

# Bethel Community Services Foundation

## Nonprofit Relief and Response Grant Program



BETHEL COMMUNITY SERVICES  
FOUNDATION INC.



Lisa Whalen  
Bethel Community Services Foundation  
Project Lead  
[covidnonprofit@bcsfoundation.org](mailto:covidnonprofit@bcsfoundation.org)  
907-543-1812

# Nonprofit Relief and Response Grants Program Introduction

In July 2020, the City of Bethel received funding from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. Local needs were classified into broad categories of government, business, and nonprofits. The City solicited public feedback and assessed the requirements and needs of each sector, with the goal of producing a set of responsive programs to ensure that we successfully distribute and manage CARES Act funds to best serve the citizens of Bethel. The program highlighted in this guide is part of the City's CARES Act Budget and Spending Plan, as approved by City Council on July 14, 2020. \$1,000,000 of the funding received by the City was granted to Bethel Community Services Foundation to assist the nonprofit sector in COVID-19 relief, recovery and response.



Bethel Community Services Foundation is using the \$1,000,000 to establish the Nonprofit Relief & Response Grant Program. The Foundation will administer the funds through three programs, detailed in this guide:

- Nonprofit Relief & Recovery (Noncompetitive)  
[Deadline: August 17 at 5 pm](#)
- Nonprofit Response (Competitive)  
[Deadline: August 24 at 5 pm](#)
- COVID-19 Grants to Individuals & Households Program administered by Tundra Women's Coalition  
[Individual Applications accepted by TWC starting August 3 and will continue on an ongoing basis until funds are expended](#)

## Key Considerations

The CARES Act requires that payments from the Bethel Nonprofit Relief and Response Grant Program are used to cover costs that:

- 1) Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
- 2) Were not accounted for in the State of Alaska or City of Bethel's budget as approved on March 27, 2020.
- 3) Were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. *\*BCSF has established a 12/15/20 expenditure deadline with this program.*

# Rules

The program is open to nonprofits that provide services to residents of the City, regardless of where the nonprofit has its main office - though the nonprofit must have a physical or service presence within the City of Bethel - and regardless of whether the local chapter or affiliate is part of a larger statewide or national organization.

The Nonprofit Response (Competitive) and Nonprofit Relief & Recovery (Non-Competitive) programs are open to all qualifying nonprofits. Nonprofits that applied for or obtained other state or federal COVID-19-related assistance are eligible to apply, but funds requested from this program must not be duplicative. Reporting requirements for these two nonprofit grants will be shared when grants are awarded.

A nonprofit cannot obtain a grant through this program while also obtaining a grant through the City's business grants program.

For both programs, applicants will need to certify that the information provided is true and accurate, and agree to assist in the verification of information provided in the application and to provide additional information to BCSF if requested.

Appeals must be submitted to Michelle DeWitt at BCSF, in writing, within 10 days of the determination letter date. Additional information will be provided in future communications.

The names of nonprofits that receive grants and the amounts and purposes for which they receive the funding will be considered a public record.

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments. Funds may be used for purchasing assets that will be used in the short term for public health purposes, even though they may outlast the crisis— for example, a house used for temporarily quarantining people seeking lodging at a shelter.

Organizations can receive CARES Act funding from multiple sources, but the funding cannot be duplicative. Requests for funding from this Bethel Nonprofit Relief and Response grant opportunity cannot be used for projects already funded through the Paycheck Protection Program (PPP), Economic Injury Disaster Loan emergency advance program (EIDL), AK CARES small business loans or other CARES Act-sourced funding.

Any expenditures that are not determined to fit within the six categories described in the Eligible Expenses section will require repayment from the grantee. Grant reporting will require submission of receipts for all expenses to confirm eligibility.



# Eligibility

The following are general eligibility rules, though each grant program has specific requirements.

- The grants will be available only to IRS certified 501 nonprofits to include (c)3, c(5), c(19), c(23), 501(e), 501(k); (c)4 and (c)6 organizations are allowed, but these funds cannot be utilized for lobbying or advocacy  
Fiscally-sponsored projects, including those sponsored by BCSF, will be eligible to apply
- The nonprofit must have been in operation serving City of Bethel residents since at least January 1, 2019
- A majority of the group's local board of directors or local advisory board and its officers must be Alaska residents. A local affiliate of a national organization must have a local advisory or governing board
- Faith-based nonprofits and religious institutions are eligible to apply
- The grant funds must be fully expended by December 15, 2020
- The program is limited to nonprofits economically damaged by the COVID-19 public health emergency. Your organization must have experienced a loss of income caused by required closures and/or cancellations of services/programs associated with the COVID-19 pandemic AND/OR have incurred or will incur expenses in direct response to the Coronavirus public health emergency in one of or more of the six categories provided on Pages 8-9
- Must provide a most recent IRS Form 990 (2018 or 2019). For those nonprofits that do not file with the IRS, BCSF will accept an audited financial statement or an unaudited statement by a third-party preparer

## Questions?

Contact Lisa Whalen at [covidnonprofit@bcsfoundation.org](mailto:covidnonprofit@bcsfoundation.org) or call 907-543-1812.

