

## ARPA Online Application Draft

The following are the questions you will be required to answer in the online application for ARPA funds. The ARPA Nonprofit Grants Program application will be available through the Community Foundation of West Texas website at [www.cfwtx.org](http://www.cfwtx.org) from May 16, 2022, through June 30, 2022. Applications must be submitted electronically via the online grants portal.

### Eligibility Quiz:

- Is your organization either located within the City of Lubbock city limits or provide services to residents of the City of Lubbock?
- Is your organization a 501(c)3 nonprofit organization or a faith-based organization that serves the general community?
- Does your organization conduct business without discrimination on the basis of race, religion, age, disability or national origin?

### Organization Information:

- Name
- Mailing address
- Email/phone
- Background/Mission/Number of employees
- Annual Budget
- Web address
- Description of services provided to City of Lubbock residents, number of Lubbock residents served in 2019, 2020 and 2021

### Organization Primary Contact:

- Name
- Title
- Office phone
- Email

### Proposal Summary

- Project Title
- Project Budget
- Request amount
- Start Date/End Date
- Type of support
- Number served (projected number)
- Program area
- Age group served
- Primary population served
- Project Summary

## **Proposal Narrative**

This document should be no more than four pages and should include the following information:

- Describe the purpose of the funding and why it is needed by your organization.
- How will the requested funding mitigate financial hardship experienced as a result of the COVID-19 public health emergency and its economic impact.
- Problem and Need – Identify the problem(s) to be addressed and the needs to be met by the project(s). What unique service(s) would the community be deprived of if you do not undertake this project? Provide supporting data.
- Specific use of funds requested
- Program/Project Goal(s) – Describe the goal(s) and overall impact of the project or program and how the program/activities respond to needs created by the COVID-19 pandemic.
- Program/Project Design – Describe your program objectives, activities, strategies, staffing, partners, timelines and explain how the design will enable you to address the problem or need. Identify the project as a new or continuing program.
- Sustainability – Specify your plans for financing the project after the City ARPA funding is exhausted.
- Evaluation Plan: It is important that the program be evaluated for success with the funds, both for the knowledge of the City, and for the records of programs.
- Outcomes – Describe the proposed program or project outcomes and the general long-range plans of the organization.
- Measurement – Describe how results will be documented and measured, and how success will be determined. Be prepared to follow through with documentation of measurements to report on this grant within one year of award date.

## **Project Budget**

Provide an itemized budget of the costs and expenditures related to your program/project and specific use of funds requested and a timeline on use of funds; include loss of revenue information as well as provide a budget narrative explaining the details of your program's financial status, how the organization typically raises funds, how the organization has been negatively impacted financially by COVID-19 and the steps the organization has taken to address financial impacts of COVID-19.

## **Organization Budget**

Provide agency budget, showing actual revenue and expenditures by categories for the following time periods including proof of prior expenditures for personal protection equipment purchased as a response to COVID-19, actual operating costs during the COVID-19 pandemic, and/or a loss in revenue during the COVID-19 pandemic:

- January – December 2019
- January – December 2020
- January – December 2021
- Current operating year budget, projected and actual, showing revenue and expenditures
- Amount and description of use of Federal CARES Act and American Rescue Plan Act assistance received, including but not limited to, PPP, EIDL, CDBG-CV, and City CARES grant funds (if applicable)
- Any other supporting information the organization would like the review panel to consider (may be limited in size or length)

A Sample Budget Template is available online at <https://www.cfwtx.org/current-grant-opportunities>

IMPORTANT: If your organization is an affiliate or division of a larger organization, PROVIDE ONLY INFORMATION RELATED TO YOUR LOCAL/DIVISION LEVEL OPERATIONS.

**Current Financial Statements**

Most recent month end Statement of Financial Position and Statement of Financial Activities

**Most Recent YEAR END Financial Statements**

Most recent year end Statement of Financial Position and Statement of Financial Activities

**IRS Filing (Form 990)**

Please provide 2019 and 2020 Form 990s

**Board Roster**

List of Board Members including employment affiliations, race, gender and contact information.