

MIAMI-DADE NONPROFIT SUPPORT GRANTS REPORTING WEBINAR



Resources

Reporting Guidelines

miamifoundation.org/COVID19ReliefGrants

Contact

support@miamifoundation.org

Submit your Report

miamidadenonprofitsupportgrants.submittable.com

¿Necesita ayuda? Contactanos.
Ou bezwen èd? Kontakte nou.

In the wake of the COVID-19 crisis, **The Miami Foundation**, in partnership with **Miami-Dade County**, through its **Department of Public Housing and Community Development (PHCD)**, offered one-time grants to support small nonprofits and the critical services they provide, to lead the Miami community through this time of hardship.

APPLICATION STATS AND SUPPORT

The Miami Foundation team created clear, accessible program guidelines and supported applicants via webinars, office hours, and 24/7 email support. Commissioners and community partners served as key partners to help spread the word about the program.

- **608 Applications Received**
- **\$13.4 million Total Requested**
- **\$26,522 Average Grant Request**

AWARDING GRANTS

The Miami Foundation team worked diligently to review and process grants to eligible applicants.

With the approval of additional funds by the County Commission, ALL eligible applicants were awarded grants!

- **423 Grants Awarded**
- **\$11.3 million Total Awarded**
- **\$26,669 Average Award Size**

Grantees represented a wide array of the nonprofit organizations in Miami – serving diverse populations, from across 9 different sectors, all 34 municipalities of Miami-Dade County, and all 13 County Commission districts.

The Nonprofit Support Grants program was a critical lifeline for local nonprofits and helped them to weather the effects of the COVID-19 pandemic.

All grantees will be required to complete **a final report** by February 12, 2021 to substantiate the use of grant funds

How to Submit Report

Step 1: Review the report template at miamifoundation.org/COVID19ReliefGrants.

Step 2: Log into Submittable at miamidadenonprofitsupportgrants.submittable.com.

Step 3: Go to top right corner of screen and click on your name. Then click on Submissions. Your approved application should show up under All Submissions.

Step 4: A new form, the Final Report, will be available on the 3rd tab.

You must be logged into the same account used to submit the original application.

Report Sections

- Use of Grant
- Financial Report
- Required Attachments
- Certification

**MIAMI-DADE
NONPROFIT
SUPPORT
GRANTS**

[miamifoundation.org/
COVID19ReliefGrants](https://miamifoundation.org/COVID19ReliefGrants)

Use of Grant

- Describe how funds were used.
- Were funds used for only approved categories of expenses?
- Were there variances from the approved budget?
- Optional questions about the state of your organization

Financial Report

- Table built into Submittable form
- If you only received reimbursements (Mar 1 - Aug 31) - no need to complete financial report
- If you received future expenses (Sept 1 - Dec 30) - must complete financial report
- Include your expected to your actual

Required Attachments

- If you only received reimbursements (Mar 1 - Aug 31) - no need to upload documentation. Done as part of application.
- If you received future expenses (Sept 1 - Dec 30) - must upload complete documentation of expenses along with proof of payment.

Documentation Examples

- Dated paid invoices / receipts
- Contracts, rent and mortgage agreements
- Employee time sheets / payroll ACH / contracts with employees
- Utilities bills (e.g., Water and Sewer, FPL, etc.)
- Email confirmations of specific goods, supplies and materials received, and specific services rendered
- Cancelled checks (front and back)
- Bank-issued cancelled check summary statements
- Credit card transactions and/or statements
- Bank statements for debit card payments
- Wire transfer transaction or bank statements

Certification

- Report is true and accurate
- Funds only used for three pre-approved purposes:
 - Business interruption costs
 - Mitigation expenses for reopening
 - Program transition support
- Funds were not used to cover expenses already covered by government programs

Can we submit the report early?

What happens to unspent funds?

Our projected future expenses changed?
What should we do?

We forgot our Submittable password.

The funds came so late in the year. What if we did not spend them before December 30?

What happens if we submit our report late?

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**Report By
February 12**

We are so proud of
what we were able to
accomplish **together** for
our County, its
residents, and its
nonprofit backbone.

**THANK YOU FOR
YOUR AMAZING
AND IMPACTFUL
PARTNERSHIP**

**The
Miami
Foundation**
For A Greater Miami

**MIAMI-DADE
COUNTY**

