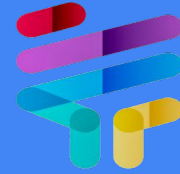


# ARPA Cambridge Nonprofit Recovery Fund Info-session

1/31/23 & 2/1/23



WILLKOMMEN स्वागत  
欢迎 BIENVENIDA  
**WELCOME**  
BIENVENUE ようこそ  
добро пожаловать  
ترحيب BEM-VINDO

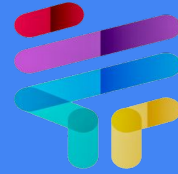
## Introduce yourself in the chat

- Name, organization, favorite song to lift your spirits

Take nothing less -  
not even second best  
do not obey -  
you must have your  
say  
You can pass the test  
Just move on up

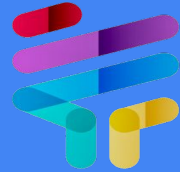
I have to praise you  
I have to praise you  
I have to praise you

# Please note...



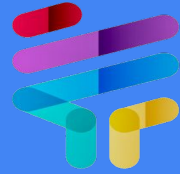
- Welcome! Introduce yourself in the chat with name and organization
- We are recording this session, and will post video and share the slides
- Please stay on mute if you are not speaking
- Ask questions in the chat or live with the raise hand function at any point
- If you need closed captioning, go to:
  - The bottom of Zoom screen, MORE, then caption settings and select 'show captions'

# Agenda



1. Who is in the room
2. Overview of ARPA Cambridge Nonprofit Recovery Fund
3. Conduit Government Relations- TA provider
4. Application Process
5. Eligibility + Documentation
6. Examples of Required Documentation
7. Q&A

# Who we are

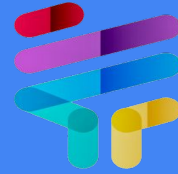


- Cambridge Nonprofit Coalition (CNC)

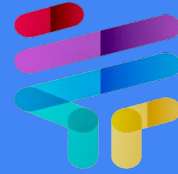
Joined by:

- Conduit Government Relations
- City of Cambridge

# Getting to know you



# ARPA Cambridge Nonprofit Recovery Fund

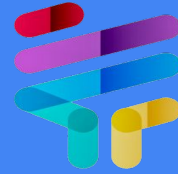


American Rescue Plan Act (ARPA) is Federal aid provided to states and localities to respond to public health and economic impacts of the COVID-19 pandemic

## ARPA Cambridge Nonprofit Recovery Fund

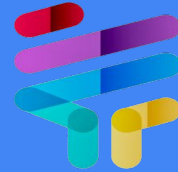
- Grant program administered by the City of Cambridge with ARPA \$\$\$
- Goal: Address negative economic impacts and increased operating costs of the pandemic on nonprofit sector
- \$6 million available
- Grants up to \$150,000 for a wide range of Cambridge organizations, based on the availability of funds.

# The approach



- Designed program according to feedback from nonprofit leaders
  - Surveyed nonprofit leaders in Cambridge
  - Widespread negative economic impact and operating costs of pandemic
  - Decreased staff capacity
- Grant program features:
  - Focus on economic loss and increased operating costs rather than a specific project/program
  - Limited reporting requirements
  - Built in support for applicants

# Conduit Government Relations



Strategic communications and government relations firm engaged to:

- Review applications and provide funding recommendations to the City of Cambridge
- Provide technical assistance to applicants before and during application process
- Worked with CNC and City of Cambridge to design and implement the program. The Conduit Team has over 50 years of experience with federal grant programs



# Application Process



## Application period:

- Fund open: Expected to open in Feb for 60 days
- Obligation of funds by: December 31, 2024 (Decisions on applications will be done immediately after the closing of the application period)
- Use funds by: December 31, 2026

## Partner roles:

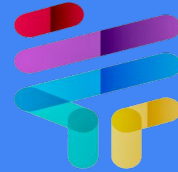
- CNC: outreach and advocacy
- Conduit: technical assistance and application review and funding recommendations
- City of Cambridge: final funding decisions and allocation of funds

# Eligibility



- 501(c)3 or 501(c)19 organization, or has a fiscal sponsor that is a 501(c)3 or 501(c)19 organization
- Unique Employee Identifier (UEI) number or proof of application (<https://sam.gov/content/home>)
- Has a verifiable location with a Cambridge zip code
- Can expend the funds by the deadline of December 31, 2026 upon entering grant agreement
- Experienced or is projected to experience, a negative economic impact as a result of the COVID-19 pandemic, demonstrated by revenue loss or increased operating costs that can be verified by financial documentation within the eligible time frame of March 3, 2021 and December 31, 2024

# Basic Eligibility Documentation



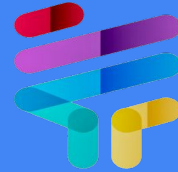
IRS determination letter to verify nonprofit status

List of all other COVID-19 loans/grants received including reason and dollar amount

Federal Unique Employee Identifier (UEI) number or proof of application  
(<https://sam.gov/content/home>)

Any documentation that verifies revenue decrease/operating expense increase incurring beginning **March 3, 2021-December 31, 2024**

# Documentation to demonstrate loss



**\*The documentation does not have to be audited, but must be accurate and verifiable**

Previous loss - profit and loss statements

Projected loss - projected budget for the year(s) loss will occur

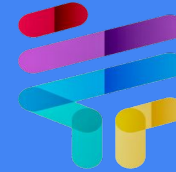
Operational - recent invoices, bills, agreements, etc.

