



SAN MATEO COUNTY STRONG FUND NON-PROFIT ORGANIZATION GRANT PROGRAM FREQUENTLY ASKED QUESTIONS

PROGRAM OVERVIEW QUESTIONS

What is the San Mateo County Strong Fund Non-Profit Grant Program?

The California Shelter in Place order implemented to curtail the spread of COVID-19 has impacted many throughout the state, including many local non-profit agencies who are experiencing a surge in demand for their services; cancelations of fund raising events and challenges implementing the social distancing requirements. San Mateo County, in partnership with Silicon Valley Community Foundation (SCVF) and San Mateo County Economic Development Association (SAMCEDA), has created the San Mateo County Strong Fund (SMCSF).

Specific to non-profit support, the goal of the SMCSF is to provide emergency grants through the SVCF to support non-profit organizations serving San Mateo County whose services are most impacted by the COVID-19 pandemic. The first round of funding for non-profits of \$1m was designated for the eight (8) core services agencies in the County and the Shelter providers. This next round of funding is targeted to organizations whose organizational activities or everyday operations have been disrupted by COVID-19.

What can non-profit organizations use the grant funding to pay for?

- Supplies related to health and hygiene (e.g., masks, gowns, gloves and other protective equipment) as recommended by the Centers for Disease Control or the county public health department
- Technology upgrades or purchase of virtual communication vehicles
- Other operational and staffing expenses that relate to the shift in direct service plans or the provision of emergency services

How much grant funding will be awarded to eligible applicants?

The grant funding is a maximum of \$20,000 per organization, subject to availability of funds.

Will I have to pay the money back?

No. San Mateo County Strong Fund is providing emergency grants that won't require any repayment.

When will the application period open?

The application period will be from **Wednesday, May 6, 2020 at 8:00 a.m. until receipt of 250 applications or Monday, May 11, 2020 at 5:00 p.m., whichever comes first.**

How can I apply?

You can access the San Mateo County Strong Fund Non-Profit Grant application form at the website: www.scmstrong.org. The application is a fillable form that can be saved to your computer; download the file and fill in using [Adobe Acrobat Reader](#) (free download at this link) and when complete,

emailed with a copy of your dated organizational budget for this fiscal year to NPEmergencyFund@smcgov.org. The application form will be available on **Wednesday, May 6, 2020 at 8:00 a.m. Applications will be accepted until receipt of 250 applications or Monday, May 11, 2020 at 5:00 p.m., whichever comes first.**

Who can I contact if I have questions?

You can direct an email to NPEmergencyFund@smcgov.org

Can I apply in-person?

Due to the legal requirements for social distancing, applications will only be accepted via the email address NPEmergencyfund@smcgov.org

Visit www.SMCStrong.org to find a link to the application form for non-profit organization grants.

Who will process the grants (send the funds out to nonprofit organizations)?

The County will notify the Silicon Valley Community Foundation (SVCF) of the organizations receiving grants and the grant amounts and SVCF will distribute the funds directly to the selected nonprofit organizations.

APPLICATION PROCESS QUESTIONS

Can I apply in-person?

Due to the legal requirements for social distancing, the application form can only be accessed online at www.smcstrong.org and the completed application with a dated copy of your organizational budget for this fiscal year must be emailed to NPEmergencyfund@smcgov.org

Will I need to pay an application fee?

No. There is no fee to apply. There are no processing fees if you receive a grant.

How many grants will be approved in round of applications?

The maximum grant amount is \$20,000 per non-profit organization and we anticipate there will be \$500,000 in funding. If every organization receives the maximum amount of funding, there will be 25 grants awarded.

How competitive will the application process be?

The process will be very competitive.

How many grants will be given in total?

As many as possible, but for every \$500,000 dollars in grants at \$20,000 per grant only equals 25 applicants receiving a grant.

Will I get the full \$20,000 dollars?

