

Nonprofit Assistance Fund Application Checklist:

Kentucky Nonprofit Network has created this checklist to give qualifying nonprofit organizations a head start in preparing to complete the online application for the \$75 million Nonprofit Assistance Fund included in the 2022 state budget. The online application portal opens at 9:00am ET on Monday, August 1, 2022. The portal closes on Saturday, October 1, 2022, though it is strongly recommended that interested organizations apply as soon as possible.

Please refer to the Nonprofit Assistance Fund website for Program Guidelines for definitions of “qualifying nonprofit organization,” geographic requirements, “federal aid,” and other information. This and other sample documents are available on this site: <https://teamkynonprofitfund.ky.gov>.

A free KNN Virtual Town Hall Meeting recording with the Public Protection Cabinet providing guidance can be access here: <https://bit.ly/3PsVQOO>.

Should you still need assistance, questions may be emailed to kynonprofitfund.help@ky.gov.

Here’s what’s required for the online application:

- Basic contact information and organization Employee Information Number (EIN)/Tax identification Number (Tax ID Number).
- Net Revenue Information for 2020: Enter your organization’s revenue less expenses for 2020 – either from the 2020 IRS Form 990 (line 19) or from your Profit & Loss Statement for year end 12/31/20. If your organization files an IRS Form 990 EZ, you would take line 9 (revenue) and subtract line 17 (expenses) and get your net revenue number for 2020.
- Net Revenue Information for 2021: Enter your organization’s revenue less expenses for 2021 – either from the 2021 IRS Form 990 (line 19) or from your Profit & Loss Statement for year end 12/31/21. . If your organization files an IRS Form 990 EZ, you would take line 9 (revenue) and subtract line 17 (expenses) and get your net revenue number for 2021.
- Difference Amount Requested: Take the larger of the two numbers above and subtract it from the smaller amount above and enter the difference here. It does not matter which year the larger amount occurred in. A maximum of \$100,000 can be requested.
- Service Documentation/Letter of Authorization: If you are an arts organization, you do not have to submit this document. For others, this is a document you will upload to explain your organization’s mission and more importantly, how your organization served one or more of the populations identified in the [Program Guidelines](#). This document could be completed by your organization’s chief executive officer, your chief financial officer, or board chair – essentially the person at your organization is willing to go on the record to confirm your organization meets the eligibility requirements to receive fundings. This document does NOT have to be notarized.
- IRS Form 990: You may submit your 2020 and 2021 IRS form 990’s to meet the financial requirements of the application. You’d be submitted to upload the core Form 990 – additional schedules would not be required. *Note: it’s not yet clear if you will be able to upload both documents separately or if you would have to combine them to a single document upload. We’ll update this document as soon as we receive guidance.

- Profit and Loss Statement: If your organization does not file an IRS Form 990 (files the IRS Form 990 EZ, etc.) or does not file on a calendar year, or has received an extension for filing, you MAY submit profit and loss statements for your organization instead. These must be based on a calendar year ending 12/31/20 and 12/31/21. And if you choose to submit Profit and Loss Statements instead of the 990's, your application MUST also include a financial affidavit from your organization's board treasurer, accountant, bookkeeper, etc. – someone who is attesting legally that these financial documents are accurate. And this affidavit MUST be notarized. (Many banks have notaries.) *Note: it's not yet clear if you will be able to upload both documents separately or if you would have to combine them to a single document upload. We'll update this document as soon as we receive guidance. A sample is provided on the [Nonprofit Assistance Fund website](#), however this example format is only an example – you can [listen to the recording](#) to understand exactly what the Cabinet is seeking.

*You may upload both the IRS Form 990s AND Profit and Loss Statements, however you are not required to upload both.

- Federal Funds Affidavit: Your organization must submit a sworn statement regarding whether or not your organization has accepted direct aid as defined in the Program Guidelines. This affidavit may be completed by your chief executive officer, your chief financial officer, your CPA – essentially the person at your organization who is confirming that they would be willing to be charged with perjury if they lied about your organization's receipt of direct federal aid as outlined in the [Program Guidelines](#). And this affidavit MUST be notarized. (Many banks have notaries).
- Organizational Documents: Upload a copy of your Articles of Incorporation and/or Bylaws.
- Financial Filing Affidavit: If your organization chooses to upload Profit & Loss Statements instead of the IRS Forms 990, you must also submit an affidavit certifying that the financial information included is accurate. This would be signed by your board treasurer, your organization's CPA or bookkeeper – someone who is attesting legally that the financial documents are accurate. And it MUST be notarized. (Many banks have notaries.). If your organization uploads IRS Form 990's, this affidavit is NOT required.
- Miscellaneous Documents: If there are additional documents you feel you need to upload, you can do so here. However, if you've met the other documents required, you are NOT required to upload anything here. This is optional and for many, will not be necessary.

**Acceptable file types include .pdf, .jpg, .jpeg, .doc, .docx, .png, .txt, .gif, .xls, .xlsx, or .csv. There is a maximum file size of 20MB and the file name cannot be more than 50 characters. Please be sure ALL required documents are submitted for your application to be considered complete.

***This document is not intended to and should not be construed to replace guidance received on the Nonprofit Assistance Fund website (<https://teamkynonprofitfund.ky.gov>) or received directly from Public Protection Cabinet staff. It was created to assist KNN members, and nonprofits generally, be as prepared as possible to access funds.

