

**Portage County American Rescue Plan Act Funds**  
**Nonprofit Application Process**  
**Updated May 2022**

All requests will be brought to the Grant Administrator, the Department of Budget and Financial Management, and the County Administrator, to be considered by the Board of Commissioners. Requests for ARPA funds will be received from May 19<sup>th</sup> until August 19<sup>th</sup> at 5pm and will then be reviewed by the Board of Commissioners for decision. Any requests received after August 19<sup>th</sup> at 5pm will not be considered for funding.

**To be qualified for funding:**

1. Applying entity must be a 501(c)3 or 501(c)19 nonprofit, or an umbrella entity made up of one or more subsidiary nonprofit organizations.
2. Entity must be located in Portage County and serve Portage County residents.
3. Any one entity can apply for up to \$200,000. Entities that are selected to receive funds will have 12 months from the date of approval to complete the project.

**Application questions:**

1. Has your organization experienced decreased revenue, financial insecurity, increased costs, or challenges covering other operating costs as a result of COVID-19? If so, please provide explanation and evidence.
2. Please provide an overview of your organization and the impact you have on the local community.
3. Please provide an overview of the proposed project with a detailed description. Why is this project a valuable investment? Is this a new project or an addition to an existing project?
4. What is the proposed timeline and cost estimate for this project? Is this a one-time cost or an ongoing expense?
5. Do you have any other funding sources for the project, including grants, loans, private donations, or governmental funds? Please detail both pending applications for funding and funding awards.
6. Please review the SLFRF Final Rule on ARPA Funds and the Overview of the Final Rule available through [treasury.gov](https://www.treasury.gov) and explain how the proposed project is considered an eligible and reasonable use of ARPA funds.

***Please note:*** If a requestor is requesting funding for multiple projects, each project must be explained according to application questions listed above. The requestor must also order the multiple projects by priority, with #1 being top priority, when request is submitted.

**To submit request:**

1. Application should include narrative answers to the above questions, proof of the organization's nonprofit status, and main point of contact regarding the application should the Grant Administrator have any questions prior to the Board of Commissioner's review.
2. Please submit your application by email to the Grant Administrator.

Applicants will be notified of Board of Commissioners decision after their review. If questions arise, please reach out to the Grant Administrator, Allison Diehl, by email [adiehl@portageco.com](mailto:adiehl@portageco.com)