



CITY OF WHITE BEAR LAKE COVID RELIEF PROGRAMS

Programs to assist the community during the pandemic



Non-Profit Relief Grant Program Frequently Asked Questions

I serve people in the City of White Bear Lake, but our offices are located elsewhere. Am I eligible for the Program?

No. We recognize many deserving organizations serve the residents of White Bear Lake, but unfortunately the available funding is limited and required difficult choices be made on eligibility guidelines to ensure the funding made a meaningful impact for the community. We would encourage you to inquire with your local government or county to see if they have grant funds available for non-profits. Please visit <https://www.whitebearlake.org/cares> for a more comprehensive list of programs and other opportunities for assistance that may benefit your organization.

My non-profit has two locations, one of which is located in White Bear Lake. Am I eligible to apply for the Program?

Yes. However, only eligible uses tied to the location in White Bear Lake are eligible.

My organization operates out of a building it owns and leases a portion of the building to a tenant. Am I eligible to apply to the Program?

Yes. As long as the lease payments are not your organization's primary source of income, you are eligible.

My organization's primary services and income are derived from owning commercial real estate or apartments. Am I eligible to apply to the Program?

No. If your organization's primary source of income is rental income (commercial or residential), you are not eligible for the Program. There are funds available for City of White Bear Lake residents who have lost income due to the pandemic and you may encourage them to apply for the resident assistance if they are behind on rent payments. More information is available at www.whitebearlake.com/cares under the Housing and Childcare assistance program.

I received funding through the SBA's PPP program. Can I apply for the White Bear Lake Business Relief Program as well?

Yes. You are eligible to apply for the White Bear Lake Business Relief Program, even if you received PPP funding. However, you must have eligible expenses for the White Bear Lake Business Non-Profit Grant Program that were not already covered by PPP proceeds (or proceeds from the other grant and loan programs listed in the Program guidelines). Organizations that have not received other grant or CARES Act funding will receive priority over those that have.

I received funding through other programs created by the federal CARES Legislation. Can I apply for the White Bear Lake Non-Profit Grant Program as well?

Yes. You are eligible to apply for the White Bear Lake Non-Profit Grant program, even if you received funding from the other sources created by the CARES Legislation. However, you must have eligible expenses for the White Bear Lake Non-Profit Program that were not already covered by other CARES ACT funding including EIDL Advance Grants (or proceeds from the other grant and loan programs listed in the Program guidelines). Organizations that have not received other grant or CARES Act funding will receive priority over those that have.

My organization has one paid executive, five full-time employees, and 10 part-time employees, am I eligible to apply for a \$10,000 award?

To determine your full-time equivalent employees (FTEs) you need to add all of the hours worked per year for each employee and divide by 2,080 hours. For example, if the executive and five employees are full time and the 10 part-time employees each work 20 hours per week: 6 full-time employees x 2,080 hours = 12,480 hours and 10 part-time employees x 1,040 hours = 10,400 hours; 12,480 + 10,400 = 22,880/2,080 = 11 FTEs.

My organization purchased masks, gloves, and hand sanitizer for employees. Is that an eligible use?

Yes. Any personal protective equipment purchases between March 1 and September 30, 2020 are eligible uses for the Program.

My organization added plexiglass shields between workspaces, upgraded the building's ventilation system, and put up signage to aid social distancing. Are these eligible uses?

Yes. Any building modifications related to COVID-19 that were made between March 1 and September 30, 2020 are eligible uses for the Program.

My organization purchased a new software program to provide online services to our client during the pandemic, and purchased laptop computers so employees could work from home during the stay at home order are these eligible expenses?

Yes. Any technology investments related to COVID-19 that were made between March 1 and September 30, 2020 are eligible uses for the Program.

Can I use funds to cover a portion of my marketing budget?

No. The funds cannot be used for any marketing expenses that were already accounted for in your budget. If marketing expenses were related to COVID-19 (such as making people aware of your safety procedures) and fell outside of expenses you had budgeted for, you can include those as an eligible expense.

My organization had more than 11 full-time equivalent employees and \$15,000 worth of eligible uses. Should I include the full \$15,000 in the application budget or should I stop at \$10,000 since this is the maximum grant award?

Applicants are encouraged to include all of their eligible expenses in the application budget, even if it exceeds the maximum grant award. Including the full amount of eligible expenses will help the City of White Bear Lake understand the full scope of the need in the local non-profit community.

How do I submit financial information to document my organization's revenue loss?

You will be asked to upload those and other related documents as part of the online application process.