TOWN OF TRUMBULL
AMERICAN RESCUE PLAN ACT
GRANT APPLICATION
ROUND 2 OF FUNDING

PURPOSE:
The Town will distribute funding from the federal government ARPA program to community-based organizations and nonprofits that serve Trumbull residents with eligible programs, services and capital investments. Program funds are not intended to replace other federal, state, or local ARPA assistance; applicants may not receive program funding for project expenses that were funded through other federal, state, or local grants.

Nonprofit funding requests must "***Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.***"

NOTE: The Town has allocated an additional amount of ARPA funds to the Trumbull ARPA Nonprofit Grant Program. Please see Eligibility Requirements below for more information.

BACKGROUND:
The American Rescue Plan Act (ARPA) provided $10,500,000 in State and Local Fiscal Recovery Funds (SLRF) to the Town of Trumbull (Town) to assist in the recovery from the pandemic. All funds must be obligated by the Town by December 31, 2024, and all funds spent by grantees by December 31, 2026.

For more information on the ARPA, refer to https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf.

A summary of major rule provisions (Final Rule) and a simplified user guide is available at: https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf https://www.ccm-ct.org/Portals/CCM/ARP_Toolkit_v2_0%20Final_1.pdf

HOW TO APPLY:
The completed application must be received by December 5, 2024 at 5:00 PM. Funding decisions will be announced by December 16, 2024. Proposals received after that date and time may not be accepted. Early submissions are encouraged.

Applications may be submitted in several ways:

1. Download a copy of this application, fill in the blanks, and then attach it to an email addressed to humanservices@trumbull-ct.gov. OR
2. Print this application, fill in the blanks, and deliver it to the First Selectman's Office during office hours or mail it to (must be received by due date regardless of postmark): Office of the First Selectman, 5866 Main Street, Trumbull, CT 06611.

QUESTIONS REGARDING THE GRANT APPLICATION:
Please email humanservices@trumbull-ct.gov with questions.

ELIGIBILITY AND REQUIREMENTS:
All applicants must meet eligibility requirements and submit the required information to be considered for a funding recommendation.

1. All applicants must be a 501(c)(3) nonprofit organization legally allowed to operate within the State of Connecticut or community-based organization with a fiscal sponsor.
2. All funds must be expended by June 30, 2025.
3. Funding shall be used exclusively for projects, programs, and services within the Town of Trumbull that "supports the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector."
4. Applicant organization must have a demonstrable presence in the Town of Trumbull.
5. Indirect costs (e.g., rent, salaries and fringe benefits) must not exceed 15% of the total funding request.
6. The applicant must be in compliance with applicable laws, regulations, ordinances and orders applicable to it. Applicants must disclose any circumstances that could have an adverse material impact on the project. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory action by a governmental entity or inadequate capital to complete the project. The applicant must not be in default under the terms and conditions of any grant, loan, leases, or other financing arrangements with its other creditors that could have an adverse material impact on the proposal. If applicable, the applicant must be in good standing with the Connecticut Secretary of State in terms of required business/nonprofit filings.
7. Applicant organizations must be able to comply with federal reporting guidelines, including but not limited to periodic project and expenditure reports.
8. Document backup related to this award must be retained for 5 years or until audited by the State or Federal Government.
9. All eligible applicants may apply, but preference will be given to organizations that have not previously received funding under this program.
10. Awardee organizations must sign an Acknowledgment of Grant and Acceptance of Terms before December 31, 2024.

GRANT AWARD AMOUNTS:
The maximum grant award for the Town of Trumbull ARPA Nonprofit Grant program Round 2 of Funding will be $10,000. However, requesting the maximum amount does not guarantee that it will be awarded.

REPORTING REQUIREMENTS

Funded organizations will be required to submit narrative and financial reports on the following dates or until all funds are expended:

April 15, 2025 (mid-term report) for expenses as of March 31, 2024
October 31, 2025 (final report) for expenses as of September 30, 2025

TERMS AND CONDITIONS

1. All applications become the property of the Town of Trumbull and, as such, may be subject to public review, and audit by the State and Federal Government.
2. Application must include a program budget with program specifics.
3. Any costs and expenses incurred by an organization in preparing or submitting responses are the sole responsibility of the applicant.
4. The acceptance of this application does not commit the Town to award funds.
5. The Town reserves the right to request additional information and/or clarification from applicants as it reviews applications.
6. Applicants may be asked to attend a meeting or provide further explanation as it reviews applications.
7. At the Town's discretion, and after consultation with the applicant, the payout schedule may be altered. Applicant agrees to the funding schedule prescribed by the Town, which is 50% up front, 40% after mid-term reporting and after final report submission, and 10% on completion.
8. A grant review committee will determine awards based on a scoring rubric. The Town has discretion to limit the number of grants awarded and/or the amounts of individual grants.

TOWN OF TRUMBULL NONPROFIT ARPA GRANT APPLICATION

AGENCY INFORMATION

Organization Name

EIN

Year of Formation

Primary Address Line 1

Primary Address Line 2

City

State

Zip

Organization Phone

Executive Director Name, Email, Phone

Organization Website

Organization Mission Statement

Primary Contact for this Grant (if different than above)

Primary Contact Title

Primary Contact Phone Number

Primary Contact Email

Check one:
☐ My organization is a 501(c)(3)
☐ My organization is applying with a fiscal agent or sponsor

If applying with a Fiscal Agent/Sponsor, please complete the following:

Fiscal Agent for the Grant
Fiscal Agent Address
Fiscal Agent Phone Number
Fiscal Agent Email

PROPOSAL INFORMATION

Project Title

Proposed Project Start Date: **End Date**

Total organization budget for current fiscal year

Total project cost

Total amount you are requesting in this application

Project description (400 character maximum)

Detailed project description, including the purpose of the program/project for which you are seeking funding and what you are trying to accomplish (3,000 character maximum)

Describe the community need to be addressed (2,000 character maximum)

How many Trumbull-based clients will you be able to serve through this project?

Explain the impact this project will have on Trumbull residents (2,000 character maximum)

How will the success of this initiative be measured (2,000 character maximum)

How does this program address the impact of the COVID-19 pandemic (2,000 character maximum)

Should you be awarded less than the amount requested, how will your project be modified (2,000 character maximum)

REQUIRED ATTACHMENTS

☐ Program Budget

☐ IRS 501c3 Determination Letter

IF AWARDED, THE FOLLOWING FORMS MUST BE SUBMITTED

☐ W9 Form

☐ Town of Trumbull New Supplier Request Form

☐ Town of Trumbull Check Requisition

ATTESTATION

- I understand that the proposed use must meet the requirements of the ARPA as outlined above. If funds are awarded to organization/business, that organization/business will be required to agree, as a condition to receiving such payment, to the terms of the US Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds. Refer to Sections 602(b) and 603(b)of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021).
- I certify that I have the legal authority of the organization represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and accurate to the best of my knowledge.
- I understand that the Town of Trumbull will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information may result in the Town rescinding its approval of the grant.
- I understand that if the grant request is approved, the recipient organization will be required to maintain accurate financial records for no less than five years and will provide periodic reports, as may be required by the Town of Trumbull.
- If grant is approved, the organization will enter into an agreement with the Town of Trumbull. Proof of liability insurance, as may be required for the duration of the contract, naming the Town of Trumbull as an additional insured and in an amount determined by the Town may be required.
- Additional certification(s) may be required as a condition of receiving funds.

APPLICANT SIGNATURE

Signature

Printed Name

Date