



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.

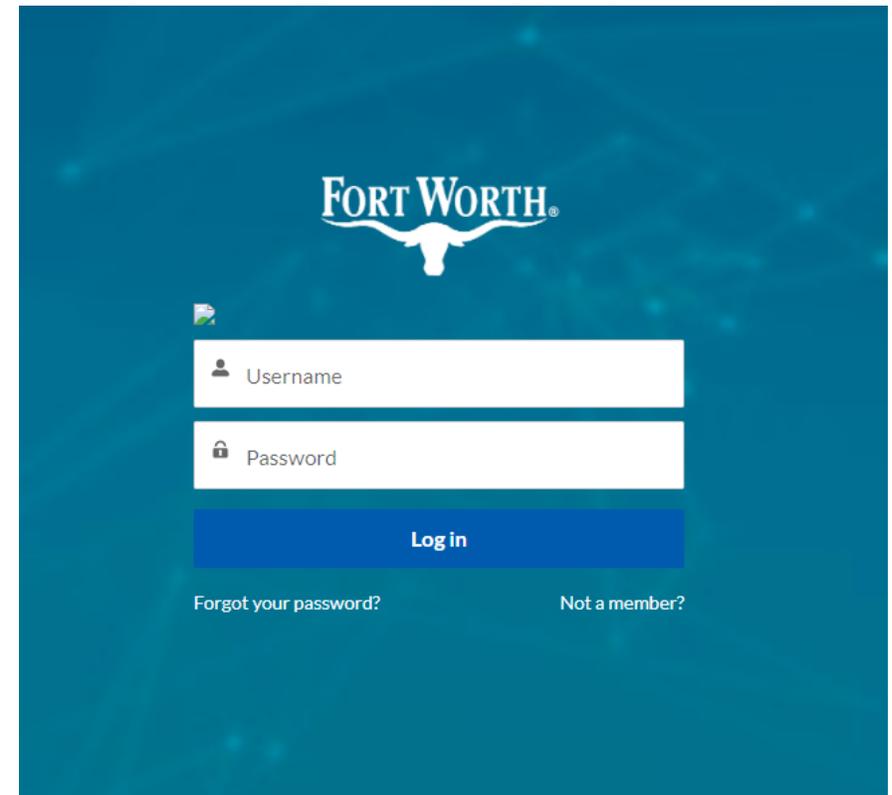
Getting started

- 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

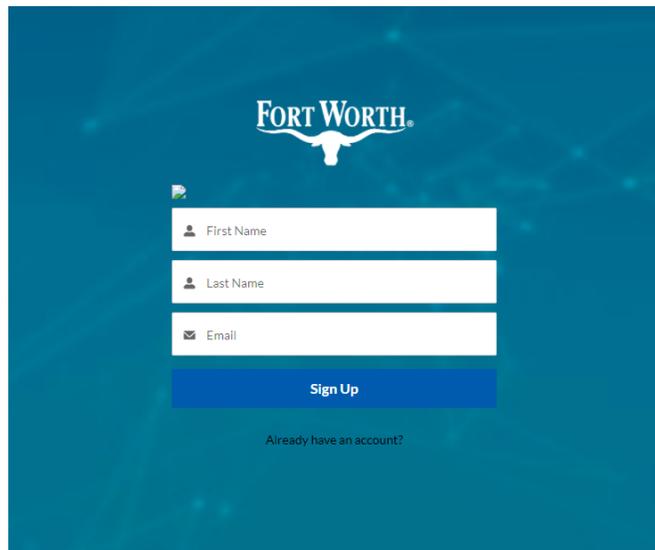
- First time users select “[Not a member?](#)” in lower right to set up their account information.
- Existing users can log in.



