

Ogden City American Rescue Plan Act

Non-Profit Grant Application

Timeline and Process: The RFA is being released on September 15, 2022. Completed applications will be accepted until October 6, 2022. Please send completed application by email to grants@ogdencity.com. Please contact the Ogden City Comptroller's office with questions at (801)629-8713.

Note: Grant applications should be one complete PDF document.

Eligibility Criteria:

- Nonprofit 501(c)(3) Organization and must have a physical location in Ogden City.
- Nonprofit Organization must be open as of date of grant application.
- Nonprofit Organization must be free and clear of any Ogden City, state or federal tax liens or judgments.
- Nonprofit Organization must supply documentation to support the grant application.
- Nonprofit Organization must have a minimum annual operating budget of \$250,000.
- Project funds must be obligated by December 31, 2024.
- Project funds must be spent by December 31, 2026.

Selection Criteria: When re-evaluating and making awards, Ogden City will consider criteria that include, but are not limited to:

- Type of social services provided; preference for youth and family supporting services
- Description of essential capital improvement project to be funded
- Identified total project costs listing all other funding sources leveraged on the project
- Collaboration with other community-based agencies and City departments
- Geographic distribution of services
- Organizational sustainability

Application Components: The maximum number of pages for the project information (#1-#4 below) is FOUR pages.

The application should be submitted as one electronic PDF in the following order:

#1 COVER SHEET

Application must have a COVER SHEET which clearly identifies:

- RFA Applying for: Non-Profit/ARPA
- Project Title
- Organization/Agency Name
- Tax ID and Federal Unique ID.

- Dollar amount of federal fund from your last reporting year, with the percentage this is of total revenue.
- A list of the organization's five highest paid offices, including name and total compensation.
- Executive Director and/or Program Contact Person
- Current Mailing Address
- Phone number
- E-mail address
- Amount of grant funding requested (minimum must be \$25,000)
- A brief (50 words or less) description of proposed project

#2 PROJECT INFORMATION

The application must contain the following information:

- Briefly describe your organization and its mission.
- Summarize your project by providing a brief description.
 - How is the project beneficial to City residents?
 - Describe how the program/project will help to respond to the public health emergency with respect to COVID-19 or its negative economic impacts.
 - How was the local need for this project determined?
- Describe your organizational capacity to successfully carry out the proposed project (i.e., past history of the organization will be considered to assess the agency's prospects for achieving its goals and objectives).
- If the project is not fully funded, how will the project be completed?
- Provide a project timeline.

#3 SCOPE OF WORK OR WORK PLAN

The following information should be provided in the format as shown below.

Scope of Work or Work Plan

Your scope of work or work plan should answer these questions:

- What is the project goals?
- How will those goals be achieved including time frame?
- What is your evaluation methodology to be tracked for measuring results?

Project Results

All requests from agencies that receive Non-Profit/ARPA grant funds must specify actual project results. Results must be described in meaningful, measurable terms and must be reported quarterly throughout the life of the grant.

Compliance and Reporting

A recipient must comply with all other applicable Federal statutes, regulations, and executive orders, and a recipient shall provide for compliance with the American Rescue Plan Act and any interpretive guidance by other parties in any agreements it enters into with other parties relating to these funds.

A recipient must comply with eligible uses for funding under the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Final Rule, found here: [SLFRF-Final-Rule.pdf](#) (treasury.gov).

A recipient must commit to assisting the City with compliance and quarterly reporting requirements required by the U.S. Department of the Treasury.

#4 PROJECT BUDGET

The following information should be provided in the format as shown below.

- A budget narrative is required that:
 - Describes each line item;
 - If these funds will be used for a community match required by other funding sources, please list the other funding source, and the amount of the match required;
- Provide a budget that includes the following information:
 - A description of all committed sources of funding for the proposed project;
 - Identifies the part of the proposed project the requested funds will be used for.
- A current year organizational budget.

Additional Documentation to attach to application

- Verification of current registration with SAM.gov registration
- Most recent organization balance sheet.