TEAM KENTUCKY NONPROFIT ASSISTANCE FUND
PROGRAM GUIDELINES (based on the Kentucky Public Protection Cabinet’s Program Guidelines as of July 21, 2022)

The Nonprofit Assistance Fund will make one-time direct relief payments to eligible nonprofit organizations of up to $100,000 per organization. The amount of the award shall be the Net Negative Revenue Difference between the organization’s calendar year 2020 and calendar year 2021 financial statements.

The Nonprofit Assistance Fund website will begin accepting applications beginning on Monday, August 1, 2022, at 9:00 AM Eastern Time. [CNPE Note: The site will be open for 62 days – through 4:30 PM ET on Saturday, October 1, 2022.] Each applying nonprofit must complete the online application and supply all required information and documentation. The application website is TeamKYnonprofitfund.ky.gov.

Definitions

“Qualifying Nonprofit Organization (QNO)” means an organization that has been granted exemption from federal income tax by the U.S. Commissioner of the Internal Revenue Service as organizations described in Section 501(c)(3), (6), (8) or as veterans’ organizations described in Section 501(c) of the U.S. Internal Revenue Code and subject to the provisions of the [Kentucky] Nonprofit Corporation Act. Additionally, the organization must serve the citizens of the Commonwealth of Kentucky, and [either] must be an arts organization OR must serve at least one of the following populations:

- people living at or below the federal poverty level
- people experiencing homelessness
- communities of color
- minimum- or low-wage employees displaced by business closures
- older adults living at/below the federal poverty level
- people who are immunocompromised or fragile
- immigrant and refugee communities
- people with limited English proficiency
- people with disabilities
- people without health insurance
- victims of domestic violence or child abuse
- children in need of services or
- workers without access to paid sick leave.

“Based in Kentucky” means the organization must [a] have a physical presence (e.g., an office, programmatic space, or outreach center) within the Commonwealth of Kentucky and [b] provide services to citizens of the Commonwealth of Kentucky.

“Net Negative Revenue Difference” means the difference between the organization’s overall revenue less expenses in calendar years 2020 and 2021. [CNPE Note: It doesn’t matter which year’s net revenue number is higher, as long as there is a difference. Your award/payment will equal this difference (up to the maximum of $100,000). This is important!]

“Federal Aid” means direct financial assistance, other than loans, through the federal CARES Act (Pub. L. No. 116-136), the Consolidated Appropriations Act, 2021 (H.R. 133), or any subsequent relief package enacted prior to the submission of the organization’s application to the Nonprofit Assistance Fund. Please note, this does not include forgivable loans provided via the Paycheck Protection Program (“PPP”).

“Certified Financial Documents” means either an organization’s Form 990 submission to the Internal Revenue Service, or financial documents with an accompanying affidavit attesting to the accuracy of the documents. [CNPE Note: Calendar-year filers should use their Form 990s; fiscal-year filers will need to prepare and submit calendar-year statements for 2020 and 2021 along with an affidavit. You can download a sample “Profit/Loss” document here and a sample affidavit here.]
**Eligibility Criteria**

1. Only a [Qualifying Nonprofit Organization ("QNO") Based in Kentucky](#), as those terms are defined above, shall be eligible for an award.

2. The QNO must designate an individual who is primarily responsible for the program application and who can be contacted to provide clarifying information as necessary.

3. The QNO must supply all information and documentation required by the application. Incomplete applications may be rejected. An organization that has been rejected for relief payments is ineligible to reapply.

4. The QNO must be in active operation and remain in active operation for [all] of Calendar Year 2022.

5. Complete applications must be received from the QNO no later than **Monday, October 1, 2022, at 4:30 PM Eastern Time**.

**Program Operations and Guidelines**

1. Applications will be accepted only via the program’s website, available at [TeamKYnonprofitfund.ky.gov](#).

2. Applications will be evaluated on the following basis:
   
   a. The website will open for application submissions on **August 1, 2022, at 9:00 AM Eastern Time**, and shall close on **October 1, 2022, at 4:30 PM Eastern Time**.

   i. Applications for QNOs that have not received Federal Aid will be evaluated on a first come, first served basis. [CNPE Note: **Download** a sample affidavit verifying the absence of Federal Aid.]

   ii. Applications for QNOs that have received Federal Aid will also be considered on a first come, first served basis; however, no application from a QNO that has received Federal Aid shall be considered until such time as all applications for QNOs that have not received Federal Aid have been adjudicated. [CNPE Note: QNOs that received Federal Aid (as defined) can still apply, but money will first go to all QNO applicants that did not.]

   b. Only complete applications will be considered. Incomplete applications may be denied.

3. Payments will be made to QNOs only to the extent funds remain available. No more than $74,700,000 in total payments from the Fund will be made. A QNO is eligible for a maximum award of $100,000.

4. Awards are made purely as a matter of grace, and the approval or denial of an application, and the amount of any approval, shall not be subject to appeal.

5. The QNO must provide IRS Form 990 submission or [Certified Financial Documents](#) (with an accompanying affidavit attesting to the accuracy of the documents) that demonstrate the [Net Negative Revenue Difference](#), as those terms are defined, between calendar years 2020 and 2021.

6. To the extent the Net Negative Revenue Difference shown by the QNO equals or exceeds $100,000.00, provided the QNO meets all other eligibility criteria, the QNO shall be awarded $100,000.00. Otherwise, the QNO shall be awarded the actual amount of its Net Negative Revenue Difference.

7. A QNO that receives an award from the Nonprofit Assistance Fund must maintain all records submitted as part of its application for a period of five years from the date of award.

8. Upon request, the QNO shall provide all records submitted as part of its application to the Commonwealth of Kentucky, its agencies, agents, directors, and/or any part who has contracted with the Commonwealth of Kentucky for the purposes of ensuring compliance with local, state, or federal law. At its own expense, the QNO shall prepare photocopies of all requested records and provide them to the Commonwealth or any of the aforementioned parties upon written request of the Commonwealth within 30 days of receiving such request.
Necessary Documentation and Application Information

1. Qualifying Nonprofit Organization information, including:
   a. QNO name and/or DBA information
   b. A copy of the QNO’s Articles of Incorporations and/or Bylaws
   c. Contact information for the authorized representative designated by the QNO
   d. The location of the QNO’s physical presence in the Commonwealth (if more than one, the primary location)
   e. Federal tax identification information (FEIN or Federal Tax ID)
   f. Documentation showing the QNO’s service to the relevant Kentucky populations (not applicable for arts organizations)
   g. Sworn statement (affidavit) regarding whether the organization has accepted Federal Aid.

2. Certified Financial Documents demonstrating the Net Negative Revenue Difference between calendar years 2020 and 2021. These documents may be:
   a. Form 990s submitted to the Internal Revenue Service, provided that the QNO reports on a calendar year basis; or
   b. Financial statements (e.g., Profit and Loss Statements) prepared by the QNO’s financial officers; provided, however, that such prepared documents shall be accompanied by an affidavit attesting to the veracity of the information contained therein.

3. All applicants will be required to certify that they are in compliance with all Program Rules, Guidelines, and eligibility requirements. This certification will be completed as part of the online application process, and there will be no requirement to upload a [separate certifying] document.

Fraudulent applications will be referred to appropriate law enforcement entities for investigation and potential prosecution.

CNPE Note: Address questions to the KY Public Protection Cabinet at kynonprofitfund.help@ky.gov