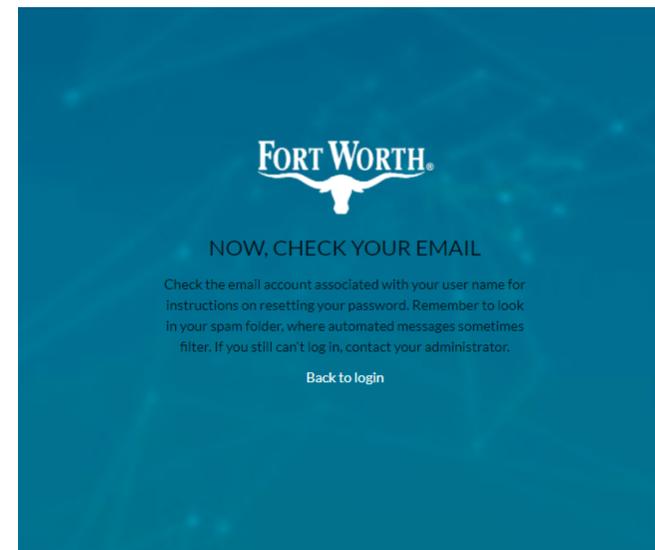
The screenshot shows the Fort Worth login interface. At the top center is the Fort Worth logo. Below it are two input fields: "Username" with a person icon and "Password" with a lock icon. A blue "Log in" button is positioned below the password field. At the bottom, there are two links: "Forgot your password?" on the left and "Not a member?" on the right.

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.



The screenshot shows the Fort Worth Sign Up form. At the top is the Fort Worth logo. Below it are three input fields: "First Name", "Last Name", and "Email". Each field has a small icon to its left (a person for names, an envelope for email). Below the fields is a blue "Sign Up" button. At the bottom of the form, there is a link that says "Already have an account?"



Beginning the Application

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

Preserve the Fort Application

Google Translate

Type of application:

Small Business

Bar or Music Venue (closed as of June 26, 2020 per Executive Order GA 28) – Business holds a permit from the Texas Alcoholic Beverage Commission (TABC) and are not restaurants as defined in paragraph number 6 of the referenced Executive Order; provided, however, that the use by such bars or similar establishments of drive-thru, pickup, or delivery options for food and drinks is allowed to the extent authorized by TABC

Non-Profit with 501(c)3 Status

* - required

Submit



Certification

This page covers:

- 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.

Preserve the Fort Application

Google Translate

Type of application:
Non-Profit with 501(c)3 Status

Certifications

I certify that I am legally authorized to submit this application and the required documentation on behalf of the applicant and the information and statements that I have provided are truthful and accurate. I understand the information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and the Preserve the Fort Grant Program and, by submitting this application, I agree to comply with such guidelines and I understand that any funds awarded under the Preserve the Fort Grant Program are subject to audit and, if not expended as defined under the Eligible Uses of the Preserve the Fort Grant Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to the City of Fort Worth, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.*

I acknowledge that the City of Fort Worth is a governmental body subject to the Texas Public Information Act. Information I submit to the City of Fort Worth in this application may be subject to the Act and, therefore, subject to public release.*

I acknowledge that the application I am submitting is for a 501(c)3 organization that was operating with a physical address in the City of Fort Worth on or before January 1, 2019; that the organization has no more than 500 part- and full- time employees/contractors; that the organization had 2019 revenue of no more than \$10 M if a non-profit social service organization, or no more than \$25 M if a non-profit performance art center; and that the expenses I am requesting reimbursement for were not budgeted as of March 1, 2020.*

Signature*

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

Please provide your TAX ID/EIN (without dashes)*

Please provide your DUNS Number*

<https://www.dnb.com/duns-number/get-a-duns.html>

Non Profit Category*

Business/Organization Name*

Organization Mission:
Please choose one of the following that best describes the organization's service area.*

During the City of Fort Worth Stay at Home Order (March 13 – April 27, 2020) was your business/organization:

501(c)3 organizational documentation dated on or before January 1, 2019*

2019 Federal Tax Return*

DUNS Number Documentation*

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.

Contact Information	
Contact First Name*	<input type="text" value="Glenda"/>
Contact Last Name*	<input type="text" value="White"/>
Contact Title*	<input type="text" value="ceo"/>

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

Are you a sole proprietor or independent contractor?*

--select an item--

How many employees did you have on March 13, 2020?*

How many were part-time?*

How many were full time?*

How many employees did you have on July 1, 2020?*

How many were Part-Time?*

How many were full-time?*

Proof of Employment: Q1 2020 941*

Add File...

Employment Information

Upload the following documents:

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

Form **941 for 2020: Employer's QUARTERLY Federal Tax Return** 950120
(Rev. April 2020) Department of the Treasury — Internal Revenue Service OMB No. 1545-0029

Employer identification number (EIN) -

Name (not your trade name)

Trade name (if any)

Address

Number Street Suite or room number

City State ZIP code

Foreign country name Foreign province/county Foreign postal code

Report for this Quarter of 2020
(Check one.)

