



# CITY OF WHITE BEAR LAKE COVID RELIEF PROGRAMS

Programs to assist the community during the pandemic



## Non-Profit Relief Grant Program Guidelines

The purpose of the White Bear Lake Business Relief Program is to provide financial assistance to White Bear Lake non-profits who have been negatively affected by the COVID-19 pandemic.

The Program provides grants up to \$10,000 to eligible non-profits located in the City of White Bear Lake.

The Program has an initial allocation of \$100,000 and will prioritize non-profits that have not received grant relief through Ramsey or Washington Counties or grant or forgivable loan relief from the Minnesota Department of Employment and Economic Development's (DEED) Small Business Emergency Loan Program or Small Business Relief Grant Program.

### **Eligible Non-Profits**

To be eligible, non-profit organizations must:

- Be a registered Nonprofit Corporation with the Minnesota Secretary of State under Chapter 317A
- Have a physical location within the corporate boundaries of the City of White Bear Lake
- Demonstrate a minimum 20% revenue loss due to COVID-19 for the period March to June 2020 in comparison to March to June 2019 (organizations started after March 2019, must demonstrate a revenue loss for the period March to June 2020 in comparison to their first four months of operation)
- Must have been in operation since September 1, 2019
- Must have a minimum of 1 full time equivalent employee
- A minimum of \$100,000 in annual operating expenses (as demonstrated in the organization's most recent IRS Form 990 or most recent audited financial statements)
- Must be a registered non-profit (provide proof of registration status either through IRS filing forms or certification of non-profit status through the MN Secretary of State)

### **Ineligible Non-Profits**

The following are not eligible for the Program:

- K-12 Education institutions
- For-profit businesses
- Political organizations
- Religious organizations (Places of worship can apply for the House of Worship PPE grants)
- Non-profits that are out of compliance with any City and County ordinances, codes, or licensing at the time of application
- Non-profits whose primary source of income is from gambling, passive investments, property rentals, property management, or billboards
- Non-profits that derive any income from adult entertainment (as defined in municipal code 1124) or greater than 15% of their income from real estate transactions, or lobbying

## **Eligible Uses**

Non-profits may apply for grant funds to cover any of the following expenses (incurred between March 1 and September 30, 2020):

- Personal Protective Equipment
- Payroll
- Rent or mortgage payments
- Utilities
- Unbudgeted marketing costs related to COVID-19
- Building modifications related to COVID-19
- Technology investments or upgrades related to COVID-19

Grants cannot be used toward expenses that have been reimbursed through other grant awards or CARES Act funding sources (including but not limited to the Ramsey County Small Business Relief Fund, Washington County Small Business Relief Grant Program, Minnesota Department of Employment and Economic Development Small Business Emergency Loan Program, Minnesota Department of Employment and Economic Development Small Business Relief Grant Program, SBA Payroll Protection Program, and SBA Economic Injury Disaster Loan Program).

## **Grant Awards**

The maximum grant awards available are as follows (in no case shall award amount exceed amount of eligible uses):

- Non-profits with 1-10 full time equivalent employees or contractors are eligible for up to \$7,500
- Non-profits with 11 or more full time equivalent employees or contractors are eligible for up to \$10,000

## **Application Period**

Applications will be accepted from September 28 to October 12 (at 11:59 pm). The application to will be available under the Non-Profit Grant program section at [whitebearlake.org/cares](http://whitebearlake.org/cares).

## **Questions**

For questions on the application, please contact Tracy Shimek at [tshimek@whitebearlake.org](mailto:tshimek@whitebearlake.org) or (651) 762-4838