



# Somerville Nonprofit Support Program

## PROGRAM OVERVIEW

The Somerville Nonprofit Support Program (S-NSP) was created as a response to the economic hardships faced by nonprofit organizations during the COVID-19 pandemic and its enduring impacts on local non-profits. The City of Somerville will administer the funding for this program, which is made available by the American Rescue Plan Act of 2021 (ARPA). The primary objective of the program is to provide financial support to nonprofit organizations, regardless of their size, that have been in operation at least 1 year prior to application submission, with awards up to \$25,000, depending on their gross receipts and the negative economic impact that they have experienced. While nonprofit organizations physically located in Somerville will be given preference, this program is available to all nonprofit organizations that serve Somerville residents. The funding is intended to enhance or expand services to Somerville constituents in response to COVID-19 and assist nonprofits in adjusting to the direct and indirect challenges resulting from the pandemic.

### Total Program Budget

The program has been allocated \$2,000,000.00 in American Rescue Plan Act (ARPA) funding by the City of Somerville.

### Available Award Amounts (nonprofits are only eligible to submit for one award)

Nonprofits Gross Receipts	Award
At or below \$100,000	\$5,000
\$100,001 to \$250,000	\$10,000
\$250,001 to \$500,000	\$15,000
\$500,001 to \$1,000,000	\$20,000
Above \$1,000,000	\$25,000

### Geographic Service Area

Nonprofit organizations located in the Continental United States are eligible for this program, provided they can demonstrate that they serve the residents of the City of Somerville, MA. Priority funding will be given to nonprofits physically located in the City of Somerville or serving majority City of Somerville residents.

### Funding Availability and Terms

Awards are available based on the requesting nonprofit's gross receipts size, with a maximum award of \$25,000 per applicant. Prior to the release of any funds, each awarded agency will be required to execute a brief grant agreement. Awardees will be required to submit a brief qualitative follow-up report on how the award assisted their organization.

### Application Period and Approval Cycle

The Program will launch on June 1, 2023, and the application will be open until all funds have been expended. Approvals will be made on a rolling basis and applicants will be notified on that rolling basis as well.

## **Eligible Use of Funds**

S-NSP funds may be used for the following:

- Payroll
- Mortgages
- Rent
- Other operating expenses
- Costs associated with mitigation or prevention of COVID-19 (examples: enhanced cleaning expenses, barriers or partitions, or COVID-19 vaccination, testing, masks, hand sanitizer and other COVID-19 related expenses)

## **Ineligible Use of Funds**

S-NSP funds may not be used for the following:

- Pay off non-business debt, such as personal credit cards for purchases not associated with the non-profit
- Purchase personal expenses, such as buying a new family car or making repairs to a participant's home
- Direct financing for political activities or paying off taxes and fines
- Purchase personal items or support other non-profits in which the owner may have an interest

## **Eligible Applicants**

- Nonprofit corporations (501(c)(3) or 501(c)(19) status under the United States Internal Revenue Code) may submit applications.
- Nonprofits physically located within the City of Somerville or serving solely City of Somerville residents will be given preference in funding.
- Nonprofits must have been in operation at least 1 year prior to application submission, and still in operation.
- The nonprofit must possess the capacity to be successful with the use of American Rescue Plan Act funds.
- The nonprofit must have a valid Federal Employer Identification Number (FEIN).
- The nonprofit must be registered and in good standing with the Internal Revenue Service.
- The nonprofit must not currently be in bankruptcy.
- The nonprofit must be current on all annual 990 taxes (churches are exempt).
- The nonprofit must intend to stay in business for the following 12 months.
- The nonprofit must have experienced negative economic impacts due to the COVID-19 pandemic.

## **Ineligible Applicants**

Certain nonprofit types are ineligible to apply, including but not limited to the following:

- Major Hospitals/Healthcare Organizations
- Academic Museums
- Financial Institutions (banks, insurance providers, and pension and retirement funds)
- Nonprofits Involved in Illegal Activity
- Political Organizations

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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://iparametricsbpa.workflowcloud.com/forms/c0b221c5-14cc-4554-ab25-9d24178e8842> 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.

