

CITY OF APPLETON
ARPA PHASE ONE NONPROFIT GRANT APPLICATION
COMMUNITY EVENTS THAT ASSIST OTHER NONPROFIT
ORGANIZATIONS



PROGRAM OVERVIEW

The American Rescue Plan Act (ARPA) was signed into law by President Biden on March 11, 2021. This new federal COVID-relief package includes direct funding to municipalities through the U.S. Treasury Department to respond to the public health emergency and its negative economic impacts, and the safety, health and opportunity for all within our communities, with a focus on those most harmed by COVID-19. Additional information can be found at [U.S. Treasury Department](https://www.treasury.gov).

The City of Appleton Common Council, on November 3, 2021, approved Phase One of ARPA Special Revenue funds which include \$250,000 in grants to local non-profit organizations that bolster the local economy, community wellness, and pandemic recovery. This grant is directed toward organizations that provide cultural opportunities for City of Appleton residents, as well as tourists, enriching our communities and stimulating economic activity. Please note this is Phase One; additional grants may be available based on identified community needs resulting from the pandemic moving forward. Grant funds can pay for specific project costs and/or general organizational expenses. Minimum grants will be awarded for \$10,000; maximum grants will be awarded for \$50,000. These grant funds will be limited to local 501 C (3) and 501 C (6) non-profit organizations.

U.S. TREASURY GUIDANCE

The U.S. Treasury Department issued an Interim Final Rule on implementation of the American Rescue Plan's Coronavirus State and Local Fiscal Recovery Funds, which outlined a number of eligible uses of this federal funding and how it may be used to respond to the public health impact of COVID-19, including:

***"Small Businesses and Non-profits.** ...small businesses and non-profits faced significant challenges in covering payroll, mortgages or rent, and other operating costs as a result of the public health emergency and measures taken to contain the spread of the virus. State, local, and Tribal governments may provide assistance to small businesses to adopt safer operating procedures, weather periods of closure, or mitigate financial hardship resulting from the COVID-19 public health emergency, including:*

- *Loans or grants to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;*
- *Loans, grants, or in-kind assistance to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and*
- *Technical assistance, counseling, or other services to assist with business planning needs."*

In addition, the Treasury Guidance further outlines eligible expenses as follows:

***"Aid to Impacted Industries.** ...certain industries, such as tourism, travel, and hospitality, were disproportionately and negatively impacted by the COVID-19 public health emergency. Aid provided to tourism, travel, and hospitality industries should respond to the negative economic impacts of the*

pandemic on those and similarly impacted industries. For example, aid may include assistance to implement COVID-19 mitigation and infection prevention measures to enable safe resumption of tourism, travel, and hospitality services, for example, improvements to ventilation, physical barriers or partitions, signage to facilitate social distancing, provision of masks or personal protective equipment, or consultation with infection prevention professionals to develop safe reopening plans. Aid may be considered response to the negative economic impacts of the pandemic if it supports businesses, attractions, business districts, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel, and hospitality industries and to business districts that were closed during the COVID-19 public health emergency, as well as aid for a planned expansion or upgrade of tourism, travel, and hospitality facilities delayed due to the pandemic.”

City of Appleton ARPA Phase One Community Events That Assist Other Non-Profit Organizations Grants are designed to provide additional, flexible resources to these important community entities sponsoring or participating in these events, consistent with the Treasury Guidance as outlined above. **No other Federal, State, or Local government assistance may have been received to cover the same expenses as these grant funds. Please note that a project report detailing how grant funds were utilized will be required for all grants awarded. Additional demographic data on populations served may be required if applicable to your specific program. This will be determined upon execution of the grant contract. These requirements are necessary for federal reporting and compliance purposes.**

ELIGIBILITY

Any nonprofit 501 C (3) or 501 C (6) that host community events that ultimately support and/or assist other businesses in the City of Appleton which currently provides year-round arts/culture/historical/entertainment opportunities or operate seasonal fairs, festivals or special events is eligible to apply for funding through this program.

APPLICATION PROCESS

Nonprofit organizations must complete and submit an application to be considered for grant funding. Complete applications must include answers to all questions. Completed applications or applicant questions may be e-mailed to ARPA@appleton.org or mailed to:

**City of Appleton Community & Economic Development Department
Attn: ARPA Grants
100 N. Appleton Street
Appleton, WI 54911**

Applications will be reviewed by the City of Appleton for completeness and all complete applications will be reviewed and scored by the City’s ARPA Team, which will make final grant award determinations. Applications submitted with incomplete information will receive one follow-up communication requesting any required information. If requested information is not provided within one business week, the application will not be processed.

