



INDIAN RIVER COUNTY

NON-PROFIT GRANT APPLICATION

Through the federal American Recovery Plan (ARP) Act funding program, the Indian River County Board of County Commissioners is providing **one-time grants of up to \$10,000** to qualifying non-profit organizations operating in Indian River County, negatively affected by the COVID-19 Pandemic (see Eligible List of Non-Profits).

The grant is limited to one application per non-profit, including organizations with multiple locations within Indian River County. Funds may be used for business-related expenses incurred after March 3, 2021. **Funds *may not* be used for the exact same expense that was paid by other federal programs for the same time period.** Applications will be accepted and processed until the funds are exhausted.

All completed grant applications will be submitted electronically to the Florida Small Business Development Center (SBDC) at Indian River State College (IRSC) for initial processing on the County's behalf. Once final approval is given, grant payments will be mailed by the Indian River County Finance Office.

To meet grant eligibility criteria, the non-profit must:

- Be a non-profit headquartered in Indian River County that was negatively affected by the COVID-19 Pandemic (see list of Eligible Non-Profits) by experiencing an increase in demand for services or costs to provide services such as PPE, enhanced cleaning, etc.
- Be registered as either a 501(c)(3) or 501(c)(4) and be in good standing with the State of Florida, IRS, County and/or United Way and had received its non-profit status prior to March 1, 2020
- Have 25 or fewer full time equivalent (FTE) employees, including the business owner
- Have been in operation since October 1, 2019
- Expect to return to full operations
- Have done business or received funding from either the United Way or Indian River County over the past 10 years (see list of Eligible Non-Profits)
- Have no active judgements, liens, bankruptcies, etc. against the organization or owner(s)
- Be current on all tangible personal property and/or real estate taxes
- Employ executive/administrative staff and have a Board of Directors
- Provide last 6 months of Board of Director meeting minutes
- Provide number of people served before and after COVID-19 (ex. March/April 2020 vs. March/April 2021)



- Provide proof that financial statements have been audited by a Certified Public Accountant (CPA)
- Provide a plan going forward to prove the intent to remain operational after the pandemic

Ineligible businesses include:

- Businesses with more than 25 FTE Employees
- Non-Profits headquartered outside of Indian River County
- Those not negatively affected by the COVID-19 Pandemic
- A non-profit that has applied for, or received, CARES Act grant funding from a municipality in Indian River County; or previously received a CARES Act grant from Indian River County or the United Way in excess of \$10,000. Grant funding received under \$10,000 will be deducted from the maximum amount paid under the non-profit assistance program.
- Funding for religious or political activities



