



Napa Valley Community Disaster Relief Fund Program Guidelines for Phase II Nonprofit Rebuilding Grants

The mission of the **Napa Valley Community Disaster Relief Fund** (“Fund”) is to help our county meet the needs of residents, local businesses and non-profit organizations impacted by the South Napa Earthquake (“Quake”) that occurred on August 24, 2014.

The Fund is managed by the Napa Valley Community Foundation (NVCF) and was created with a \$10 million lead gift from the Napa Valley Vintners following the Quake.

The Fund is making distributions in three phases: each phase has a specific priority area.

These guidelines address the Fund’s Phase II program for nonprofits that suffered structural damage to their offices/facilities, or damaged office furniture, fixtures, equipment or supplies as a direct result of the Quake.

- ❖ Grant awards will be available up to and including \$25,000.
- ❖ Nonprofits may apply for grants to cover expenses not yet incurred or already paid.
- ❖ Priority will be given to nonprofits that have applied to FEMA and SBA disaster relief programs, or nonprofits that applied for a loan from another financial institution for earthquake damage/repairs.
- ❖ Grants to repay loans are not eligible under this program.
- ❖ Grants to repay high interest lines of credit accessed for the disaster will be considered on a case-by-case basis.
- ❖ This grant program is open until March 31, 2015, or until funding has been committed, whichever comes first.
- ❖ Applications and decisions will be considered on a rolling basis.

Eligibility requirements for non-profits to receive Phase II Nonprofit Rebuilding grants:

- Must be a 501(c)3 public charity in good standing, or a charitable program in good standing with a fiscal sponsor that is a 501(c)3 public charity in good standing;
- Must be located in Napa County and serving Napa County residents;
- Have eligible expenses of \$5,000 or more (see both Eligible expenses sections below);
- Must be able to start using the grant funds within 4 weeks of receiving the grant award, and to expend the grant funds within 12 months;
- Must be able to demonstrate damage and losses, (see How to Apply on page 2);
- Must be able to demonstrate that a licensed contractor has completed or will complete the repairs;
- Must be able to demonstrate other sources of funding to cover repair costs, if budget exceeds requested amount from the Fund;
- Must be able to submit a grant report to the Fund within 30 days after repairs have been completed or replacement items have been installed.

Eligible expenses for nonprofits that lease office/facilities:

- Relocation expenses (e.g. moving costs, security deposit, essential tenant improvements not covered by landlord)
- Damaged office furniture, fixtures, equipment or supplies

Eligible expenses for nonprofits that own office/facilities:

- Structural repairs
- Repairs to windows, doors, floors, walls and ceilings (excludes cosmetic enhancements)
- Heating, ventilating, air conditioning, plumbing or water system repairs
- Damaged office furniture, fixtures, equipment or supplies

How to Apply

Please email us a 1-2 page letter no later than March 31, 2015 that includes the following:

- Organization name, point-of-contact, address, phone and email
- EIN number for your nonprofit organization
- EIN number and MOU with nonprofit fiscal agent, if applicable
- Amount requesting from the Fund
- Description of Quake damage, and how damage impeded/is impeding operations
- Overview of types of damage and budget for expenses or repairs, including other funding sources available to cover costs (i.e., FEMA grants, SBA or other loans, insurance, other grants or donations)
- Construction, repair, or relocation timeline
- Reasons why your organization declined an SBA or a bank loan.

Application letters must be in 12-point type, and in Microsoft Word or PDF format, and must be accompanied by the following documentation:

- Copy of completed FEMA application
- Copy of completed SBA disaster loan application, or copy of loan application from another financial institution
- Copy of approval or decline letters received from FEMA, SBA¹, or other lending institution
- Copy of Loss Verification Report (from SBA) or inspection report from another lender or City/County Tag Assessment;
- Copy of insurance policy declaration page
- Copies of receipts for repairs already completed, and services/equipment already purchased
- Copies of bids/estimates for repairs not yet completed, and services/equipment not yet purchased
- Copies of lines of credit charges for disaster related expenses, if applicable
- Licensed contractor name and license # must be listed on any applicable receipts/estimates/bids

Email your completed letter and documentation to anne@napavalleycf.org.

Application Review and Decisions

NVCF will review all application materials and will make funding recommendations to our Community Programs & Grants Committee. Applicants should expect to be contacted by NVCF with questions as part of the application review process.

Contact anne@napavalleycf.org with any questions.

¹¹ To request copies of your files from the SBA, please email grantteam@sba.gov. Be sure to include your SBA application # in your email.