



# Newton County, Georgia Non-Profit Grant Program

## PROGRAM OVERVIEW

### Program Scope

The Newton County Board of Commissioners approved a \$3.1 million fund to help non-profit organizations recover from the negative economic impacts of COVID-19. These programs are funded by Newton County's allocation of the ARPA/Coronavirus State and Local Fiscal Recovery Funds. The expenditure of these funds is subject to the eligibility requirements, rules and regulations set forth by the U.S. Department of the Treasury. This assistance will be awarded in 3 different grant opportunities, that each address a specific area. The grant programs are as follows:

**Newton County Non-Profit Assistance Grant Programs (NCNPAGP).** The NCNPAGP was established in response to the economic impacts experienced by non-profit businesses because of the COVID-19 pandemic and its lasting impacts on local non-profits. Funding for the NCNPAGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the County of Newton. The goal is to provide financial assistance to small non-profit businesses who have been in existence on or before March 3, 2021, with up to \$100,000 in grant funding, depending on the demonstrated pandemic impact on the non-profit and reimbursable reoccurring expenses demonstrated by the non-profit. Grant amounts are dependent upon documented reduction in total revenue (line 12 of Form 990) for the non-profit from 2020 and 2021 or 2021 and 2022. Eligible applicants should see a reduction in line 12 of their Form 990 between 2021 and 2020 or between 2022 and 2021. Grant assistance will preference non-profits in a Qualified Census Tract. The available funding is designed to improve or increase the services to constituents of Newton County in response to COVID-19 and allow the non-profits to adapt to direct and indirect challenges caused by the pandemic.

**Newton County Non-Profit Youth Engagement Grant Program (NCYEGP).** The NCYEGP was established in response to the economic impacts experienced by non-profit organizations serving the youth of Newton County. Some of the most effected citizens during the COVID-19 pandemic have been the youth (5-18 years old), and we acknowledge the needs of the organizations that service this demographic. Funding for the NCYEGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the County of Newton. The goal is to provide financial assistance to youth focused non-profit organizations, or non-profits with youth related programming who have been in existence on or before March 3, 2021, with up to \$50,000 in grant funding, depending on the demonstrated pandemic impact on the non-profit and reimbursable reoccurring expenses demonstrated by the non-profit. Grant assistance will preference non-profits in a Qualified Census Tract. The available funding is designed to improve or increase the services to the youth of Newton County in response to COVID-19 and allow the non-profits to adapt to direct and indirect challenges caused by the pandemic.

**Newton County Non-Profit Food Pantry Grant Program (NCFPGP).** The NCFPGP was established in response to the economic impacts experienced by non-profit organizations that provide much needed food to the citizens of Newton County. Some of the most effected citizens during the COVID-19 pandemic have been those struggling financially and with food insecurities that local non-profits have stepped up to assist. Funding for the NCFPGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by the County of Newton. The goal is to provide financial assistance to non-profit organizations, which have food pantries or food distribution programs who have been in existence on or before March 3, 2021, with up to \$30,000 in grant funding, depending on the demonstrated pandemic impact on the non-profit and reimbursable expenses demonstrated by the non-profit. Grant assistance will preference non-profits food pantries located in

a Qualified Census Tract. The available funding is designed to improve and increase the food pantry options in Newton County to address the increased food insecurity experienced by the most vulnerable citizens in Newton County.

**Grant Program Budget**

- Newton County Non-Profit Assistance Grant Programs (NCNPAGP) - \$2,000,000.00
- Newton County Non-Profit Youth Engagement Grant Program (NCYEGP) - \$500,000.00
- Newton County Non-Profit Food Pantry Grant Program (NCFPGP) - \$600,000.00

**Total Program Budget**

\$3,100,000.00

**Eligible Applicants/Businesses**

- Non-profit corporations (501(c)(3) status under the United States Internal Revenue Code) may submit applications.
- Non-profits operating within Newton County may apply.
- Non-profits must have been in operation on or before March 3, 2021, and still, be in operation currently.
- Non-profits in a Qualified Census Tract (QCT) will have award preference.
- Non-profits must possess the capacity to be successful with the use of American Rescue Plan Act funds.
- Non-profits must have a valid Federal Employer Identification Number (FEIN).
- Non-profits must have a current and active Occupational Tax Certificate from Newton County or from a City within the County (churches are exempt).
- Non-profits must be registered and in good standing with the Georgia Secretary of State.
- Non-profits must not currently be in bankruptcy.
- Non-profits must be current on all annual 990 taxes (churches are exempt).
- Non-profits must intend to stay in business for the following 12 months.

