

# **NON-PROFIT BUSINESS SUPPORT ORGANIZATIONS**

## **FREQUENTLY ASKED QUESTIONS**

***The City is providing general economic stimulus and ongoing support to non-profit organizations and businesses overcoming the longstanding impacts of COVID-19 with an emphasis on business retention and resiliency efforts.***

This program has \$100,000 in funding to provide one-time grants up to \$10,000 to non-profit business support organizations that have provided COVID-19 related support, outreach, or other services to small businesses in the city during the pandemic, and/or have had a decrease of revenue during the pandemic, and/or who will start or continue to provide technical assistance, information, activities, materials, and other resources to help small, local businesses stay competitive through the end of 2021. Business support organizations are nonprofits that have a primary mission of, and spend a majority of their staff time, budget, and resources to provide assistance, programs, and resources to small local business.

The submitted Application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. For additional information, see Request for Exemption from Public Records. Applicant acknowledges, understands, and agrees that all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the City will not be liable to Applicant for such disclosure.

If Applicant believes that information in its application, including attachments, contains information that is exempt from disclosure, Applicant must include a general description of the information and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event a public records request. The City does not warrant or guarantee that information designated by Applicant as exempt from disclosure is in fact exempt. The City offers no opinion as to the accuracy of the reference to the Florida statute or other law by Applicant.

Please be aware that the designation of information as a exempt may be challenged in court by any person or entity, and Applicant agrees to defend and indemnify the City, its employees, agents and elected and appointed officials ("Indemnified Parties") against any and all claims, demands and actions (whether or not a lawsuit is commenced) arising out of or in connection with Applicant's designation and to hold harmless the Indemnified Parties for any award to a plaintiff for damages, costs and attorneys' fees, and for costs and attorneys' fees (including those of the City Attorney's office) incurred by the City by reason of any claim, demand or action arising out of or related to Applicant's designation of information as exempt from disclosure. There are limited exemptions to Florida's Public Record Law, please find a document here that summarizes them: [stpetegreenhouse.com/wp-content/uploads/2020/04/Request-for-Exemption-from-Public-Records-0.pdf](https://stpetegreenhouse.com/wp-content/uploads/2020/04/Request-for-Exemption-from-Public-Records-0.pdf)

Here are answers to frequently asked questions:

### **What makes a non-profit business support organization eligible to apply?**

1. Must be a non-profit 501(c)3 or 501(c)6.
2. The organization is based in St. Petersburg.

3. The organization's primary service area is within St. Petersburg.
4. A majority of the organization's clients are located within St. Petersburg.
5. The organization must have been established by January 1, 2019 to be eligible for the Loss of Revenue component.
6. The organization must have been established by January 1, 2021 to be eligible for any grant component.
7. The organization must have had a loss of revenue of \$2,500 between 2019 and 2020, and/or
8. The organization must have provided business assistance between March 17, 2020 and May 1, 2021, and/or
9. The organization must provide business assistance from May 1, 2021 and December 31, 2021.

### **What if my organization assisted businesses in St. Petersburg but is not located within the St. Petersburg municipal boundaries?**

Organizations not based in St. Petersburg are ineligible for this grant.

### **What if my organization is within the municipal boundaries of St. Petersburg, but our organization assists businesses in a much larger area?**

An organization with a majority of their clients and/or their primary service area outside of St. Petersburg is not eligible for this grant.

### **How is the loss of revenue component calculated?**

To receive the Loss of Revenue Component, the organization must have had a loss of \$2,500 or more between 2019 and 2020 financial reporting years as demonstrated by the reported revenue on IRS 990 forms from 2019 and 2020. Any federal pandemic relief funds received in 2020 may be excluded in calculating revenue for the purposes of eligibility for this grant.

### **What are eligible business expenses that the funds may be used for?**

Funds can be used to support the organization in assisting small, local businesses.

### **What type of business assistance is necessary to qualify for this grant?**

The organization must have or will support, outreach, or other services to assist local, small businesses. Organizations providing business support activities between March 17, 2020 and May 1, 2021 are eligible for the \$5,000 Early Assistance grant, while those organizations providing business support activities between May 1, 2021 and December 31, 2021 will receive the \$2,500 Current and Future Assistance grant.

### **Does our organization need to have been financially impacted due to Covid-19?**

The organization must have had a \$2,500 loss in revenue in 2020 to receive the loss of revenue component. Organizations are eligible for the other grant components if the qualifications are met.

### **What is the maximum grant our organization can receive?**

A qualifying organization can receive a maximum of \$10,000 which is the combination of all three grant component awards.

### **What if my organization only receives a portion of the funds in our application submitted?**

The organization either didn't qualify for the maximum grant or funding for the program was exhausted.

### **Does Federal Covid-19 relief funds count as revenue?**

Any federal pandemic relief funds received in 2020 may be excluded in calculating revenue for the purposes of this grant.

### **Does our organization need a dedicated physical office to apply for this grant?**

Applicants do not need a brick-and-mortar office to apply for this grant, however, the organizations address must be located within the municipal limits of St. Petersburg.

### **What are the required documents that a business must provide?**

1. Copy of "active" organization's registration from Florida Division of Corporations providing documentation of majority control in St. Petersburg.
2. Copy of applicant's driver license or State ID
3. Business Financials:
  - A. 2019 Return of Organization Free from Income Tax (Form 990)
  - B. 2020 Return of Organization Free from Income Tax (Form 990)
4. Updated and Current St. Petersburg Business Tax Receipt

### **What if my organization has not yet filed 2020 Form 990? Is there an alternative document that can be accepted?**

If a 2020 Form 990 return is unavailable, the following alternative documents may be accepted:

- 2019 and 2020 Profit and Loss Statements.
- Receipt from IRS of Extension of Time To File an Exempt Organization Return (Form 8868)

*Note, an alternative document will delay the review of a complete application. Any other alternative documents for consideration may not be reviewed in the order as received and may not be accepted. It is recommended to submit a complete application with the core required documents listed to guarantee your application is reviewed in the order received.*

### **What happens if I do not include all of the required documents at the time the application is submitted?**

Do not submit your application unless you are able to provide the required documents, it will not be eligible. Please collect ALL required documents and submit the application and all documents in entirety.

### **I received funds through the Fighting Chance Fund and/or Pinellas County CARES, am I eligible to apply?**

Yes, businesses are eligible to apply if they have received previous funding assistance outside of the Resilience and Retention Package.

### **Where can I ask a specific question about my situation?**

Please email: [resilience@stpetgreenhouse.com](mailto:resilience@stpetgreenhouse.com) with detailed information and your contact information for quickest response.

Open office hours will be held Tuesdays and Thursdays during the technical support period for 1-on-1 support. Visit [stpetgreenhouse.com/resilience](https://stpetgreenhouse.com/resilience) to review the office hours and connect into the virtual room.