



PRESERVE THE FORT SMALL BUSINESS GRANTS SECOND ROUND OF FUNDING

Guide: Application for Nonprofit Organizations



About Preserve the Fort Business Grants

- Funded by the City of Fort Worth's CARES Act allocation.
- First round of grants launched in May 2020
 - Provided \$6,480,000 to 881 companies as of September 2, 2020
 - \$2.7 million of this went towards the city's minority-owned businesses, and another \$1.4 million to the city's targeted neighborhoods
- Second round of grants expands scope to include larger businesses (500 employees) and performing arts nonprofits
- Applicants who received a grant earlier this summer can apply again.



Getting started

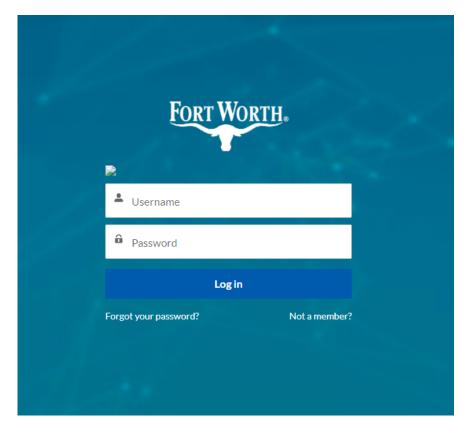
- Visit the Preserve the Fort page at fortworthtexas.gov/preserve-the-fort/
- Prepare your paperwork and other documentation.
 - Volunteers are available to assist you if needed. Sign up for an appointment on the webpage.
- Click the "start my application" button at the bottom of the page.





Set Up or Sign into Your Account

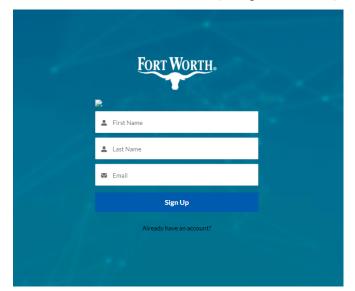
- First time users select "Not a member?" in lower right to set up their account information.
- Existing users can log in.

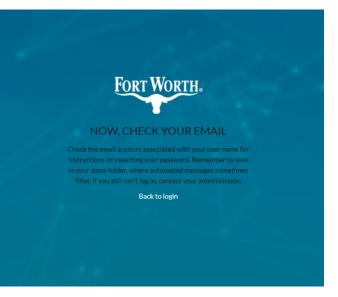




Set Up

- Enter your first name, last name and email address.
- Click Sign Up. You will receive a notice to Check Your Email.
- Follow the link to set up your password.

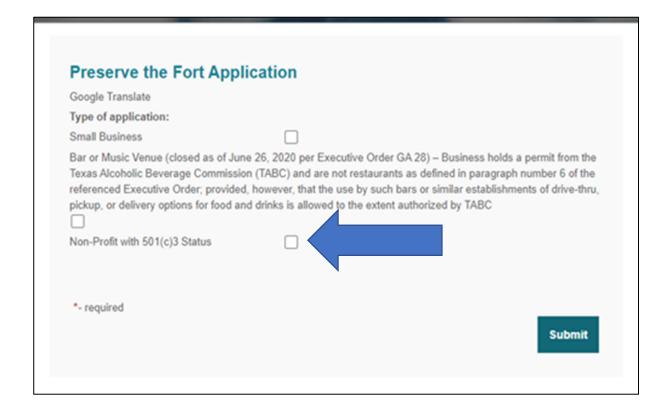






Beginning the Application

 Check the box for "Non-Profit with 501(c)3 status".





Certification

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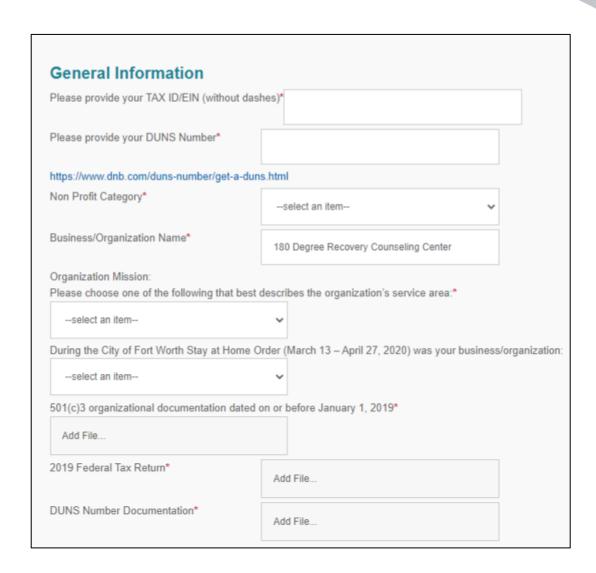
- Whether the information in your application is accurate.
- Any grant funds that you receive might be subject to an audit.
- You might be on the hook for any grant funds used for anything other than costs associated with reopening safely.