**Available Grant Amounts (Non-profits may be eligible for one, two, or all three programs)**

- \$100,000 (maximum) - General Non-Profit Assistance
- \$50,000 (maximum) - Youth Engagement
- \$30,000 (maximum) - Food Security

\*The county reserves the right to award less than the requested amount based on availability of funding.

**Funding Availability and Terms**

Funds are available as grants with a maximum request of \$100,000 per grant for general non-profit assistance, \$50,000 for youth engagement, and \$30,000 for existing food pantries. Grant amounts will be determined according to the documentation provided by the non-profit. Assistance amounts will be based on the fiscal impact of the pandemic upon the non-profit as determined by Newton County. Funds received will be capped by the total losses shown by the non-profit for the impacted criteria they are claiming.

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----- Please read this document in its entirety before you proceed -----

## General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

## Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

## Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (\*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

## Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that this email address will be used as the Primary Contact email address in your application form.

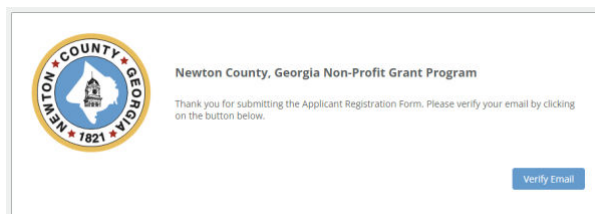


You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametrics-800652.workflowcloud.com/forms/fb741741-34bd-4ab5-8ae2-453cdc30e709> to begin the registration process.

2. Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

3. After submitting the registration form, you will receive a registration verification email from iParametrics <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the “Verify Email” button to complete the registration process.



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

4. After verifying your email, you will receive a registration confirmation email from Newton County <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be stated and saved, if additional time if needed. The below section, “Submit an Application Intake Form – To Start an Application” provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.

## Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

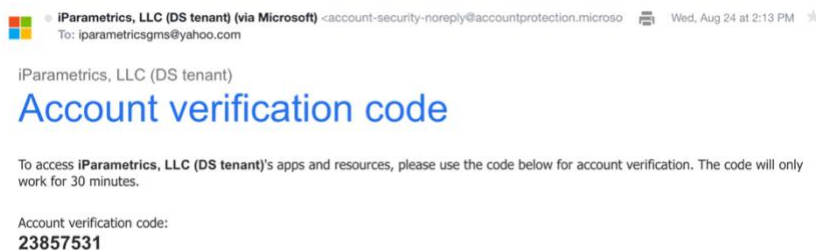
### To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
  - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.

3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
  - a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
  - b. Note that we do not save your password in our system.

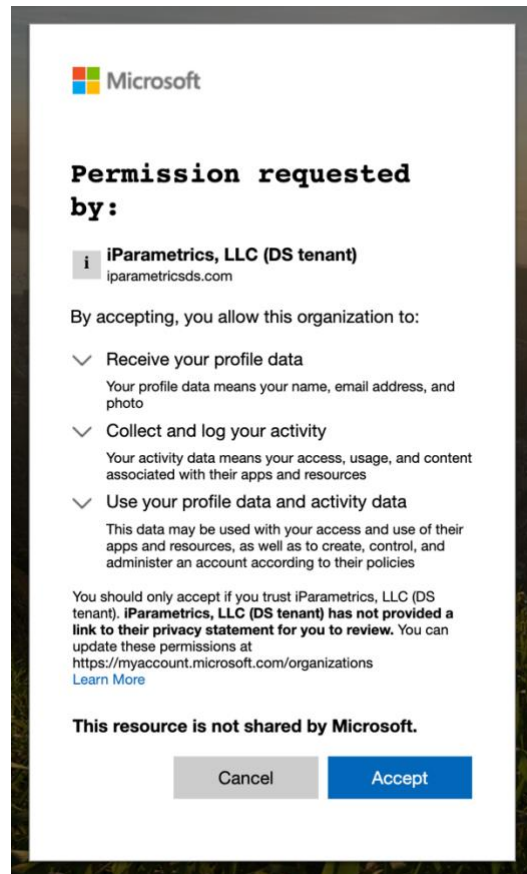
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParametrics LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.