ELIGIBLE NON-PROFITS

ALZHEIMER-PARKINSON ASSOCIATION OF IRC INC
AMERICAN SECURITY COUNCIL FOUNDATION
BIKE WALK INDIAN RIVER COUNTY INC
BOYS & GIRLS CLUB OF INDIAN RIVER COUNTY INC
CAMP HAVEN INC
CHILDCARE RESOURCES OF INDIAN RIVER INC
COALITION FOR ATTAINABLE HOMES INC
COMMUNITY CHURCH OF VERO BEACH
CORNERSTONE CHRISTIAN CHURCH OF VERO BEACH INC
CROSSOVER MISSION INC
CULTURAL COUNCIL OF INDIAN RIVER COUNTY INC
DASIE BRIDGEWATER HOPE CENTER INC
ECONOMIC OPPORTUNITIES COUNCIL OF INDIAN RIVER COUNTY INC
EDUCATION FOUNDATION OF INDIAN RIVER COUNTY INC
ENVIROMENTAL LEARNING CENTER INC
ENVIRONMENTAL LEARNING CENTER FOUNDATION INC
EVERY DREAM HAS A PRICE INC
FEED THE LAMBS ENRICHMENT PROGRAM INC
FIRST BAPTIST CHURCH OF VERO BEACH
FIRST CHURCH OF GOD OF VERO BEACH
FREEDOM JOURNEY MINISTRIES INC
FRIENDSHIP GATHERING INC
GIFFORD COMMUNITY CULTURAL AND RESOURCE CENTER
GIFFORD YOUTH ACHIEVEMENT CENTER INC
HABITAT FOR HUMANITY INTERNATIONAL INC
HELPING ANIMALS LIVE AND OVERCOME INC
HIBISCUS CHILDRENS CENTER INC
HUMANE SOCIETY OF VERO BEACH FLA
IGLESIA JESUCRISTO EL TODOPODEROSO INC
INDIAN RIVER COUNTY HEALTHY START COALITION INC
INDIAN RIVER COUNTY HISTORICAL SOCIETY INC
INDIAN RIVER COUNTY VETERANS MALL FOUNDATION INC
INDIAN RIVER GOLF FOUNDATION INC
INDIAN RIVER LACROSSE ASSOCIATION INC
INDIAN RIVER LAND TR INC
INDIAN RIVER SOCCER ASSOCIATION INC
INDIAN RIVER SPORTS COMPLEX INC
JUNIOR LEAGUE OF INDIAN RIVER INC
KASHI CHURCH FOUNDATION INC
KEEP INDIAN RIVER BEAUTIFUL INC
LITERACY SERVICES OF INDIAN RIVER COUNTY INC
LITTLE LEAGUE BASEBALL INC
LIVING LORD LUTHERAN CHURCH
MENTAL HEALTH ASSOCIATION IN INDIAN RIVER COUNTY INC
MENTAL HEALTH COLLABORATIVE OF INDIAN RIVER INC
MISS BS LEARNING BEES
PELICAN ISLAND AUDUBON SOCIETY INC
PROGRESSIVE CIVIC LEAGUE OF GIFFORD FLORIDA INC
PROMISED LAND ANGLICAN CHURCH INC
RIVERSIDE CHURCH
ROTARY CLUB OF VERO BEACH SUNRISE FOUNDATION INC
SAINT EDWARDS SCHOOL
SEBASTIAN AREA SOCCER ASSOCIATION INC
SEBASTIAN RIVER ROWING INC
SENIOR COLLABORATIVE OF INDIAN RIVER COUNTY INC
SENIOR RESOURCE ASSOCIATION INC
ST ELIZABETHS EPISCOPAL CHURCH INC
ST FRANCIS MANOR OF VERO BEACH FL INC
ST MARKS CHURCH OF IRC INC
ST PETERS ACADEMY INC
SUBSTANCE ABUSE COUNCIL OF INDIAN RIVER COUNTY INC
SUNSHINE REHABILITATION CENTER OF INDIAN RIVER COUNTY INC
THE ARC OF INDIAN RIVER COUNTY INC
THE GIFFORD FLORIDA YOUTH ORCHESTRA
THE HOPE FOR FAMILIES CENTER INC
THE LEARNING ALLIANCE INC
THE SEBASTIAN LIONS CHARITY FOUNDATION INC
TREASURE COAST COMMUNITY HEALTH INC
TREASURE COAST HOMELESS SERVICE COUNCIL INC
TREASURE COAST RUGBY FOUNDATION
UNITED AGAINST POVERTY INC
UNITED WAY OF INDIAN RIVER COUNTY INC
VERO BEACH AMATEUR RADIO CLUB INC
VERO BEACH FIREFIGHTERS ASSOCIATION INC
VERO BEACH FOUNDATION GATORS FOOTBALL AND CHEER CORPORATION
VERO HERITAGE INC
VETERANS COUNCIL OF INDIAN RIVER COUNTY
VISITING NURSE ASSOCIATION OF INDIAN RIVER COUNTY INC
WILLIS SPORTS ASSOCIATION INC
YOUTH GUIDANCE DONATION FUND OF INDIAN RIVER COUNTY





APPLICATION

Indian River County ARP Act Non-Profit Assistance Grant

All of the documents listed below *must* accompany your completed application (please scan them into one pdf document). If all items are not included, it may cause a delay in processing your application.

DOCUMENT CHECKLIST – HAVE YOU INCLUDED

- State of Florida business registration from the Florida Division of Corporation showing the business is registered in Indian River County; visit www.Sunbiz.org for assistance (except for 1099 employees)
- A copy of the business owner's(s) Driver's License or other photo government-issued identification
- Full employee list as of March 3, 2021, noting if full-time or part-time (wage information is not needed)
- Completed and signed current IRS W-9 form - Request for Taxpayer Identification Number and Certification (visit the [IRS website](#) for assistance)
- Documentation verifying increased costs due to COVID-19 (Profit & Loss, QuickBooks, copies of FL Dept. of Revenue monthly sales reports, Merchant Services reports) or increase in service demand
- Brief explanation of the proposed use of grant funds
- Registered with the Florida Small Business Development Center at Indian River State College
- Financial Statements for the most recent fiscal year

Complete the application, and email it with the required documentation as listed above, to: fsbdc@irsc.edu

Tom Kindred, Regional Director
FL Small Business Development Center at IRSC

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.





APPLICATION

ARP Act Non-Profit Assistance Grant

Non-Profit Information

Full Legal Business Name:

Please indicate your business structure (Choose one):

- 501(c)(3)
- 501(c)(4)

Non-Profit Phone Number: _____ Cell Phone Number: _____

Current Non-Profit Address: _____

City: _____ State: FL Zip: _____

Mailing Address, if different from above

NOTE: Be sure to provide your preferred mailing address on your completed W9 form; this is where the grant check is mailed if your application is approved.