1: January, February, March
 2: April, May, June
 3: July, August, September
 4: October, November, December
 Go to www.irs.gov/Form941 for instructions and the latest information.

Read the separate instructions before you complete Form 941. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1 Number of employees who received wages, tips, or other compensation for the pay period including: June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4) 1

2 Wages, tips, and other compensation 2

3 Federal income tax withheld from wages, tips, and other compensation 3

4 If no wages, tips, and other compensation are subject to social security or Medicare tax Check and go to line 6.

	Column 1	Column 2
5a Taxable social security wages	<input type="text"/>	<input type="text"/>
5a (i) Qualified sick leave wages	<input type="text"/>	<input type="text"/>
5a (ii) Qualified family leave wages	<input type="text"/>	<input type="text"/>
5b Taxable social security tips	<input type="text"/>	<input type="text"/>
5c Taxable Medicare wages & tips	<input type="text"/>	<input type="text"/>
5d Taxable wages & tips subject to Additional Medicare Tax withholding <input type="text"/>	<input type="text"/>	<input type="text"/>
5e Total social security and Medicare taxes. Add Column 2 from lines 5a, 5a(i), 5a(ii), 5b, 5c, and 5d		5e <input type="text"/>
5f Section 3121(q) Notice and Demand—Tax due on unreported tips (see instructions)		5f <input type="text"/>
6 Total taxes before adjustments. Add lines 3, 5e, and 5f		6 <input type="text"/>
7 Current quarter's adjustment for fractions of cents		7 <input type="text"/>
8 Current quarter's adjustment for sick pay		8 <input type="text"/>
9 Current quarter's adjustments for tips and group-term life insurance		9 <input type="text"/>
10 Total taxes after adjustments. Combine lines 6 through 9		10 <input type="text"/>
11a Qualified small business payroll tax credit for increasing research activities. Attach Form 8974		11a <input type="text"/>
11b Nonrefundable portion of credit for qualified sick and family leave wages from Worksheet 1		11b <input type="text"/>
11c Nonrefundable portion of employee retention credit from Worksheet 1		11c <input type="text"/>

You MUST complete all three pages of Form 941 and SIGN it. Next

For Privacy Act and Paperwork Reduction Act Notice, see the back of the Payment Voucher. Cat. No. 170012 Form 941 (Rev. 4-2020)

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.*

Organization Financials

What was your Gross Annual Revenue in 2019?*\$

What was your average gross monthly revenue March 1, 2019 - February 29, 2020?*\$

What was your average gross monthly revenue March 1, 2020 – July 31 or August 31, 2020?*\$

What was the COVID-19 related total revenue loss March 1, 2020 – July 31 or August 31, 2020?*\$

What was the COVID-19 related increase in expenses from March 1, 2020 – July 31 or August 31, 2020?*\$

Profit & Loss (P&L) statement for 2019*

Profit & Loss (P&L) statement for 2020 through July or August, showing data monthly*

What was the COVID-19 related total revenue loss from lost ticket sales and concessions March 1, 2020 – September 30, 2020?*\$

* 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.

Organization Financials

What was your Gross Annual Revenue in 2019?*\$

What was your average gross monthly revenue March 1, 2019 - February 29, 2020?*

\$

What was your average gross monthly revenue March 1, 2020 – July 31 or August 31, 2020?*

\$

What was the COVID-19 related total revenue loss March 1, 2020 – July 31 or August 31, 2020?*

\$

What was the COVID-19 related increase in expenses from March 1, 2020 – July 31 or August 31, 2020?*

\$

Profit & Loss (P&L) statement for 2019*

Profit & Loss (P&L) statement for 2020 through July or August, showing data monthly*

What was the COVID-19 related total revenue loss from lost ticket sales and concessions March 1, 2020 – September 30, 2020?*

\$

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?

CARES Act Funding Information

If you applied for funding through the Paycheck Protection Program or Emergency Injury Disaster Loan Program, what is the status?

