



LEON CARES

Leon CARES Nonprofit Assistance Grant Program

The Leon CARES Nonprofit Assistance Grant Program is providing direct assistance to support Leon County's local nonprofit community that have experienced financial impacts directly related to COVID-19. Eligible non-profit trust, corporation 501(c)(3) organizations based in Leon County, including those located within the City of Tallahassee, can apply to receive assistance to support expenses directly related to COVID-19 including employee wages, vendor bills, rent, utilities, signage/marketing to announce operational changes due to COVID-19, and safety costs.

Please note: Churches, associations, foundations, and political organizations do not qualify as a 501(c)(3). Churches under a current contract with a government entity to provide human services within Leon County are eligible for purposes of supporting the continued provision of such services.

Beginning on October 7, 2020, eligible nonprofit organizations can apply for assistance by completing a brief questionnaire form and attaching verifying documentation online through the Leon CARES Portal. Applicants with questions regarding the program can contact Leon County's Office of Financial Stewardship at (850) 606-5100.

Eligibility criteria

Applicants must currently be registered with the U.S. Department of Treasury and the State of Florida as a nonprofit trust, corporation 501(c)(3) organization established on or before March 16, 2020. Eligible nonprofit organizations must be based in Leon County and have experienced a 25% loss or more of revenue or increase in costs directly related to COVID-19.

Allowable Expenditures

- (1) **Operational/administrative costs including:** payroll, inventory/supplies, rent, mortgage, utilities, signage/marketing to announce operational changes due to COVID-19; and/or
- (2) **COVID-19 safety costs including:** PPE for employees or clients, hand sanitizer, cleaning products, deep cleaning services, equipment associated with establishing social distancing (e.g. plexiglass for point-of-sale, floor markings, signs, cordon and space arranging items).

Base Award Amounts

Eligible nonprofit organizations can receive a baseline funding award between \$5,000 - \$12,500, based on the number of employees as follows:

- 1-10 Employees: \$5,000
- 11-24 Employees: \$7,500
- 25-49 Employees: \$10,000
- 50-100 Employees: \$12,500



LEON CARES

Supplemental Award Amounts

Supplemental funding awards in addition to the Base Award are also available for “Hardest Hit” and “Rebounding” organizations, as described below:

- **“Hardest Hit” Organizations:** \$20,000 for organizations directly impacted by Florida’s Stay at Home Order (Accommodation & Food Services; Retail Trade; Arts, Entertainment, & Recreation; or Other Services) that can demonstrate at least a 50% revenue loss related to the economic effects of COVID-19.
- **“Rebounding” Organizations:** \$5,000 for organizations that certify that they hired two or more full-time or part-time employees since June 1, 2020. This can include either new hires or returning employees.

Required Documentation

- Applicants will be required to provide the following documentation with their application:
- Proof of 501(c)(3) status from the U.S. Department of Treasury
- Proof of registration as an active nonprofit corporation in the State of Florida
- W-9 form
- Documentation to verify number of employees (2019 Form 990 or payroll report/statement reflecting number of active payroll employees as of March 16, 2020)
- Organizations applying for a Hardest Hit supplemental award will be required to upload additional documentation to demonstrate a 50% revenue loss related to the economic effects of COVID-19

Need Help?

Additional information and frequently asked questions regarding program eligibility and required documentation can be found [here](#). Applicants with questions regarding the Nonprofit Assistance Grant Program can also contact Leon County’s Office of Financial Stewardship at (850) 606-5100. Resources for **FREE** assistance with your application submission are also available through the following local community partners:

- [United Partners for Human Services](#)
- [The Council on Culture & Arts](#)
- [Institute for Nonprofit Innovation and Excellence](#)