- b. Log in using the one-time code.

- If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at [NewtonCountyNP@iParametricsDS.com](mailto:NewtonCountyNP@iParametricsDS.com) or by phone at (770) 631-5987. Phone hours are Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.



- Begin the application process by filling out the application form with all required information and supporting documentation.

**Newton County, Georgia Non-Profit Grant Program**  
Application Intake Form

These grants are adopted by the Newton Board of Commissioners and are funded by the Newton County's allocation of the American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds. The expenditure of these funds is subject to the eligibility requirements, rules and regulations set forth by the US Treasury Department and the US Office of Management of Budget (OMB).  
For more details go to: [www.iParametrics.com](http://www.iParametrics.com)

**BEFORE YOU GET STARTED**

Please refer to the [Program Overview and Application Instructions](#) document for detailed instructions on how to start, save, and continue your application and for a list of information and documents you will need to successfully submit the application.

**General Entity Information**

Name of Organization \*

Physical Street Address \*

City \* State \* Zip Code \*

The non-profit mailing address is different than the physical address

Date of Inception or Incorporation \*

Federal Entity Identification Number \*

SAM.gov UEI Number \*

Secretary of State Certificate Number (if applicable)

Please click [here](#) to check which Newton County district your non-profit is located in.  
What district is your non-profit located in? \*

**Newton County, Georgia Non-Profit Grant Program**

Please provide the below information for the business's Authorized Representative and Primary Contact.

**Authorized Representative:**  
The Authorized Representative will be required to sign the financial assistance agreement agreeing to comply with the terms and conditions of the Newton County, Georgia Non-Profit Grant Program

**Primary Contact:**  
The Primary Contact will serve as the main contact for the grant application, review, reporting and administration process

**Primary Contact Information**

Primary Contact Name \* Primary Contact Business Title \*

Primary Contact Email \*

Confirm Primary Contact Email \*

Primary Contact Phone \*

Primary Contact Mailing Address \*

City \* State \* Zip Code \*

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.
  - a. To complete the application in one-sitting, complete the form in its entirety, and click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
  - b. To save the application and continue at a later time, click on the “Save and continue” button at the bottom of the form. Please ensure that the “The form has been saved.” green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.



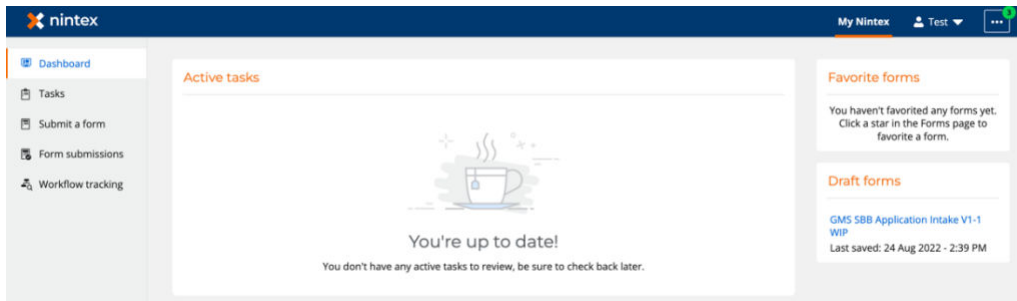
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



