

FAQs

1. Q: What are the eligibility requirements for this program?

A: A non-profit organization must:

- Be tax-exempt under IRC 501 (c)(3), 501(c)(6), or 501(c)(19)
- Incurred costs due to the impacts associated with COVID-19, including but not limited to human service organizations (i.e. meeting basic needs, family support, mental health services, etc.), senior service organizations, youth outreach and engagement organizations, educational organizations, arts and culture organizations, and environmental and animal welfare organizations
- Principal office is located and operated in Huntington Beach
- Has at least one board member who is domiciled in Orange County, California
- Currently has a valid business license in the City of Huntington Beach
- Has been negatively affected by Coronavirus (COVID-19)
- Does not promote, sell, or advertise any products, ideas, or services that fail to comply with all applicable laws, acts, regulations, rules and ordinances
- Is not under current governmental investigation nor currently a party to a civil or criminal matter
- Does not have any outstanding violations, citations or other issue that would put them in a situation other than in good standing with the City
- Home based nonprofit organizations are not eligible for the grant
- Complies with all grant funding requirements included in the Subrecipient Agreement with the County of Orange
- Per Federal guidelines, eligible businesses are those that meet at least one of the following criteria
 - Revenues must be down more than 25% since the start of the COVID-19 Pandemic
 - Must have laid off at least 1 part-time or full-time employee

2. Q: What can I use the funds for or what are reimbursable costs?

A: You may only use the funds for rent/lease payments, mortgage interest payments, utilities, personal protective equipment, payroll, and other COVID-19 related operational or safety expenses incurred from December 31, 2020 to June 30, 2021. Please refer to the Dos and Don'ts and Sample Expense files for additional guidance.

3. Q: How much can I apply for?

A: \$5,000, \$7,500 or \$10,000

4. Q: When can I apply?

A: The application period opens May 24, 2021 at 8:00 A.M. The Deadline is May 28, 2021 5:00 P.M.

5. Q: If I want to create an account with SurveyApply before the program goes live, can I do that?

A: Yes, just go to <https://ndc.smapply.io/> and click on the green Register button on the right hand corner.

6. Q: How do I apply?

A: Click on the link on the Huntington Beach website and it will take you to the online application. Please read the cover page to make sure you qualify before clicking on "Apply". Then you will:

- a. Fill in the legal name the nonprofit organization and (if applicable) the DBA.
- b. If you do not have an account yet, please click "Register" button on the top right corner.
- c. Once you are registered, please make sure that you are applying for the Huntington Beach COVID-19 Nonprofit Organization Grant Program.

The forms you will fill out are as follows:

- d. Please fill out the nonprofit organization information form.
 - i. Legal name of the nonprofit organization
 - ii. DBA (if different from legal name)
 - iii. Tax ID Number
 - iv. Active Huntington Beach license number
 - v. Number of employees
 - vi. Business address (principal office must be located and operated in Huntington Beach to qualify for the grant)
 - vii. Mailing address (if different)
 - viii. Select the applicable 501 category (qualified nonprofit organizations are entities that are tax-exempt under IRC 501 (c)(3), 501(c)(6), or 501(c)(19))
 - ix. Upload the IRS determination letter confirming the tax exemption status and 501 type. Instructions on how to obtain copies of the exemption determination letter from IRS can be found here:
<https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs>
- e. Please fill out the expenses report summary.
 - i. Did you purchase Personal Protective Equipment (PPE)? If yes, please upload receipts reflecting the amount you are requesting.
 - ii. Are you requesting rent? If yes, please upload evidence of rent. Please see the sample documentation for additional guidance.
 - iii. Payroll? If yes, please upload documentation evidence.
 - iv. Utilities? If yes, please upload documentation evidence

- f. Please upload your Huntington Beach business license
- g. Please use the link on the task “W9 Form” to access the W9 Form. Please download, fill out, sign and upload the signed form.
- h. Please review and check off the acknowledgment and certification form. If you can’t answer yes to everything in the “Program Eligibility Section”, you DO NOT qualify. If you do not agree with each statement in the “Expense Eligibility Section”, you DO NOT qualify.
- i. If you are able to answer yes to all the statements, please fill in the board member section, sign and date your acknowledgment and certification form.

7. Q: What if I need someone else to help with my application?

A: You should be able to add a “Collaborator” to help you with the application. This person cannot access some portions of the application though, as they are required to be signed and certified by the owner.

8. Q: Why can I not modify the Copy of the Huntington Beach Business License or the Acknowledgment and Certification sections before I complete some previous sections?

A: There are prerequisites needed to be completed before moving on to the next section. Please make sure to fill in all of the requested information and at the bottom select “Mark as Complete.”

9. Q: How do I submit my application?

A: To submit your application you must complete all of the required tasks within the application. Once all of the tasks are completed, select the Review & Submit button. Review all application materials. Once reviewed, click Submit Your Application.

10. Q: I submitted an application but did not receive a confirmation email?

A: Please check your spam/junk folder. Ensure that noreply@mail.smapply.io is added to your safe sender list within your email account. If you have not received a confirmation email, contact the program administrator at biz-grants@surfcity-hb.org to confirm if your application was successfully submitted.

11. Q: How do I edit a completed task?

A: Click on the task you would like to edit. On the top right corner of the task, click on the icon and select More Options. Click Edit. Click Previous/Next to go through the pages to make any changes and click Mark as Complete on the last page. Please NOTE: You cannot edit once you have submitted.

12. Q: Why are my documents not uploading/saving? I get an error when uploading a file.

A: Please make sure your file is the acceptable format (pdf, .jpeg, .jpg), check the file size, and make sure the file is not encrypted or corrupted.

13.Q: I applied for the Huntington Beach COVID-19 Nonprofit Organization Grant Program but have not heard anything regarding the status of my application. What should I do?

A: If program staff need any additional information from you, they will reach out via email. Please monitor your email (and your spam and junk folders) for correspondence from NDC staff. You do not need to do anything regarding your application unless you are directly contacted by our program staff.

NOTE: You should be able to see the status of your application and where it is in the workflow.

14.Q: How long do I have to respond if NDC requests information or documents from me?

A: 3 business days.

15.Q: I was approved for the program but haven't received my funds yet. What do I need to do?

Verify that you have signed the grant agreement and submitted the wire information form. You must fill those items out once awarded and click submit to go to the final stages for funding.

If you have questions that have not been answered, please email your question to biz-grants@surfcity-hb.org.