Introduce yourself in the chat

- Name, organization, favorite song to lift your spirits
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
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
### Statements of Cash Flows can be used to show budget expectations vs. lost revenue/increased expenses.

<table>
<thead>
<tr>
<th>Period</th>
<th>Income</th>
<th>Budget</th>
<th>Actual</th>
<th>Discrepancy</th>
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<tbody>
<tr>
<td>Jan</td>
<td>2,500</td>
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<td>Feb</td>
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<tr>
<td>Mar</td>
<td>2,250</td>
<td>1,800</td>
<td>1,500</td>
<td>300</td>
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<td>Apr</td>
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<td>Dec</td>
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</tbody>
</table>

**Total Income**

**Total Discrepancy**

**Total Income:** 27,000  
**Total Discrepancy:** 5,000  
**Net Income:** 22,000

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### Examples of loss and related documentation

- **Program Income**
- **Fundraising**
- **Grants**
- **Investment Income**
- **Total Income**

**Net Income:** 22,000
Examples of loss and related documentation

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