DEADLINE

Grant applications must be received by **12:00 p.m. on Thursday, February 3, 2022** to be considered. All grant decisions and awards will be made **in March 2022**.

REQUIRED DOCUMENTATION

- Completed Application
- IRS Forms W-9 & 990
- Signed and dated Self-Certification

CONTRACTUAL AGREEMENT

Approved applicants will enter into a contractual agreement with the City of Appleton outlining the general obligations and reporting requirements. The resulting agreement for grant recipients will either be a Grant Agreement or Sub-Recipient Agreement, depending on the nature of the grant award. Either agreement will outline the allowable use and/or costs, performance period, and reporting requirements, as applicable. Recipients must comply with all of the City's terms and conditions. **Reporting requirements may vary but will be specifically tailored to the grant proposal and use of funds with the intent to streamline and minimize the burden on grant recipients while still complying with federal requirements. More specific reporting requirements will be determined upon execution of the grant agreement.**

FUNDING AS A PERCENTAGE OF EXPENSES

The City will not consider any funding request in excess of 25% of the organization's total annual expenses, as noted on their IRS Form 990.

LIMITED TERM OF SUPPORT

Applicants should understand that while there is a possibility of future ARPA grants based on community need due to the economic impact of the pandemic, there is no guarantee. Any grant awards should be considered one-time funding. The City is not obligated to provide additional funding beyond this grant cycle.

USE OF FUNDS

Grant funds awarded through this program must be expended no later than **November 30, 2022**. Any unspent funds must be returned to City of Appleton no later than **December 31, 2022**.

PUBLIC RECORDS

All applicants should be aware that any correspondence or applications received by City of Appleton are considered records and subject to public open records requests.

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GENERAL NONPROFIT APPLICANT INFORMATION

Name of Nonprofit Organization:

Address:

Primary Contact Person:

Title:

Phone:

E-mail:

Federal Employee Identification Number (Attach [IRS Form W-9](#) to Application):

Federal Form 990 (Attach [Federal Form 990](#) to Application):

DUNS Number (to look up or register for, click [here](#)):

Mission Statement:

Year-round or Seasonal:

Average Annual Visitors:

Percentage of Visitors City of Appleton Residents:

Was your venue/event closed/cancelled in 2020 and/or 2021 due to the COVID-19 pandemic?

2019 Revenue of Event:

2019 Revenue of Organization:

2020 Revenue of Event:

2020 Revenue of Organization:

Total Lost Revenue of Event due to Venue/Event Closure:

Total Lost Revenue of Organization if Different Than “of Event” due to Venue/Event Closure:

Total Annual Expenses in 2019:

Total Annual Expenses in 2020:

Total Budgeted Expenses in 2021:

Please briefly describe your nonprofit agency’s fiscal oversight/internal controls to minimize opportunities for fraud, waste, and mismanagement.

How does your nonprofit agency plan to segregate ARPA funds from other agency funds for purposes of identification, tracking, reporting and auditing?

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Please provide a brief narrative and attach supporting documentation regarding how your agency would utilize the grant funds, consistent with Treasury Guidance as outlined below.

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Aid may be considered response to the negative economic impacts of the pandemic if it supports businesses, attractions, business districts, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. For example, a recipient may provide aid to support safe reopening of businesses in the tourism, travel, and hospitality industries and to business districts that were closed during the COVID-19 public health emergency, as well as aid for a planned expansion or upgrade of tourism, travel, and hospitality facilities delayed due to the pandemic.”

Please note that no other Federal, State, Local or other assistance may have been received to cover the same costs.

BRIEF NARRATIVE

GRANT AMOUNT REQUESTED (Must be between \$10,000 and \$50,000)

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THE APPLICANT UNDERSTANDS:

1. This application and other materials submitted to the City may constitute public records subject to disclosure under Wisconsin's Public Open Records Law.
2. Submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program, and the applicant or its representative may be subject to civil and/or criminal prosecution.
3. Receipt of federal funds through this grant process requires recipient to agree to all rules, regulations, reporting and audit requirements associated with this federal program.

THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The information submitted to City of Appleton in this application is true and correct and I am authorized to submit this application on the agency's behalf.
2. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity.
3. The applicant has not received other federal, state, or local assistance for the same purpose as the applicant's intended use of grant funds or has not received full funding from other sources to cover related costs for those programs/services.
4. The applicant currently has no outstanding obligations or other liabilities payable to the City of Appleton.

Applicant Signature

Date

Print Signature

Title