Prese	erve the Fort Appl	lication
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Type of	application:	
Non-Pro	fit with 501(c)3 Status	
Certif	fications	
applicant informati subject to application the Fort Preserve such fun	t and the information and sta ion and documentation subm to the guidelines of a federal on, I agree to comply with su Grant Program are subject to the Fort Grant Program, that ds must be forfeited and be i	o submit this application and the required documentation on behalf of the stements that I have provided are truthful and accurate. I understand the litted in this application is being provided to a governmental agency and is program and the Preserve the Fort Grant Program and, by submitting this such guidelines and I understand that any funds awarded under the Preserve of audit and, if not expended as defined under the Eligible Uses of the at, in addition to any other civil remedy that may be enforced against me, immediately returned to the City of Fort Worth, and, further, that I may be a imprisoned under Section 1746 of Title 28, United State Code.*
Informati	,	orth is a governmental body subject to the Texas Public Information Act. It Worth in this application may be subject to the Act and, therefore, subject
address and full- profit soc	in the City of Fort Worth on o time employees/contractors; cial service organization, or n	am submitting is for a 501(c)3 organization that was operating with a physical or before January 1, 2019; that the organization has no more than 500 part-that the organization had 2019 revenue of no more than \$10 M if a non-no more than \$25 M if a non-profit performance art center; and that the ment for were not budgeted as of March 1, 2020.*
Signatur	e *	



General Information

- Tax ID Number
 - Also called an Employer Identification Number (EIN).
- DUNS Number
 - Get yours / look it up online
- Organization name, mission, and geographic service area.
- Status of organization during Fort Worth's Stay at Home Order (March 17-April 27, 2020).
- Organization's gross annual revenue in 2019.





General Information

Upload the following documents:

- 501(c)3 organizational document dated on or before Jan. 1, 2019.
 - Name the document OrganizationName_501C3 before adding it to the application.
- 2019 Federal Tax Return.
 - Name the document OrganizationName_Federal before adding it to the application.



Address and Contact Information

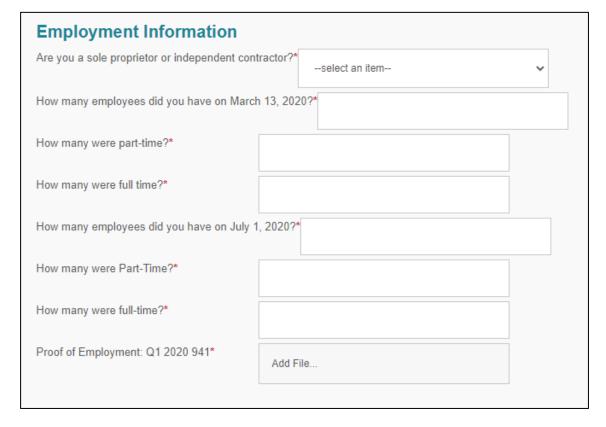
- Physical and mailing address for your organization
 - Fort Worth, TX will already be filled in for the physical address, but make sure to complete the street address and zip code.
- Contact information
 - Will be automatically filled in based on your account information.





Employment Information

- Employment numbers on March 13, 2020. (Starting date of Stay at Home Order)
 - Part-time versus full-time.
- Employment numbers on July 1, 2020.
 - Part-time versus full-time

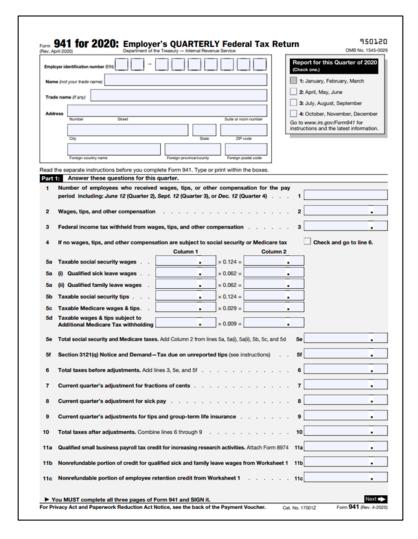




Employment Information

Upload the following documents:

- Proof of Employment: Q1 2020 941
 - Name the document
 OrganizationName_Q1941 before adding it to the application.