**1 Introduction**      **2 Prequalification**      **3 Registration**

**CITY OF SOMERVILLE, MA**

**Somerville Nonprofit Support Program**  
Applicant Registration Form

The Somerville Nonprofit Support Program (S-NSP) was created as a response to the economic hardships faced by nonprofit organizations during the COVID-19 pandemic and its enduring impacts on local non-profits. The City of Somerville will administer the funding for this program, which is made available by the American Rescue Plan Act of 2021 (ARPA). The primary objective of the program is to provide financial support to nonprofit organizations, regardless of their size, that have been operating on or before March 16, 2020, with awards up to \$25,000, depending on their gross receipts and the negative economic impact that they have experienced. While nonprofit organizations physically located in Somerville will be given preference, this program is available to all nonprofit organizations that serve Somerville residents. The funding is intended to enhance or expand services to Somerville constituents in response to COVID-19 and assist nonprofits in adjusting to the direct and indirect challenges resulting from the pandemic.

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- The nonprofit must be current on all annual 990 taxes (churches are exempt).
- The nonprofit must intend to stay in business for the following 12 months.
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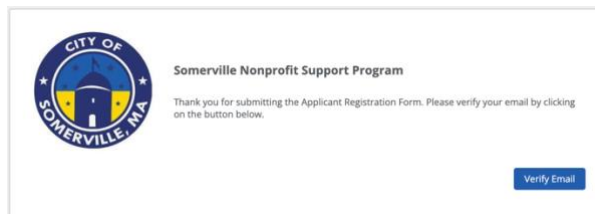
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Certain nonprofits types are ineligible to apply, including but not limited to the following:

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- Academic Museums
- Financial Institutions (banks, insurance providers, and pension and retirement funds)
- Nonprofits involved in illegal Activity
- Political Organizations

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy \*

**Next**

3. After submitting the registration form, you will receive a registration verification email from the City of Somerville <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 the City of Somerville <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.

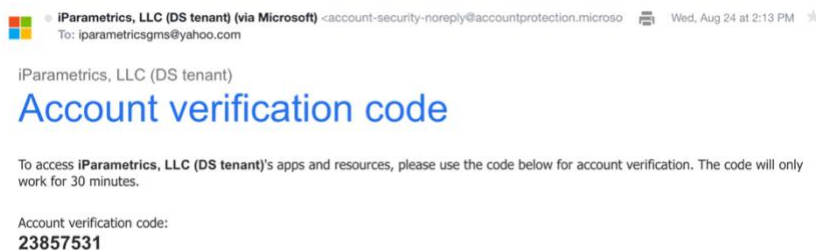
### To Start an Application

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.

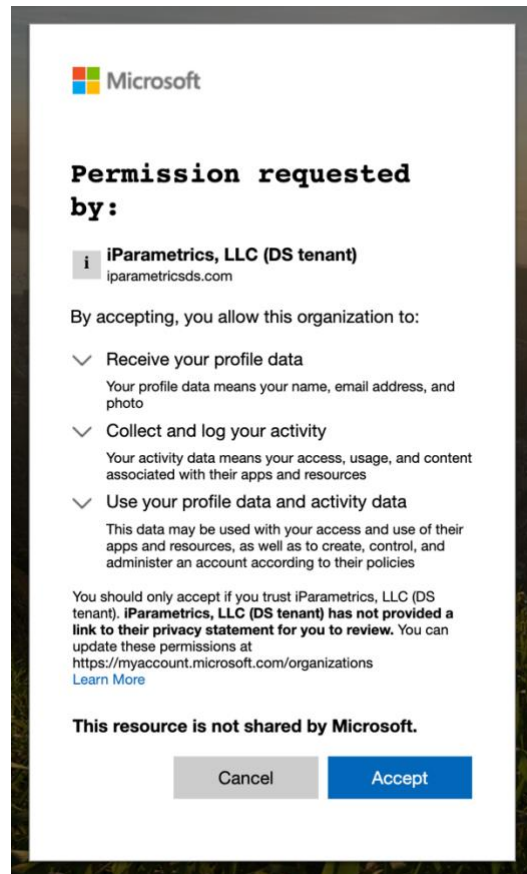
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParameters 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 [SomervilleNPSupport@iParametricsDS.com](mailto:SomervilleNPSupport@iParametricsDS.com) or by phone at (617) 932 - 7655. 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.

**Somerville Nonprofit Support Program**  
Application Intake Form

The Somerville Nonprofit Support Program (S-NSP) was created as a response to the economic hardships faced by nonprofit organizations during the COVID-19 pandemic and its enduring impacts on local non-profits. The City of Somerville will administer the funding for this program, which is made available by the American Rescue Plan Act of 2021 (ARPA). The primary objective of the program is to provide financial support to nonprofit organizations, regardless of their size, that have been operating on or before March 16, 2020, with awards up to \$25,000, depending on their gross receipts and the negative economic impact that they have experienced. While nonprofit organizations physically located in Somerville will be given preference, this program is available to all nonprofit organizations that serve Somerville residents. The funding is intended to enhance or expand services to Somerville constituents in response to COVID-19 and assist nonprofits in adjusting to the direct and indirect challenges resulting from the pandemic.