Bethel Community Services Foundation reserves the right to amend any criteria or procedures as may be required if new city, state or federal guidelines are issued. Organizations that have received CARES Act funding from other sources are eligible to apply for this funding, but the funding cannot be duplicative.

# Nonprofit Relief and Recovery Grant Program

This non-competitive program will be divided into three levels to help meet the needs of repairing the economic damage to Bethel nonprofits caused by the COVID-19 public health emergency. The three levels of funding available will be directly associated with three thresholds of the nonprofit's annual income:

- Up to \$10,000 for nonprofits of less than \$50,000 in annual income
- Up to \$25,000 for nonprofits with annual incomes between \$50,000 and \$249,999
- Up to \$50,000 for nonprofits with annual incomes of \$250,000 or greater

Annual income will be determined by the nonprofit's most recent IRS Form 990 from 2018 or 2019 (whichever is completed). For those nonprofits that do not file with the IRS, BCSF will accept an audited financial statement or an unaudited statement by a third-party preparer. If the demand for grants exceeds the program's available funds, BCSF reserves the right to prorate the grants equally to all recipients to stay within available funding.

A total of \$600,000 has been allocated for this program. Nonprofits may apply to both this program AND the Response Grant program.

**Deadline: August 17, 2020 at 5 pm.**

Eligibility criteria for the Bethel Nonprofit Relief and Recovery Grant Program will include:

- 1) Nonprofits that provide services to residents of Bethel, regardless of where the nonprofit has its main office- though the nonprofit must have a clear, demonstrated physical or service presence within the City of Bethel- and regardless of whether the local chapter or affiliate is part of a larger statewide or national organization.
- 2) IRS-certified 501 nonprofits (see Page 4 of guide). Religious institutions are eligible consistent with federal guidance, as updated. The nonprofit must have been in operation serving City of Bethel residents since at least January 1, 2019. Fiscally-sponsored projects, including those sponsored by BCSF, will be eligible to apply.
- 3) A majority of the group's local board of directors or local advisory board and its officers must be Alaska residents. A local affiliate of a national organization must have a local advisory or governing board.
- 4) Grant funds must be fully expended by December 15, 2020.

**The Nonprofit Relief and Recovery Grant Program is limited to nonprofit organizations economically damaged by the COVID-19 public health emergency. Requests intended to recover economic damages (missed fundraisers, etc.) are allowable. If the proposed use of grant funds is to reimburse expenses incurred as a result of COVID-19, use must fit into one of the Eligible Expenditure Categories defined by Treasury. That list and nonexclusive examples are provided on pages 7 and 8 of this guide.**



# Nonprofit Response Grant Program

This competitive program will allow nonprofits to request funds for adaptation during this public health crisis. Creative programming solutions, collaborations, support for elders and the homeless, food security, capital purchases related to COVID-19 needs, facility modifications, child care adaptations to help employees return to workplaces, work-from-home adaptations and more- this program is designed to assist Bethel nonprofits achieve their specific and broader missions in the context of COVID-19. Nonprofits based in communities elsewhere in Alaska are eligible to apply for these funds in collaboration with one or more Bethel-based partners.

This program is designed to help nonprofits move beyond restoration from incurred expenses and lost income to positioning themselves to serve stakeholders through the upcoming months of the pandemic. Nonprofits may apply to both this program AND the Relief & Recovery program. **Deadline: August 24, 2020 at 5 pm.**

**The Nonprofit Response Grant program is limited to nonprofits that are impacted by COVID-19. Proposed projects must fit into one of the Eligible Expenditure Categories defined by Treasury. That list and nonexclusive examples are provided in the Eligible Expenses section of this guide.**

A total of \$300,000 has been allocated for this program and the maximum grant request from an applicant is \$100,000.

