

COVID-19 OPERATIONAL RELIEF GRANTS

Preparing to Complete Your Application

IMPORTANT:

- This is a competitive grant process. You are responsible for making sure your application is complete, accurate, and received on time. *Submitting early will not affect the outcome.*
- The deadline to apply is August 26, 2020.
- Be sure you also read the [Frequently-Asked Questions](#). It has information you need to know.

Remember:

Eligible income losses and expenses must be:

1. Related to COVID–19.
 2. Incurred or anticipated — from March 1, 2020 to October 31, 2020.
 3. Not covered by another funding source.
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STEP ONE: READ THIS DOCUMENT THOROUGHLY

It tells you:

1. What information you need to have on hand to complete the application, and
 2. What supporting documents you must upload.
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STEP TWO: GATHER NEEDED INFORMATION & DOCUMENTS

General Information

- Program name (from your license certificate if you have one)
- License certificate number (if you have one)
- Federal business name (from your license certificate or business income tax)
- Mailing address
- City/town where program is located
- Program contact information (name, phone number and email)
- Program opening info

Other Funding Sources

List any funds you've received or anticipate receiving to help cover income losses and expenses due to COVID-19 —from March 1, 2020 to October 31, 2020.

Name of Program/Fund	Source of Funding	Received	Anticipated
<input type="checkbox"/> 21 st Century Grant	VT Agency of Education	\$	\$
<input type="checkbox"/> ACT 166 funding	VT public education funds	\$	\$
<input type="checkbox"/> Child Care Financial Assistance	VT Dept for Children & Families	\$	\$
<input type="checkbox"/> Child Care Stabilization/ Essential Person Funds	VT Dept for Children & Families	\$	\$
<input type="checkbox"/> Economic Recovery Grants	VT Agency of Commerce & Community Development	\$	\$
<input type="checkbox"/> Paycheck Protection Program	US Small Business Administration	\$	\$
<input type="checkbox"/> Restart Stipends	VT Dept for Children & Families	\$	\$
<input type="checkbox"/> Small Business Grants/Loans	VT Agency of Commerce & Community Development	\$	\$
<input type="checkbox"/> Other:		\$	\$

INCOME LOSSES DUE TO COVID-19

- For each month you are claiming a loss, calculate the amount not covered by another funding source. You may use the [Income Losses Worksheet](#) or another method. List the monthly totals below.

INCURRED LOSSES	March 2020 \$	April 2020 \$	May 2020 \$	June 2020 \$	July 2020 \$
ANTICIPATED LOSSES	August 2020 \$	September 2020 \$	October 2020 \$		

- Gather and save electronic copies of all supporting documents. You will need to upload them when you complete the application. *Accepted formats include PDF, Excel, Word and image files such as GIF, JPEG, JPG, and PNG. Maximum file size is 30 MB.*

You must show:

- How you calculated your income losses (e.g., Income Losses Worksheet).
- Pre-COVID enrollment and actual enrollment (e.g., attendance sheets).
- Pre-COVID tuition and actual tuition (e.g., profit and loss statement).
- Any other income loss (e.g., grants, fundraising, planned gifts).

EXPENSES RELATED TO COVID-19

1. For March through July 2020, calculate any incurred expenses not covered by another funding source.
2. Itemize these expenses using the [Expenses Worksheet](#) or your own document.
 - If you use our worksheet, download it to your computer, fill it out, and save it. You'll upload it later to the online application.
 - If you use your own, make sure it includes the item you purchased, amount paid, where it was purchased, and the date it was purchased.
3. Gather and save electronic copies of supporting documents that verify these expenses (e.g., itemized receipts, itemized invoices, and payroll documents). You will upload these when you complete the application.

Accepted formats include PDF, Excel, Word and image files such as GIF, JPEG, JPG, and PNG. Maximum file size is 30 MB.
4. For August through October 2020, estimate any anticipated expenses not covered by another funding source. Keep all documents that verify these expenses. In early November, we will ask you to send these to us to get a second payment.
5. List the monthly totals below.

TIPS FOR MAKING UPLOADING FASTER:

- Combine several receipts or invoices into one file.
- Create a zipped folder with all your files in it. *Google how to do this.*

INCURRED EXPENSES	March 2020 \$	April 2020 \$	May 2020 \$	June 2020 \$	July 2020 \$
ANTICIPATED EXPENSES	August 2020 \$	September 2020 \$	October 2020 \$		

ELIGIBLE EXPENSES:

- Must be more than what you would typically spend — and necessary because of COVID-19.
- Can include things like extra cleaning supplies, hand sanitizer, facial coverings, bulk materials to eliminate sharing, and added staff costs.
- May include structural changes (e.g. plexiglass partition or wall) necessary to meet Vermont Department of Health guidance.
 - Incurred/ Anticipated - you'll need to explain the necessity of these expenses compared to non-structural alternatives. This is a question on the application.
 - Anticipated: you'll also need to provide a cost estimate and timeline for getting the work done.

STEP 3: SET UP YOUR ACCOUNT

1. Go to <https://appengine.egov.com/apps/vt/DCF/relief-grants>
2. Click on the “NIC ID SIGN IN/SIGN UP” button. *NIC is a State of Vermont partner. They help us make government interactions more accessible through technology.*

NIC ID SIGN IN / SIGN UP

[Don't have an account?](#)

Sign up now

3. This will take you to a screen where you can get an account.
4. Click on “Sign up now”.
5. Enter your email address.
6. Check your email for the verification code and enter it here.
7. Create and confirm your password and provide the other information requested. Remember your password! If you forget it, click on the option to reset it.

STEP 4: COMPLETE YOUR APPLICATION

You should now have your account and the information and documents you need. Start completing your application! *If you have multiple program locations, complete one application for each one.*

1. If you are not already in your account, [sign in now](#).
2. Complete the information in the order asked.
3. Click on “Save & Continue” at the bottom of each page. This will save everything you’ve entered to that point.
4. You can exit the application at any time by closing the browser. The next time you log into your account, it will take you where you left off. It may be easier though to do it all in one sitting.
5. At the end, you’ll get to review your application and make any needed edits before you submit it. *This step is critical. Make sure it is accurate and complete before you click on “Submit”. Once you do, you will not be able to edit it or submit another application.*
6. After you click on “Submit”:
 - Your application is considered complete. You will not be able to edit it. You may not submit another application.
 - You’ll get an email confirming that we received your application and a record of the information you submitted.

You must submit your application no later than 11:59 PM on August 26, 2020.