

Nonprofit Assistance Fund Qualifying Nonprofit Organization (QNO) Eligibility Checklist

Kentucky Nonprofit Network (KNN) has created this checklist to help organizations determine if they are a “Qualifying Nonprofit Organization”/QNO eligible to apply for funds from the \$75 million Nonprofit Assistance Fund established as a result of an appropriation in the 2022 state budget using American Rescue Plan Act Funds to supplant lost revenue and increased expenses as a result of the pandemic. This checklist also aims to help QNO’s understand their priority funding based on the language included in the budget legislation.

The Nonprofit Assistance Fund 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, regardless of when their application may be reviewed as Tier One or Tier Two.

The Public Protection Cabinet is administering the Nonprofit Assistance Fund and we encourage you to check their website for official Program Guidelines, FAQ, and more information:

<https://teamkynonprofitfund.ky.gov>

Once you determine that your organization is a QNO and have reviewed the [Program Guidelines](#), we recommend that you refer to KNN’s Application Checklist, created to help you prepare to complete the online application as soon as the portal opens: <https://bit.ly/3Ou3ciN>.

Two additional resources include [KNN’s Virtual Town Hall Meeting recording with the Public Protection Cabinet](#), which features a screenshare allowing you to see the online application portal) and [KNN’s email from last week with other announcements](#).

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

Eligibility Checklist:

You must be able to check ALL of the boxes below to be considered a Qualifying Nonprofit Organization (QNO) eligible for KY’s Nonprofit Assistance Fund:

- Our organization is a 501(c)(3), (6), (8), or a veterans’ organization described in Section 501(c) of the IRS Code.
- Our organization has physical presence in Kentucky, which means that the organization has an office, programmatic space, outreach center, distribution center, or some physical presence in the Commonwealth.
- Our organization serves the citizens of Kentucky.

- We are an arts organization **OR** we serve at least one of the following populations: people living at or below the federal poverty level, people experiencing homelessness, communities of color, minimum or low-wage employees displaced by business closures, older adults living at or below the federal poverty level, people who are immunocompromised or fragile, immigrant and refugee communities, people with limited English proficiency, people with disabilities, people without health insurance, victims of domestic violence or child abuse, children in need of services, or workers without access to paid sick leave.
- Our organization has been in active operation since at least 2020 and will remain in active operation for the entirety of calendar year 2022.
- Our organization can provide IRS Form 990 submission or certified financial documents (with an accompanying affidavit attesting to the accuracy of the documents) that demonstrate the net negative revenue difference between calendar years 2020 and 2021 (the difference between the organization's overall revenue less expenses in calendar years 2020 and 2021).

Understanding Priority Review and Funding:

The budget bill passed by the General Assembly requires that organizations who have NOT received "direct federal aid" receive priority consideration for these funds. The Public Protection Cabinet will review and disburse funding in two tiers. Note that receiving direct federal aid does NOT disqualify your organization from receiving Nonprofit Assistance Fund grants. This aid impacts your priority, but not your ability to receive funds. Even if you have received direct federal aid, you are still encouraged to apply, as you may still receive funds if they remain available after awarding applications of priority QNO's (organizations that did NOT receive direct federal aid).

Tier one organizations are those QNO's who have NOT received direct federal aid. [You can refer to the Cabinet's FAQ for more direction on what is/is not included in this definition.](#) Paycheck Protection Program (PPP) loans, Economic Injury Disaster Loans (EIDL), Employee Retention Tax Credits, funding not related to covid, or relief distributed by state and local entities are NOT considered direct federal aid.

Tier two organizations are those QNO's who HAVE received direct federal aid. Again, you are urged to [refer to the Cabinet's FAQ for more direction.](#) Note that Shuttered Venue Operators Grants and Provider Relief Funds ARE considered direct federal aid because they are directly related to COVID-19 impact mitigation, and were created and/or modified by the CARES Act and/or ARPA.

Whether your organization falls into tier one or tier two, you are strongly encouraged to apply as soon as you can submit your complete application after the portal opens on 8/1/22 at 9am ET.