-7580 or covid19@aeboro.org.

Appeal Process

If an application is denied, the Applicant has 5 business days after the receipt of the denial letter sent by certified mail to file an appeal via fax or email. To make an appeal, please provide Espelin & Associates, llc with a letter stating the reason for the appeal and include any necessary documentation to support the appeal. Espelin & Associates, llc will respond within 5 business days with a decision or to set up a meeting if more information is required. The decision of Espelin & Associates, llc is final. Appeal letters can be submitted via fax at 1-866-779-0840 or email at cpa@espelinllc.com.

NON-PROFIT AND CIVIC ORGANIZATION RELIEF PROGRAM APPLICATION

PART 1 - APPLICANT CONTACT INFORMATION		
Date Submitted:		
Non-Profit or Civic Organization Name:		
Contact Name:		
Contact Mailing Address:		**AEB USE ONLY**
Contact Phone Number:		
Contact Email Address:		
Physical Address of Non-Profit or Civic Organization:		Application No.: _____ Date Received: _____
IRS Taxpayer Identification Number:		Date Approved: _____

PART 2 - Non-Profit or Civic Organization Information

Entity is a:

☐ Non-Profit Organization ☐ Civic Organization

If you are a Non-Profit, select which type of IRS certification your non-profit holds:

☐ 501(c)(3) Charitable Organization

☐ 501(c)(4) Social Welfare

☐ 501(c)(5) Labor, Agricultural or Horticultural Organization

☐ 501(c)(6) Trade or Professional Organization

☐ 501(c)(19) or (23) Veterans Organization

☐ 501(e) Cooperative Hospital Service Organization

☐ 501 (k) Child Care Organization

☐ Other (please specify)

*(Faith-based nonprofits are eligible, so long as they provide services that are promoted and available to the general public without regard to religious affiliation. Non-profit organizations "that are principally engaged in teaching, instructing, counseling, or indoctrinating religion or religious beliefs, whether in a religious or secular setting, or primarily engaged in political or lobbying activities" are not eligible (as per 13 CFR § 120.110(k) in the Code of Federal Regulations).

If you are a Civic Organization, specify what you are:

Did your non-profit or civic organization provide services to the residents of the Aleutians East Borough in 2019?*

☐ Yes ☐ No

***If you answered no above, the applicant is not eligible for funding.**

Provide Borough mailing address and/or any physical location from which the non-profit or civic organization provides services within the Borough:

PART 3 - COVID-19 Impacts

How have you been impacted by COVID-19? Please select all boxes that apply and provide a description in the comment box.

		Comment:
Full or Partial Closure Due to Local/State Emergency Orders/Mandates:	☐	
Loss of Revenue Due to COVID-19:	☐	
Additional Operating Expenses for Reopening:	☐	
Additional Expenses to Protect the Staff and the Public:	☐	
Expanded or Incurred Costs to Address Community Health, Safety, Social, and/or Economic Needs Related to COVID-19:	☐	
Other:	☐	

PART 4 - Required Documentation

The following documents have been provided:

- ☐ IRS Form from either 2018 or 2019 or other documentation showing the entity's tax-exempt status
- ☐ W9

PART 5 - Acknowledgement

By signing this application, I certify under penalty of perjury and false swearing that my answers are correct and complete to the best of my knowledge.

I also certify that:

-The non-profit or civic organization provided services to the residents of the Aleutians East Borough in 2019.
-I understand that it is the sole responsibility of the applicant to determine or seek independent advice as to the tax implications of receiving CARES Act funds.
-I understand that receiving these funds may affect the applicant's eligibility to receive other COVID-19 related financial assistance.
-I have read and understand the questions and statements on this application.
-I understand that I may be required to assist in the verification of information provided in this application and to provide additional information to the Borough, if requested.
-In the event that the funds are used fraudulently or in an improper manner, the applicant is responsible for the full repayment of funds.
-I certify that the information provided in this application is true and accurate and understand the penalties for giving false information.
-I understand that knowingly making a false statement to obtain this funding is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to $250,000 or under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than $5,000 and State Law penalties.
-I understand that the Borough retains the right to deny any application in the best interest of the Borough.
-I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Printed Name	Signature	Date

Applications may be submitted between September 15, 2020 to October 30, 2020 to covid19@aeboro.org; 3380 C Street, Suite 205 Anchorage, AK 99503 or via fax at (907) 276-7569.