



Manor Non-Profit Support Grant

105 E. Eggleston St. | Manor, TX 78653 | 512-272-5555

www.cityofmanor.org

Applications due by 5 p.m. Friday, October 16, 2020.

Grant recipients will be notified of decision by October 30, 2020.

No funds will be disbursed until November 30, 2020

Please Note: This program is open to all non-profit organizations located in the city limits of Manor, but the priority is for non-profit organizations that have frequent and/or close contact with non-profit customers.

Privacy Information

Information provided in this application is considered a public record and may be subject to public disclosure through the Texas Public Records Act.

CONTACT INFORMATION

First/Last Name: _____

Name of Non-Profit: _____

Non-Profit Type: _____

Address of Non-Profit: _____

Email Address: _____ Phone Number: _____

Non-Profit Ownership:

☐ My non-profit is a local organization

NON-PROFIT IMPACTS

What are the impacts to your organization from this disaster? Please check all that apply.

- ☐ Organization closure
- ☐ Reduced hours of operation
- ☐ Employee layoffs/furloughs
- ☐ Revenue decline
- ☐ Increased operating costs (i.e. salaries, insurance, paid leave)
- ☐ Restricted access to capital to address increased costs
- ☐ Inability to respond to home delivery requests
- ☐ Interrupted supply/deliveries from vendors
- ☐ Inability to serve customers
- ☐ Decreased customers
- ☐ Other _____

PERSONNEL

How many FTE (full time equivalent) employees are employed as of April 30, 2020?

Number of Full Time Employees: _____ Number of Part Time Employees: _____

BUSINESS REVENUE

Please provide a balance sheet for your business as of September 30, 2020

If you have been operating over a year:

Provide Actual Net Revenue September 30, 2020 _____

Provide Estimated Net Revenue ending September 30, 2020 _____

If you were not in operation in 2019:

Provide Actual Net Revenue from January 2020 _____

GRANT FUNDS

Please list the expenses below for which you are applying for funds. The funds can be used for non-profits, Internet, purchase of disaster related cleaning supplies, and purchase of food and supplies to offer take-out containers. Maximum funding is \$1,500 and expenses must be payable within the next 45 days. Documentation must be included with this request (statements, invoices, bills, etc.). Funds will not be paid to the non-profit but will be paid directly to the vendor.

Vendor Name	Expenses	Amount

Total Amount Requested: \$ _____

Other Sources of Funding:

Have you applied for assistance from other sources? If so, which and for how much?

SBA Economic Injury Disaster Loan (EIDL) \$ _____

Paycheck Protection Act \$ _____

Grants \$ _____

Total Amount Received To Date: \$ _____

ACKNOWLEDGEMENTS/SIGNATURE

Please check each statement acknowledging that you have read and affirm the information you have submitted within this application is true and accurate to the best of your knowledge.

- ☐ Non-profit has 25 or fewer full-time equivalent employees
- ☐ Non-profit has a physical and publicly accessible location within the city limits of Manor.
- ☐ The non-profit has experienced or is projecting to experience a decline in employment and/or revenue as a result of the disaster.
- ☐ The organization is for non-profit and engaged in activities that are legal under city and state law.
- ☐ The non-profit can meet program technical requirements including ability to provide financial records to support grant request.
- ☐ I certify that the information given is truthful and accurate. Financial information has not been manipulated to exaggerate the duress of the business.
- ☐ I understand that the information submitted in this application will be shared with a committee and city staff who will determine the allocation of funding to applicants.
- ☐ I understand that the decision of to whom the funds will be allocated is the sole decision of the Grant Committee and based on available resources.
- ☐ I understand that if my business is awarded funding from the Manor Non-Profit Support Grant that all documentation is true and accurate.

Non-Profit Executive Name

Title

Signature (electronic signatures accepted)

Date

CHECKLIST

Before you email this form, please ensure you have included the following

- ☐ Balance Sheet as of September 30, 2020
- ☐ Documentation for items for which you are requesting repayment.

Due by 5 p.m. Friday, October 16, 2020.

Deliver completed applications:

City of Manor – City Hall
105 E Eggleston St
Manor, Texas 78653