Staffing costs - proof of payroll (recent pay or wage statement, bank statements, proof of paystubs), proof of payment of contractors/consultants

Decrease in revenue - documentation of cancelled fundraising events and/or periods of closure and limited operations



# Examples of loss and related documentation

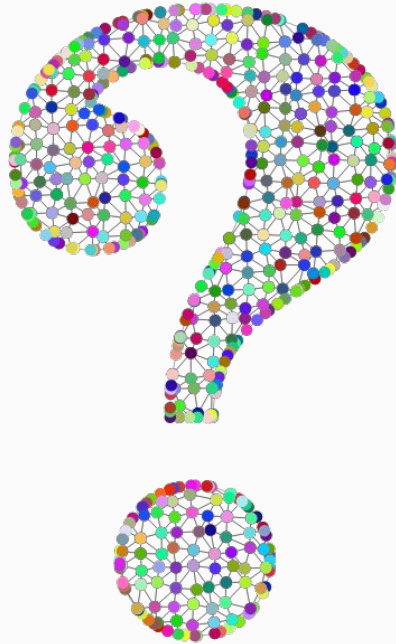
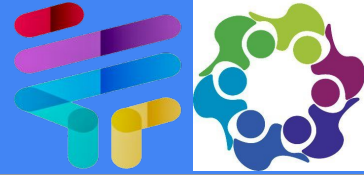


You can also present actuals compared to current and future budgets, highlighting anticipated or potential losses.

Cambridge Example Association Budget Comparisons 2022-2024 - ARPA Request				
Organization Name	Cambridge Example Association			
Federal ID #	#####			
Budget Period	Start Date	End Date		
	1/1/2022	12/31/2024		
	This Request	Total Organizational Budget 2022 Final	Organization al Budget 2023 Approved	Organization al Budget 2024 Projected
<b>Income Sources</b>				
Government Contracts and Grants	160,000	\$169,241	\$155,000	\$155,000
Foundation and Corporate Grants		\$445,504	\$460,480	\$460,480
United Way	-	\$0	\$0	\$0
Individual Contributions	-	\$121,220	\$125,000	\$125,000
Earned Income	-	\$1,400	\$1,000	\$1,000
Events	-	\$113,370	\$86,500	\$90,000
Other Income	-	\$135,000	\$88,260	\$88,260
<b>Total Income</b>	<b>160,000</b>	<b>\$985,735</b>	<b>\$916,240</b>	<b>\$921,480</b>

23	<b>Expenses (fill in your own line items here)</b>				
24	Program Partner Fees		\$16,298	\$18,800	\$19,500
25	User Fees		\$66,596	\$30,000	\$32,500
26	Furniture and Equipment and Equipment Rental		\$13,968	\$4,500	\$4,500
27	Dues / Memberships		\$1,199	\$1,500	\$1,500
28	Licenses & Fees		\$1,553	\$1,800	\$1,900
29	Travel		\$2,100	\$3,000	\$3,200
30	E-Commerce Fees and Advertising		\$3,446	\$3,000	\$3,000
31	Event & Fundraising		\$6,597	\$7,200	\$8,000
32	Insurance - Other		\$12,180	\$13,250	\$14,000
33					
	Occupancy Rental and Parking	12,000	\$43,983	\$44,020	\$45,020
34	Office Supplies		\$3,000	\$3,000	\$3,000
35	Postage and Delivery		\$2,111	\$2,500	\$2,650
36	Printing and Reproduction		\$146	\$1,000	\$1,000
37	Professional and Accounting/Audit/Legal Fees		\$29,300	\$12,100	\$13,000
38	Food		\$9,283	\$18,852	\$20,000
39	Program Supplies		\$8,538	\$18,000	\$20,000
40					
	Salaries & Benefits & Payroll Processing	114,000	\$603,643	\$734,396	\$772,200
41	Software and Subscription Services		\$11,451	\$12,000	\$12,000
42					
	Transportation	34,000	\$49,579	\$77,800	\$81,700
43	Miscellaneous		\$7,749	\$11,590	\$11,000
44	<b>Total Expenses</b>		<b>\$892,720</b>	<b>\$1,018,308</b>	<b>\$1,069,670</b>
45					
	<b>Excess of Expenses over Revenue</b>	<b>160,000</b>	<b>\$93,015</b>	<b>-\$102,068</b>	<b>-\$148,190</b>

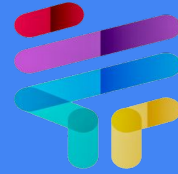
# Q&A



To ask questions:

- Use the 'raise hand' function in Zoom- we will call on you to unmute
- Put your question in the chat

# Thank you!



Please complete a short survey - you will be directed when meeting ends.