Grants will be awarded based on the amount requested and the needs described by the applicants. Grants could be awarded in an amount less than the maximum and all are subject to availability of funds.

Can I apply twice for the same non-profit organization?

No. The anticipated need will be enormous. Funding must be used to support as many unique applicants as possible.

How is the decision made about which non-profit will be awarded grants?

Applications will be grouped into four areas; Health Services, Human Services; Childcare and

Arts/Cultural/Environmental/Other. Each area will be evaluated by county representatives and designees and ranked based on the completeness of the application, purpose for which the funding is being sought, population served, impact of services provided and financial need. There will also be consideration for geographical representation.

The application asks me to check what category of services we provide; Health Services, Human Services; Childcare Services or Arts/Cultural/Environmental/Other. What if I'm not sure which category to select?

Here's some examples of the services for each category (these are only examples and not meant to be an exhaustive list):

Health Services: mental health and crisis services, addiction and substance abuse, health care facilities and programs

Human Services: housing and shelter, food distribution, youth programs, disaster recovery

Childcare Services: infant/toddler day care.

Arts/Cultural/Environmental/Other Services: present and produce art, provide services to artists, reclaim and preserve natural resources, services that don't fit in the health services, human services or childcare categories.

When will the grant decisions be made?

Organizations will receive a grant decision by May 25,2020, two-weeks after the close of the application process.

Can I appeal the decision if I am deemed ineligible?

No

APPLICATION ELIGIBILITY QUESTIONS

What are the criteria for approval?

To be eligible under the County's non-profit grant program, an organization must meet the following criteria:

- 501(c) (3) organization; and

Whose organizational activities or everyday operations have been disrupted by COVID-19

Additionally, all grant applicants will be required to submit a dated organizational budget for the current fiscal year including revenue sources.

Does the non-profit organization need to be located in San Mateo County?

No. If services are provided to San Mateo County residents, it does not matter where the non-profit organization is located.

APPLICATION PREPARATION QUESTIONS

What should I do to prepare for the online application process?

The application process will take you to a fillable form that includes a grant cover sheet, domestic bank wire transfer information and a short narrative proposal. You will also need to include a dated organizational budget for the current fiscal year including revenue sources. You can save the on-line application form (download the file and fill in using [Adobe Acrobat Reader](#) (free download at this link)and email it with your budget to NPemergencyfund@smcgov.org

Can I fax my supporting documentation and fill out the application online separately?

No. You must completed the fillable form that you access on www.SMCStrong.org; save the form and send it with your dated organizational budget for this fiscal year to

NPEmergencyfund@smcgov.org as soon as you can after the application process opens on May 6, 2020 at 8:00 a.m.

What digital files types can you submit for the organizational budget?

- PDF
- Tiff
- PNG
- JPEG (this includes pictures of documents taken with a smart phone)

Will I have to complete the application all in one session?

No. You can save the fillable form to your computer and fill it out as you wish. Because the application process is **limited to the first 250 applications**; it is suggested you send the completed application and copy of your dated organizational budget for this fiscal year as soon after the open date of May 6, 2020 at 8:00 a.m. to NPEmergencyFund@smcgov.org

What if I am not selected in this process? Will I be reconsidered if additional funding is received?

Applications not chosen for funding will be placed on a waiting list. Should additional funds become available and the same eligibility criteria is used, the applications will be reviewed and ranked in accordance with the available funds.

Will my application and supporting documentation be kept confidential?

Yes. However, if you receive a grant, your bank information will be shared with the Silicon Valley Community Foundation who will be releasing the funds to your bank and the County will be listing your organization in various reports as a grant recipient.

Are there other programs are offering grants to non-profit agencies?

Yes. You may also want to consider applying for the Regional Non-Profit Emergency Fund program through the Silicon Valley Community Foundation.

<https://siliconvalleycf.org/regional-nonprofit-emergency-fund>

We also suggest you research additional grant opportunities.