Organization Financials

- Gross annual revenue in 2019.
 - Can be found in your organizations' tax return or a Profit & Loss (P&L) statement.
- Gross monthly revenue before COVID-19, from March 1, 2019 Feb. 29, 2020.
- Gross monthly revenue during COVID-19, from March 1, 2020 July 31 or Aug. 31, 2020*.
- Total revenue loss due to COVID-19 from March 1, 2020 July 31 or Aug. 31, 2020*.
- Total increase in expenses due to COVID-19 from March 1, 2020 July 31 or Aug. 31, 2020*

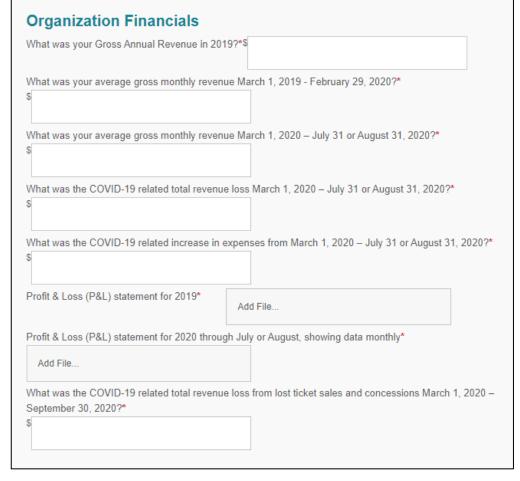
^{*} Based on your most recent financial statement



Organization Financials

Upload the following documents:

- Profit & Loss (P&L) statement for 2019.
 - Name the document
 OrganizationName_2019PL before adding it to the application.
- Profit & Loss (P&L) statement for 2020, through July 31 or Aug. 31*, showing data by month.
 - Name the document
 OrganizationName_2020PL before adding it to the application.



^{*} Based on your most recent financial statement



Performing Arts Nonprofits

If your organization is not a performing arts nonprofit, continue to the next slide.

If your organization is a performing arts nonprofit, provide the following:

- Total revenue impact for lost ticket sales and concessions from March 1– Sep.30, 2020.
- Upload a published program/schedule of events that shows your canceled events.

What was your G	ross Annual Revenue in 201	19?*\$
What was your a	verage gross monthly reven	ue March 1, 2019 - February 29, 2020?*
What was your a	verage gross monthly reven	ue March 1, 2020 – July 31 or August 31, 2020?*
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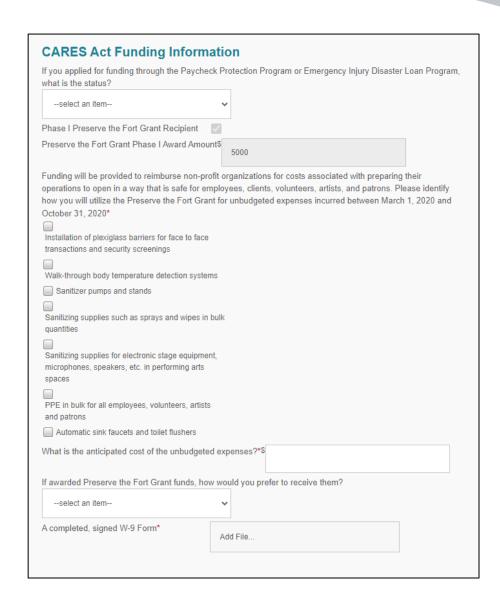
CARES Act Funding Information

- Did you apply for funds through the Paycheck Protection Program (PPP) or Emergency Injury Disaster Loan Program?
 - If you did not apply for these funds, do not respond to this question.
- Did you apply for funds through the Tarrant County Non-Governmental Organization (NGO) program?
 - If you did not apply for these funds, do not respond to this question.
- Status of application / how much you received.



Use of Funds

- Identify the unbudgeted expenses incurred between March 1 and Oct. 31, 2020 that will be reimbursed through these Preserve the Fort funds.
- These expenses should be associated with reopening safely for employees, clients, volunteers, artists and patrons.
- What is the anticipated cost of these expenses?





Final information

Upload the following documents:

- A completed, <u>signed</u> W-9 form
 - A blank version is available online.)
 - Name the document
 OrganizationName OrganizationTaxID#
 _W9 before adding it to the application.

Choose whether you want the funds sent via a mailed paper check, or by an electronic fund transfer.

If you choose the electronic transfer option, have your banking details ready. Please double check to confirm this information is correct.

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69	3 Check appropri	ate box for federal tax classification of the person who	se name is entered on line 1. Cl	heck only one of the	4 Exemptions	(codes apply only to
bag	following seven				instructions on	not individuals; see page 3):
Specific Instructions on page	Individual/so single-memb	e proprietor or C Corporation S Corpo er LLC	pration Partnership	Trust/estate	Exempt payee of	code (if any)
gi,		ty company. Enter the tax classification (C=C corporal				-
Instruction	LLC if the LL	the appropriate box in the line above for the tax class C is classified as a single-member LLC that is disregar	ded from the owner unless the	owner of the LLC is	and off and	FATCA reporting
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Submit your application / Next Steps

- Applications will be processed on a first-come, first-served basis.
- For general inquiries about the program, contact 682-215-6231 between 9 a.m. and 6 p.m., Monday-Friday. (Please note: This number will not be able to assist with document preparation.)
- Depending on the number of applications, all funds should be distributed by early December at the latest.