**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 Organization Information**

Name of Organization \*

Physical Street Address \*

City \* State \* Zip Code \*

The Organization mailing address is the same as the physical address

Mailing Street Address \*

City \* State \* Zip Code \*

Organization Phone Number \*

Federal Entity Identification Number \*

Date of Establishment \*

I attest that the Organization intends to stay in business for the next 12 months \*

I attest that the Organization serves Somerville, MA residents \*

What percentage of the Organization's clients reside in Somerville, MA? \*

Less than 75%

Greater than or equal to 75%

Please select which sectors the Organization works within (check all that apply) \*

Arts and Culture

Community Development

Economy

Housing

Food Security

Education

Environment

Health

Mental Health

Social Services

Youth Services

Other

Please select which populations the Organization serves (check all that apply) \*

Early Childhood

Youth

Teens

Seniors

Veterans

Immigrants

LGBTQ+

Low-Income Populations


Other

Is the Organization involved in a current bankruptcy? \*

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.

The form has been saved.

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 Somerville Nonprofit Support Program

**Acknowledgements and Consents**

By submitting this application, I accept and acknowledge the following:

- Funding under the Program is limited. Submission of an application in no way constitutes a guarantee of funding;
- All information provided in this application is true to the best of my knowledge. I understand that knowingly submitting false or fraudulent information may result in being deemed not eligible for assistance under the Program and/or repayment of program funds awarded;
- I authorize the City of Somerville and its designees to share the information provided herein with third parties to the extent necessary to determine eligibility for the Program or to carry out other Program activities;
- I am authorized to make representations for the Entity contemplated in this application, up to and including entering the Entity into legally binding agreements;
- I acknowledge that if the Entity receives funding from this Program, then they are required to sign an American Rescue Plan Grant Agreement. I understand that no funding will be released until a signed grant agreement is provided. Additionally, if an audit or other examination by the City of Somerville or other entity determines that such funds were either not spent or improperly spent by Grantee, the Grantee shall be responsible for repaying any and all unused or improperly spent funds to the City of Somerville Government within thirty (30) days of receiving notice by the City of Somerville Government.

Your Name \*

Today's Date \*  X 

Checking the checkbox is equivalent to a handwritten signature \*



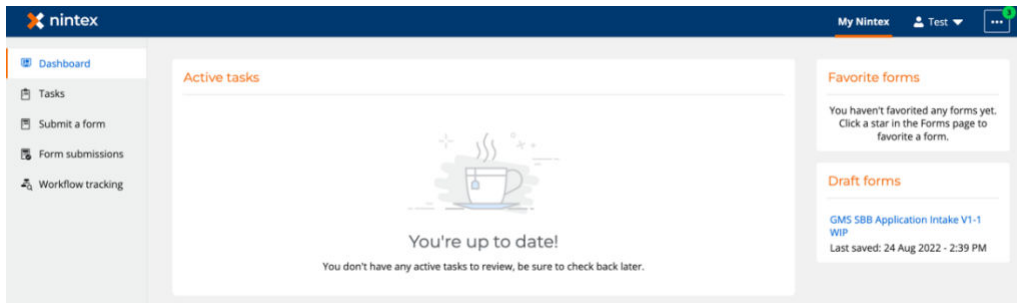
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



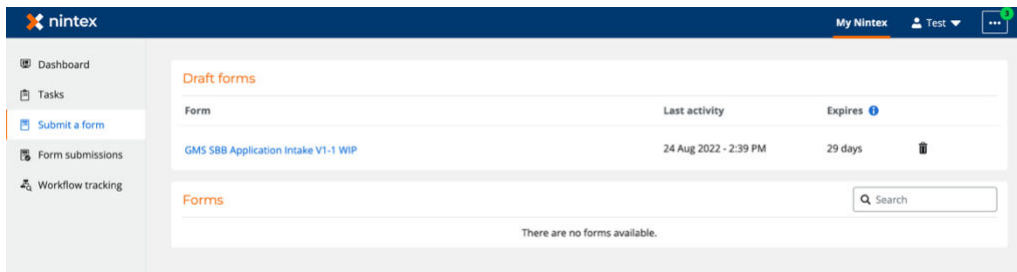
While the application undergoes the review process, a Case Manager may contact the Applicant using the ‘Primary Contact’ contact information if any additional information is needed. It is the Applicant’s responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager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