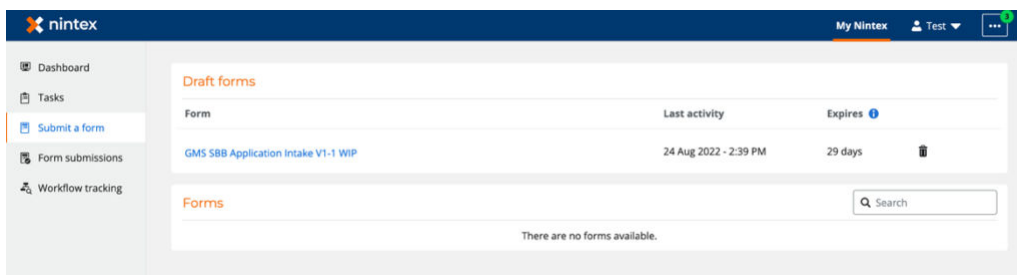
While the application undergoes the review process, a Case Manager may contact the Applicant using the ‘Primary Contact’ contact information if any additional information is needed. It is the Applicant’s responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

## To Continue on a Saved Application

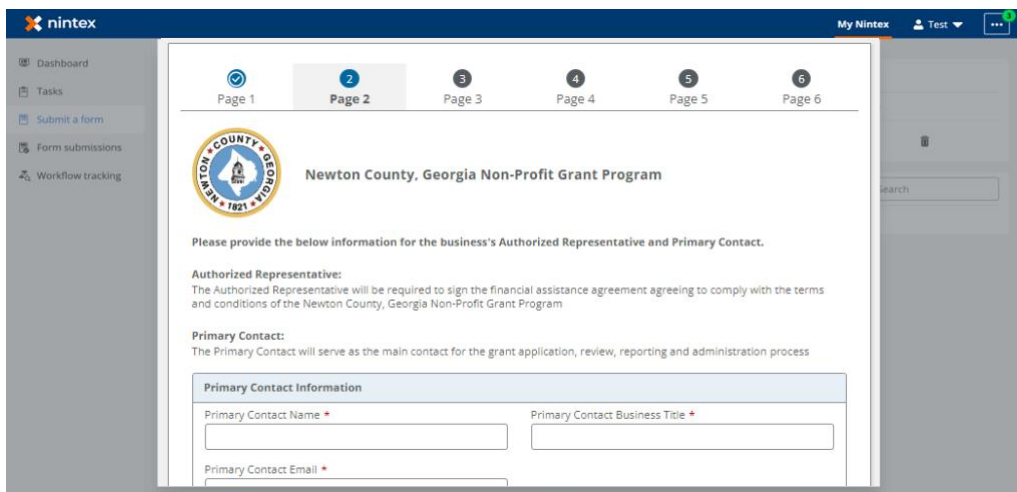
1. Click on the Application Continuation Link sent in the registration confirmation email.
  - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation menu on the left of the screen.



4. Click on your saved form under the “Draft forms” section at the top of the screen.



5. Continue filling out the application form with all required information and supporting documentation.



6. Continue to save and continue on the application as many times as necessary following “To Start an Application” Step 6 and all steps within “To Continue on a Saved Application.” Once the form has been completed in its entirety, click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.



All saved applications must be completed and submitted within 30 days from the date they are saved or they will be automatically deleted by the system.



## INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

### Application Information

- Name of Organization \*
- Physical Street Address, City, State, and Zip Code \*
- Mailing Street Address, City, State, and Zip Code
- Date of Inception of Incorporation \*
- Federal Entity Identification Number \*
- Secretary of State Certificate Number (if applicable)
- What district is your non-profit located in? \*
  - Please click [here](#) to check which Newton County district your non-profit is located in.
  - Choices include: District 1: Hon. Stan Edwards, District 2: Hon. Demond Mason, District 3: Hon. Alana Sanders, District 4: Hon. J.C. Henderson, District 5: Hon. Ronnie Cowan
- Has this organization ever declared bankruptcy or insolvency? \*