## Eligibility criteria

- 1) Nonprofits that are based in Bethel and provide services to residents of the City. The nonprofit must have a clear, demonstrated physical or service presence within the City of Bethel.
- 2) Nonprofits based in communities elsewhere in Alaska are eligible to apply for these funds in collaboration with one or more Bethel-based partners.
- 3) IRS-certified 501 nonprofits (see Page 4 of guide). Religious institutions are eligible consistent with federal guidance, as updated.
- 4) Fiscally-sponsored projects, including those sponsored by BCSF, will be eligible to apply.
- 5) IRS Form 990 from 2018 or 2019 (whichever is completed). For those nonprofits that do not file with the IRS, BCSF will accept an audited financial statement or an unaudited statement by a third-party preparer.
- 6) The nonprofit must have been in operation serving City of Bethel residents since at least January 1, 2019.
- 7) A majority of the group's local board of directors or local advisory board and its officers must be Alaska residents. If allowed, a local affiliate of a national organization must have a local advisory or governing board.
- 8) Grant funds must be spent by December 15, 2020.
- 9) Your organization must have experienced impacts from COVID-19 as described on Page 3.

# Eligible Expenses

Nonprofits applying for the Relief and Recovery Grant may apply for assistance in mitigating COVID-19-related economic damage OR for eligible expenditures incurred as a result of COVID-19. Nonprofits applying for Relief and Recovery to reimburse costs or for adaptations through the Response Program must ensure that expenses meet the eligibility criteria below:

Eligible Expenditure Category	Nonexclusive Examples of Eligible Expenditures	Possible Focus Areas
<b>Medical</b>	<ul style="list-style-type: none"> <li>Emergency medical response expenses, and expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment</li> </ul>	<ul style="list-style-type: none"> <li>Health-serving organizations including medical, behavioral health, etc.</li> <li>Meal delivery and distribution services for vulnerable senior groups</li> <li>Emergency responses/responder costs</li> </ul>
<b>Public Health Expenses</b>	<ul style="list-style-type: none"> <li>Acquisition and distribution of medical and protective supplies</li> <li>Medical personnel, public health/safety workers</li> <li>Disinfection of public areas and facilities</li> <li>Public safety measures undertaken in response to COVID-19</li> <li>Quarantining individuals</li> </ul>	<ul style="list-style-type: none"> <li>Public health communications via public media</li> <li>Procurement of PPE</li> <li>Purchase of assets that are for immediate use for response/quarantine and also of valuable response after the crisis</li> </ul>
<b>Payroll Expenses</b>	<ul style="list-style-type: none"> <li>For public safety, public health, health care, human services and similar employees whose services are substantially dedicated to mitigating or responding to COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>Priority given to nonprofit organizations providing residential services and supports; behavioral health clinical services and supports and organizations that provide critical housing and needed support services to maintain stable housing for vulnerable populations</li> </ul>
<b>Expenses of Actions to Facilitate Compliance</b>	<ul style="list-style-type: none"> <li>Food delivery to residents, including, for example, senior citizens and other vulnerable populations</li> <li>Facilitation of distance learning, including technological improvements, connected with school and other organizational closings</li> <li>Telework capability for employees</li> </ul>	<ul style="list-style-type: none"> <li>Priority given to organizations addressing food security, including procurement, shipping, storage, transportation, and delivery costs related to ensuring people have food</li> <li>Includes costs of outreach and assistance to people who need food support due to the crisis but may not have accessed services in the past and are unfamiliar with public assistance</li> </ul>

# Eligible Expenses

Eligible Expenditure Category	Nonexclusive Examples of Eligible Expenditures	Recommended Focus Areas
<p><b>Expenses of Actions to Facilitate Compliance,</b> <i>Continued</i></p>	<p><i>Continued from previous page</i></p>	<ul style="list-style-type: none"> <li>• Encourage innovative proposals, e.g. a service provider who enhances capacity by adopting telehealth or other distance delivered service practices, expands hiring practices to include remote employees, or creating positions to assist quarantined residents, disinfect areas, deliver food, ensure public compliance, or changing hiring practices, etc.</li> <li>• Include costs of adapting practices for public health purposes such as quarantine housing, travel costs, procurement of PPE, etc. Priority given to organizations that address child abuse and neglect, behavioral health and domestic violence</li> <li>• Includes Internet connectivity and distance learning/telework projects, including training employees for telework and remote working capabilities</li> </ul>
<p><b>Expenses Associated with the Provision of Economic Support</b></p>	<ul style="list-style-type: none"> <li>• Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures</li> <li>• Unemployment insurance sots related to the public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise</li> </ul>	<ul style="list-style-type: none"> <li>• Includes organizations providing technical assistance for nonprofits to access relief funding, etc.</li> <li>• Includes funding for post-award technical assistance to grant recipients related to allowable expenditures, guideline interpretation, etc.</li> </ul>
<p><b>Other Reasonably Necessary Expenses</b></p>	<ul style="list-style-type: none"> <li>• Other expenses reasonably necessary that can be tied back to COVID0-19</li> </ul>	<ul style="list-style-type: none"> <li>• Includes child care and youth programs that will enable parents/caregivers to return to work</li> <li>• Includes organizations working under increased pressure due to impacts of COVID-19</li> <li>• Includes libraries and arts and cultural organizations that house or offer youth or social service programming that is necessary to the function of community</li> </ul>



