

**City of Dunwoody**  
**COVID-19 Vulnerable Population Program**  
**Administered by Not-For-Profits**

**Introduction**

This application is for potential funding from the City of Dunwoody under its Vulnerable Population Program Administered by Not-for-Profits.

This application may be modified before its inclusion on the City's agenda for approval. Any changes will be communicated to the applying agency for concurrence before placement on the agenda.

The application will become **Attachment A: Scope of Work or Provision of Services** in the final grant contract, if approved.

The City reserves the right to modify its procedures in awarding grants based upon the applications received.

**Background**

The City of Dunwoody has appropriated funding indirectly through the original CARES Act to a program to assist not-for-profits in providing services to vulnerable populations that have been affected by the COVID pandemic. A high-level summary of the process follows:

- The funding can be used to reimburse eligible expenses incurred by an established and eligible not-for-profit after March 27, 2020. Eligible expenses include providing direct assistance to individuals in the community who have lost employment since March 27, 2020; providing direct assistance to individuals that have been financial hindered by reduced working hours working hours since March 27, 2020; or providing assistance to those who are part of a vulnerable population that has had additional burdens because of the COVID pandemic.
- Priority for awards will be given to agencies with a physical location in Dunwoody and that have a record of serving the greater Dunwoody/ DeKalb / North Fulton communities. This program is not designed for new programs or start-up efforts.
- The focus of the program will be overdue rent and mortgage assistance; utility assistance; food and nutrition; or other unforeseen financial/ emergency needs of

the community. It may also focus on providing group community services such as food kitchens or pantries for the same population as mentioned above and/or may also focus on organizations that provide mental health services for vulnerable individuals.

- Applications will remain open until funding is exhausted. The City reserves the right to modify these requirements and procedures based upon the volume or quality of applications. There will be an internal review process which may create a recommendation of approval, denial, or modification before being brought to Mayor and Council for approval.
- All awards will only be official upon approval by Mayor and Council. No advances for expenses will be awarded by this program.
- Grant requests must have a minimum amount of \$10,000 to be eligible for review and will have a maximum award amount of \$50,000. No reimbursement will be given until the \$10,000 worth of eligible expenses is attained. If a not-for-profit is awarded a grant and fails to show \$10,000 worth of eligible expenses within ninety days of award, the grant will be rescinded.
- Funding should not be requested through this program that will be reimbursed through other measures. If the agency makes multiple applications and wishes to withdraw the one to the City, the agency may contact staff to withdraw the application.
- The goal of all awarded funds are to have the grant expended by December 31, 2020; however, the City will allow individual grantees to work with proposal dates that extend into 2021, but no longer than one year after the approval by Mayor and Council.

## Application

The following information must be included with the final application. All applications materials must be emailed to [cares.grants@dunwoodyga.gov](mailto:cares.grants@dunwoodyga.gov).

**All information must be received by 5 p.m., Thursday, October 15, 2020.**

Required documents are below. All may be emails as separate file attachments or combined into one PDF. The latter is preferred.

Agency Name: \_\_\_\_\_

Location Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Authorized Party: \_\_\_\_\_

Name (Printed): \_\_\_\_\_

1. Signed application page.
2. 501(c)3 Not-for-profit IRS Certification
3. Agency By-Laws
4. Article of Incorporation Recorded by Georgia Secretary of State
5. Proof of registration with Systematic Alien Verification for Entitlements (SAVE).
6. Proof of registration with E-Verify.
7. All applicable licenses or permits required by federal, state, or local government to operate the agency.
8. Agency organization chart.
9. Last independent audit by a CPA.
10. Current agency budget as approved by Board of Directors.
11. Dated copies of last four Board of Director minutes.
12. Description of program, its history, clientele, and how demand has changed because of the pandemic.

13. Description of estimated expenditures for this program and presentation of the total program budget. It must clearly define the amount of funding you are asking for from the City clearly defined, though you may show other non-City expenditures to show other revenue source commitments. It should also include any and all COVID or pandemic related grant funding which the agency has been awarded or applied for.
14. In a short narrative, please indicate if you will be sub-contracting the program administration or working in partnership with another non-profit agency to provide services under this program.