



NONPROFIT ORGANIZATION APPLICATION FOR AMERICAN RESCUE PLAN FUNDS

INTRODUCTION

The Town of Lyme has allocated a portion of its American Rescue Plan funds from the federal government to help nonprofit organizations domiciled in Lyme that experienced a financial loss due to the COVID-19 pandemic.

Eligible Nonprofits

To be eligible to receive these funds, an organization must:

- Be certified as a 501(c)(3) nonprofit or equivalent with the State of Connecticut and U.S. Internal Revenue Service.
- Have been in operation for at least one full year prior to the start of the pandemic.
- Be based or headquartered within the Town of Lyme.
- Be able to demonstrate that it suffered an economic loss from the pandemic via three years' worth of audited financial statements (or equivalent documentation).

Overview of Application Process

An organization's application must include:

1. Basic organization information – organization name, address, email address, phone number.
2. Contact person information – name, title, email address, phone number.
3. Copy of 501(c)(3) IRS determination letter (or equivalent documentation of organization's status as a nonprofit or equivalent).
4. Brief written description of the COVID-related negative economic impacts the organization experienced.
5. Audited financial statement for 2019 or internal financial documents and a copy of official meeting minutes showing the Board of Directors approval of this financial statement. *The 2019 information will be used to establish a base year prior to the COVID pandemic.*
6. Audited financial statements for 2020 and 2021, or internal financial documents and a copy of official meeting minutes showing the Board of Directors approval of these statements. *The 2020 and 2021 information will be used to document the financial losses incurred as a result of the pandemic.*

Applications are due by 4:00 p.m., Wednesday, June 15, to Cynthia Beers, Lyme Town Hall, 480 Hamburg Road, Lyme, CT 06371 or taxcollector@townlyme.org. No late applications will be accepted. Available funds will be awarded based upon the total losses documented by all eligible recipients. Funds are anticipated to be distributed after the start of the new fiscal year.

Please contact Tax Collector Cynthia Beers with any questions about the application process at taxcollector@townlyme.org.

APPLICATION FORM

BASIC INFORMATION

Date of Application Submission: _____

Organization Name: _____

Organization Address: _____

Organization Website: _____

Organization Phone: _____

Tax ID Number: _____

Primary Contact Name: _____

Primary Contact Title: _____

Primary Contact Phone: _____

Primary Contact Email: _____

DESCRIPTION OF ECONOMIC IMPACT

Please describe in brief how the COVID pandemic affected your organization's finances:

(continued on next page)

ATTACHMENTS

Check that you have attached the following materials to this application:

- Proof of your organization’s 501(c)(3) status – either your CT-990 form or IRS Tax Exempt Status Determination Letter or equivalent.
- Audited financial statement for 2019 or internal financial documents and a copy of official meeting minutes showing the Board of Directors approval of this financial statement.
- Audited financial statements for 2020 and 2021, or internal financial documents and a copy of official meeting minutes showing the Board of Directors approval of these statements.

ATTESTATIONS

I certify that I have the legal authority of the organization represented in this application to submit this application.

I certify that the information submitted in this application is true and accurate to the best of my knowledge.

I understand that additional information or certification may be required as part of the application process.

APPLICANT SIGNATURE

Signature: _____

Printed Name: _____

Date: _____