# Individual Assistance



Grants to Individuals and Households are available through Tundra Women's Coalition.

Bethel households that need assistance with expenses as a result of COVID-19-related loss of income or economic hardship will be eligible to apply. Applications from individuals and households residing in Bethel will be given priority. Individuals who work in Bethel or stay in Bethel for extended periods of time, but officially reside in another community, may also apply. Businesses and nonprofit organizations are not eligible to apply. Each individual or household may only apply for this grant one time. A total of \$100,000 has been allocated for this program.

## Required Documentation

- Completed application form
- Copy of valid photo identification
- Copy of one of the following
  - Unemployment letter
  - Furlough letter
  - Letter stating individual is under quarantine due to COVID-19 contact
  - Employer letter reducing hours due to COVID-19
  - Proof of inability to work due to COVID-19
- Copy of lease from landlord OR statements from mortgage company
- Copy of utility bills
- Copy of cell phone/internet bills
- Copy of insurance bills
- Copy of fuel bill

## Covered Expenses

- Mortgage/rent payments
- Utility payments
- Cell phone/internet payments
- Groceries
- Insurance (auto, home, medical) payments
- Fuel oil payments
- Other bills you are not able to pay due to COVID-19-related loss of income or economic hardship will be considered, but copies of those bills must be provided

**Application online  
at [tundrapeace.org](https://tundrapeace.org)**

## How to Apply

Applications for Grants to Individuals and Households can be submitted to Tundra Women's Coalition online at [tundrapeace.org](https://tundrapeace.org), by email, fax, or in-person. Inquiries can be directed to Louise Angaiak at 907-543-3444 or [covid.grant@twcpeace.org](mailto:covid.grant@twcpeace.org).

# Application Process

Applications may be submitted in a variety of ways:

1. **Online** at [bcsfoundation.org/covidnonprofit/](https://bcsfoundation.org/covidnonprofit/)
2. **In-Person** at the BCSF office at 1795 Chief Eddie Hoffman Highway.
3. **USPS** Mail to BCSF at PO Box 2189 Bethel, AK 99559. Application must be postmarked by 5 p.m. on the date of the deadline.
4. **Email** to [covidnonprofit@bcsfoundation.org](mailto:covidnonprofit@bcsfoundation.org)
5. **Fax** to BCSF at 907-543-1826

## Deadlines

- **Nonprofit Relief & Recovery (Noncompetitive)**  
[Deadline: August 17 at 5 pm](#)
- **Nonprofit Response (Competitive)**  
[Deadline: August 24 at 5 pm](#)
- **COVID-19 Grants to Individuals & Households Program** administered by Tundra Women's Coalition  
[Individual Applications accepted by TWC starting August 3 and will continue on an ongoing basis until funds are expended](#)

## BCSF Board of Directors

Frank Neitz, Board President  
Thomas Hawkins III, Board Vice President  
Patricia Smith, Secretary/Treasurer  
James Robert (Bobby) Hoffman  
Melody Hoffman  
Fannie Black  
Nicholai Joekay

## Acknowledgments

We would like to give special thanks to the following:

City of Bethel  
The Foraker Group  
Lisa Whalen  
Kate McWilliams  
Alaska Municipal League  
Tundra Women's Coalition  
Alaska Community Foundation  
Kachemak City  
Larry Persily & the City of Kenai

**Translated applications can be made available upon request.**

Mumigtat imirarkat piyulrianun tunumalartut.

번역된 지원서는 요청을 하시면 제공될 수 있습니다.

Aplicaciones traducidas disponibles por solicitud.

**Translated grant program guidelines can be made available upon request.**

Mumigtat grant program-at alerqutait piyugtaitnun tunumalartut.

번역된 보조금 프로그램 안내가이드는 요청을 하시면 제공될 수 있습니다.

Traducción de los lineamientos del subsidio disponibles por solicitud.