## To Continue on a Saved Application

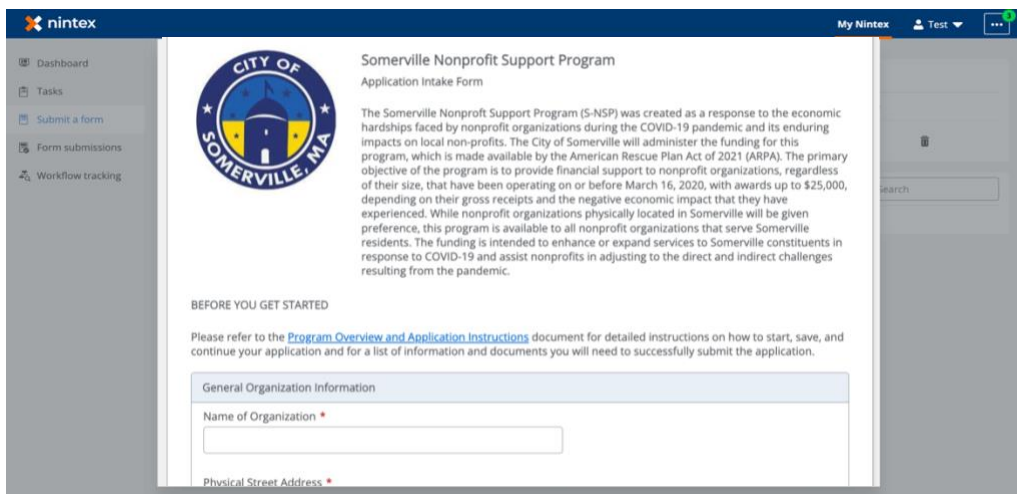
1. Click on the Application Continuation Link sent in the registration confirmation email.
  - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation 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
- Organization Phone Number \*
- Federal Entity Identification Number \*
- Date of Establishment \*
- I attest that the Organization intends to stay in business for the next 12 months \*
- I attest that the Organization serves Somerville, MA residents \*
- What percentage of the Organization's clients reside in Somerville, MA? \*
  - Choices include: Less than 75%, Greater than or equal to 75%
- Please select which sectors the Organization works within (check all that apply) \*
  - Choices include: Art and Culture, Community Development, Economy, Housing, Food Security, Education, Environment, Health, Mental Health, Social Services, Youth Services, Other
  - If "Other":*
    - Please specify here \*
- Please select which populations the Organization serves (check all that apply) \*
  - Choices include: Early Childhood, Youth, Teens, Seniors, Veterans, Immigrants, LGBTQ+, Low-Income Populations, Other
  - If "Other":*
    - Please specify here \*
- Is the Organization involved in a current bankruptcy? \*
- Authorized Representative Name, Business Title, Email, and Phone \*
  - Authorized Representative will be required to sign the grant agreement agreeing to comply with the terms and conditions of the Somerville Nonprofit Support 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 \*
- I attest that I am authorized by or have received the necessary approval from the Organization to submit this application. \*
- Please provide a description of the Organization's mission \*
- Please provide a description of how the Organization will use the funding to further the mission of the Organization \*
- Please provide a description of the Organization's service provided to the Somerville community \*
- Please provide a description of the Organization's reduced revenue and how that was a result of the COVID-19 pandemic \*
- Please provide a description of the Organization's increased expenses (particularly due to increased service to the Somerville community) and how that was a result of the COVID-19 pandemic \*

- Please provide a description of how the Organization's services may have changed as a result to the COVID-19 pandemic \*
- I attest that the Organization experienced a negative economic impact due to the COVID-19 pandemic, even if not visible on recent Form 990 Returns (or profit and loss statements for churches) \*
- Please clearly describe the negative economic impacts due to the COVID-19 pandemic that the Organization experienced \*

### **Application Documentation**

- Exemption Determination Letter \*
  - The letter can be obtained through the IRS: <https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs>
- Signed and Dated W-9 Form \*
  - The form can be accessed here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Signed and Dated 2019 and 2020 Form 990 Returns \*
  - Churches may provide 2019 and 2020 profit and loss statements instead

*If needed to prove impact*

- Signed and Dated 2021 Form 990 Return \*
  - Churches may provide a 2021 profit and loss statement instead

**Additional Questions? Email [SomervilleNPSupport@iParametricsDS.com](mailto:SomervilleNPSupport@iParametricsDS.com) or call (617) 932 - 7655**