*If "Yes":*

  - Please provide details about the declaration and resolution, including year and duration \*
- Is the non-profit a church? \*
- Authorized Representative Name, Business Title, Email, and Phone \*
  - Authorized Representative will be required to sign the financial assistance agreement agreeing to comply with the terms and conditions of the Newton County, Georgia Non-Profit Grant Program
- Authorized Representative Mailing Address, City, State, and Zip Code \*
- Primary Contact Name, Business Title, Email, and Phone \*
  - Primary Contact will serve as the main contact for the grant application, review, reporting and administration process \*
- Primary Contact Mailing Address, City, State, and Zip Code \*
- Please describe your non-profit's history, mission, vision, and values \*
- Which grant(s) would you like to apply for? \*
  - Choices include: Newton County Non-Profit Assistance Grant Programs (NCNPAGP), Newton County Non-Profit Youth Engagement Grant Program (NCYEGP), Newton County Non-Profit Food Pantry Grant Program (NCFPGP) \*

#### *If "Newton County Non-Profit Assistance Grant Programs (NCNPAGP)"*

- Describe how your organization has been negatively affected by the COVID-19 pandemic \*
- Describe your project \*
- Describe how this grant will be used to assist your organization \*
- How many Newton County residents have been served or will your project potentially impact/serve? \*
- What is the project service area (you may use intersections or zip codes to describe the area of service)? \*
- Summarize how these funds will improve your organization's resiliency to future financial distress\*
- Has your organization received any federal assistance due to the COVID-19 pandemic from any source outside of this Program? \*

#### *If "Newton County Non-Profit Youth Engagement Grant Program (NCYEGP)":*

- Describe the problem impacting Newton County Youth your organization is trying to solve \*

- Describe your project \*
- Describe how your project has or will assist the Youth of Newton County \*
- How many Newton County Youth have been served or will your project potentially impact/serve? \*
- What is the project service area (you may use intersections or zip codes to describe the area of service)? \*
- Summarize how funds will improve your organization's resiliency to future financial distress \*
- Is your organization providing any matching funds for this project? \*
- Has your organization received any funding for this project from any other sources outside of this Program? If so, please explain. \*

*If "Newton County Non-Profit Food Pantry Grant Program (NCFPGP)":*

- Describe the problem impacting Newton County food insecurity that your organization is trying to solve \*
- Describe your project \*
- Describe how your project has affected or will affect food insecurity in Newton County \*
- How many Newton County residents have been served or will your project impact/serve? \*
- What is the project service area (you may use intersections or zip codes to describe the area of service)? \*
- Summarize how funds will improve your organization's resiliency to future financial distress \*
- Is your organization providing any matching funds for this project? \*
- Has your organization received any funding for this project from any other sources outside of this Program? If so, please explain. \*

- Has your organization applied for or received funding for items requested in this application? \*

*If "Yes":*

- Amount \*
- Explanation \*

## **Application Documentation**

- Incorporation Documentation (e.g. 501(c)(3)) \*

*For all non-profits, except for churches:*

- Signed and Dated 2020, 2021, or 2022 Form 990 Returns (Two Consecutive Years Required) \*

*For churches:*

- Signed and Dated 2020, 2021, or 2022 Income Statements, Annual Financial Statements or Balance Sheets (Two Consecutive Years Required) \*
- Signed and Dated W-9 Form \*
- Current and Active Occupational Tax Certificate from Newton County or from a City within the County \* (churches are exempt)
- Proposed Project Budget and Narrative documentation for NCYEGP and NCFPGP \*
  - Please use the following [TEMPLATE](#) for a NCYEGP budget
  - Please use the following [TEMPLATE](#) for a NCFPGP budget
- Matching Funds documentation for NCYEGP and NCFPGP
- Past Performance Documentation (if applicable):
  - *Helpful supporting documentation of past performance success could include numbers of people served annually, area of people served, previous project success narratives and evidence, etc.*

*For alternative funding:*

- Funding Documents

**Additional Questions? Email [NewtonCountyNP@iParametricsDS.com](mailto:NewtonCountyNP@iParametricsDS.com) or call (770) 631-5987**