--select an item--

Phase I Preserve the Fort Grant Recipient

Preserve the Fort Grant Phase I Award Amount\$

Funding will be provided to reimburse non-profit organizations for costs associated with preparing their operations to open in a way that is safe for employees, clients, volunteers, artists, and patrons. Please identify how you will utilize the Preserve the Fort Grant for unbudgeted expenses incurred between March 1, 2020 and October 31, 2020*

Installation of plexiglass barriers for face to face transactions and security screenings

Walk-through body temperature detection systems

Sanitizer pumps and stands

Sanitizing supplies such as sprays and wipes in bulk quantities

Sanitizing supplies for electronic stage equipment, microphones, speakers, etc. in performing arts spaces

PPE in bulk for all employees, volunteers, artists and patrons

Automatic sink faucets and toilet flushers

What is the anticipated cost of the unbudgeted expenses?*\$

If awarded Preserve the Fort Grant funds, how would you prefer to receive them?

--select an item--

A completed, signed W-9 Form*

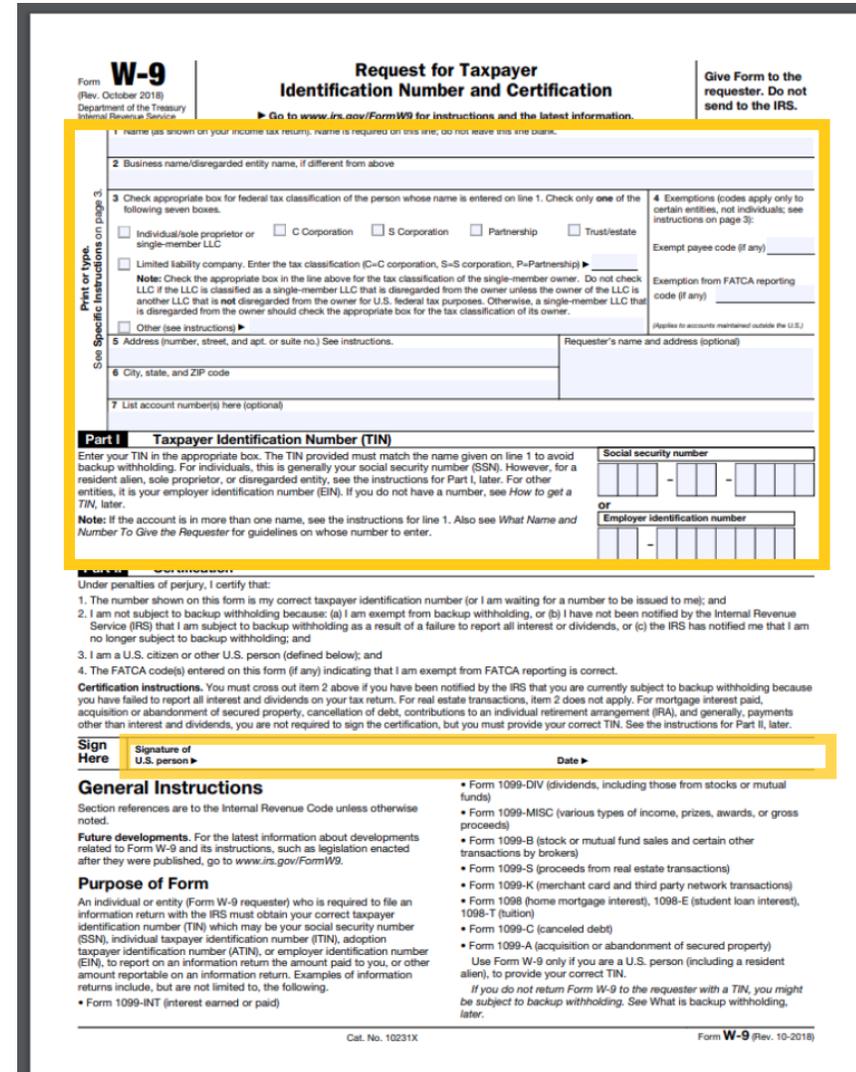
Final information

Upload the following documents:

- A completed, signed 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.



Form W-9
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification
 ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return; name is required on this line; do not leave this line blank.)

2. Business name/disregarded entity name, if different from above

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

5. Address (number, street, and apt. or suite no.) See instructions.

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
 Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Sign Here
 Signature of U.S. person ▶ Date ▶

General Instructions
 Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form
 An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

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.