

## FINAL Laramie County Community Charitable Relief Program Grant Application

***Instructions: Please complete questions #1-4 below; provide a statement of how your organization provided goods, services or payments to the public related to the COVID-19 public health emergency. Document how your organization has meet items A-D with expenditures and finally complete the attached Community Charitable Relief Program Grantee Certification Form.***

1. Is your organization a nonprofit which qualifies as tax-exempt under either section 501 c (3) or 501 c (19) of the Internal Revenue Code and which provided goods, services, or payments to the public related to the COVID-19 public health emergency?
  - a.  Yes  No
  - b. If yes, please provide a brief statement on what goods, services, or payments to the public related to the COVID-19 public health emergency your organization provided.
  - c. If yes, please provide your EIN number for verification \_\_\_\_\_
2. Is your Non-Profit headquartered in or had its principal operations within Laramie County, Wyoming?
  - a.  Yes  No
3. Did the requested reimbursement occur between March 19, 2020 and December 30, 2020
  - a.  Yes  No
4. What is the total amount that your Charitable Organization is applying for?  
\$ \_\_\_\_\_
  - i. *Please provide documentation for these expenditures*

***The Laramie County Commissioners will consider application for the following:***

Directly provided a good or service to persons impacted by COVID-19 within Laramie County, as long as such good or service was provided at no cost to the recipient. Goods and services eligible under this subsection include but are not limited to:

- a. Food
- b. Clothing
- c. Mental health and counseling services
- d. Childcare
- e. Transportation
- f. Job Training
- g. Tutoring assistance
- h. Legal assistance
- i. COVID testing

- j. COVID-related cleaning services
  - k. Social or case management services
  - l. In home early child development services
  - m. Community health services
- B. Provided direct payment to an individual or family within Laramie County to cover costs for basic needs related to or arising from the COVID-19 pandemic. This may include but is not limited to costs for housing, utilities, internet necessary for telework, telehealth, or distance learning, food, clothing, childcare, or medical expenses.
- C. To cover the Charitable Organizations operational costs of providing goods, services, or direct payments to the public within Laramie County in a safe manner given the health risks caused by COVID-19. This subsection is limited to expenditures for personal protective equipment, testing for personnel, cleaning services for the organizations service location, modifications to the organizations service location and equipment to allow staff to work remotely.
- D. Laramie County may consider reimbursements for lost donation revenue or other revenue under the following conditions:
- i. The Charitable Organization is headquartered in or had its principal operations within Laramie County;
  - ii. The Charitable Organization is privately or publically owned, and is not a governmental entity or a government owned entity;
  - iii. More than 50% of the Charitable Organizations primary work is located in Wyoming;
  - iv. At least 60% of the Charitable Organization employees are employed within Wyoming;
  - v. The Charitable Organization generated less revenue between March 19, 2020 and December 30, 2020 than it did between March 19, 2019 through December 30, 2019;
  - vi. That loss in revenue was a direct result of an interruption caused by COVID-19, including but not limited to the following circumstances;
    - 1. The Charitable Organization ordinarily holds a fundraising event between the months of March and December, but was required to cancel that fundraising event in 2020 due to COVID-19 or public health restrictions;
    - 2. The Charitable Organization ordinarily holds a fundraising event between the months of March and December, but was required to modify the attendance limits of that fundraising event in 2020 due to COVID-19 or public health restrictions, and the Charitable Organization generated less revenue from the event in 2020 than it did in 2019;
    - 3. The Charitable Organization ordinarily receives grant funding that was not available due to COVID-19; or

4. The Charitable Organization received fewer donations, or donations in smaller amounts, due to COVID-19 and its impacts on donors.
5. Churches may only use an award issued under this subsection to cover costs of directly providing COVID-19 related goods or services to the community.
6. Awards issued for lost donation-revenue or other revenue must be calculated using the following formula:
  - a. Gross revenue from March 19, 2019 through December 30, 2019 minus gross revenue from March 19, 2020 through December 30, 2020. If this is a positive number then proceed to “b.” If this is a negative number, your organization is not eligible for this portion of the grant funding.
  - b. Qualifying gross loss to revenue as calculated in “a” minus “c.”
  - c. Any state or federal loans, grants, business interruption stipend program funds, relief program funds, or mitigation program funds issued as relief relating to COVID-19.

Applications along with proof of expenditures, statement of COVID-19 organizational response and the signed Community Charitable Relief Program Grantee Certificate Forms are due to the Laramie County Commissioners no later than **Monday February 1, 2021 at 5pm.**

Please submit all applications electronically or in person to:

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