Non-Profit Website: _____

Primary E-mail Address: _____

Primary Executive's Name: _____

Additional Executives' Names: _____

Description of non-profit and products/services offered:



Qualifying Questions

Was your non-profit registered and operational in Indian River County, FL as of 10/1/2019? Yes No

Is your non-profit locally or independently owned?

Yes No

How many FTE employees, including yourself, does your non-profit have?

Full-time (30+ hours/week) _____ Part-time _____

(NOTE: 2 part-time employees equal 1 full-time FTE)

Is the non-profit in good standing? (i.e. no active judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, convicted felons, court costs or criminal victim reimbursement programs)

Yes No

Have you applied for, or received, CARES Act grant funding from a municipality in Indian River County, FL or the United Way? Yes No

Amount of funds you are requesting (maximum \$10,000 less any funds previously received per the previous question) _____

Briefly explain how you intend to use the grant funds. **NOTE: Funds *may not* be used for the exact same expense that was previously paid by other federal programs**

Grant Information

This is a grant program, so no payback is required. Funds may be used for expenses during the period of March 3, 2021 through December 31, 2021. These funds may be considered taxable income, so please contact your tax professional for guidance.

There is no deadline to apply. The Indian River County Non-Profit Assistance Grant has a limited amount of funds available and applications will be accepted until funds are exhausted.



Funds may not be used for the exact same expense that was reimbursed by another federal program.

NOTE: If you have applied for and/or received grant funding from a municipality within Indian River County or the United Way, you are only eligible to apply for and receive up to \$10,000 which includes any previous funds awarded from CARES Act funding.

These are limited funds that will be distributed on a first-submitted and eligible application basis. **Please submit your application online in its entirety, including required documentation, to:**

fsbdc@irsc.edu

**Tom Kindred, Regional Director
Florida Small Business Development Center at IRSC**

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.



Grant Compliance

If you do not comply with the requirements listed below and submit proper documentation, you will be responsible for repaying the grant in full.

Grant recipients must submit supporting documentation that they have registered with Florida SBDC within one month of submission of application as part of the Grant compliance. [Click Here to Register](#)

By clicking the Submit button below, I agree to the following terms and conditions.

The Applicant agrees that neither Indian River County nor the FL Small Business Development Center at IRSC assume any responsibility for the success or failure of the Applicant's existing non-profit.

The information in this application is provided for the purpose of applying for the Indian River County Non-Profit Assistance Grant program. The information is accurate to the best of the Applicant's knowledge. The Applicant understands that personal and/or business information may be requested pursuant to this application and hereby grants consent for such information to be provided to Indian River County.

I (we) understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001, and shall entitle the County to receive a return of any funding provided hereunder, in addition to any other remedies it may have against Applicant at law or in equity.

I (we) further understand that, pursuant to Section 92.525, Florida Statutes, a person who knowingly makes a false declaration thereunder is guilty of the crime of perjury by false written declaration, a felony of the third degree, punishable as provided in Sections 775.082, 775.083 or 775.084, Florida Statutes.

The submitted application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. The Applicant acknowledges, understands, and agrees that, except as noted below, all information in the application and attachments will be disclosed, without any notice to the Applicant, if a public records request is made for such information, and neither Indian River County nor the FL Small Business Development Center at IRSC will be liable to Applicant for such disclosure.



Social Security numbers are exempt from the public records law pursuant to Section 119.071, Florida Statutes.

If the Applicant believes that the information in their application, including attachments, contains information that is confidential and exempt from disclosure, the Applicant must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by the Applicant as exempt from disclosure is in fact exempt, and if the County disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein. Additionally, the Applicant agrees that in the event that money is provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. The Applicant shall fully cooperate with the County or its agent and timely respond to any requests for such records.

Without limiting the generality of the foregoing, the Applicant specifically acknowledges and agrees that, if awarded funds pursuant to this application, the County, and any duly authorized agents or representative of the County are entitled to examine documentation which concern or relate to this Application at any and all times during normal business hours upon request.

Under penalties of perjury, I, the Applicant(s), declare that I have read the foregoing application and that the facts provided are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.



Acknowledgement & Signature

Completion and submission of the application by the Applicant to Indian River County via the FL Small Business Development Center at IRSC is merely a request for grant funds and shall not be construed as an approval nor commitment by Indian River County.

Printed Name(s) _____

Authorized Signature(s) _____

Date _____

Please submit your application online in its entirety, including required documentation, to: fsbdc@irsc.edu

**Tom Kindred, Regional Director
FL Small Business Development Center at IRSC**

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.

Click [here](#) to register with the FL Small Business Development Center (SBDC) at IRSC

The SBDC will notify you if your application is deemed ineligible.

Once recommended for approval, the SBDC will forward your application to Indian River County staff for final review and grant disbursement. Please allow approximately 3+ weeks for processing.

