

ZAP CARES Program Frequently Asked Questions

Updated as of 12/5/20



General Questions

What is the deadline to apply?

December 9, 2020 at 5:00 PM.

Who is eligible for this funding?

1. Organizations that have received funding from the ZAP Program in the 2020 calendar year.
2. Can also show at least \$500 in loss in revenue + COVID-related costs between March 1 - November 30, 2020. If the organization cannot demonstrate that losses plus COVID-related costs totaled \$500 or greater, they are not eligible for this funding.

Where can I apply?

You can apply by going to this link and following the instructions provided:

<https://slco.org/zap/ZAP-CARES-Program/>

How will awards be determined?

Awards will be determined based on the following factors:

1. Awards will be set at an equal percentage of your organization's 2020 ZAP award for all recipients. Your organization's award could change based on the total number of organizations that apply.
2. Awards will not be less than \$500.
3. Awards will not exceed the total calculated loss in sales listed in your completed worksheet.

What can the funds be used for?

Funds are intended to compensate recipients for losses incurred and expenses made because of the COVID-19 pandemic from March 1 – November 30, 2020.

Is my organization eligible if we have received other sources of relief funding?

Yes, but organizations may not duplicate the use of relief funds (in compliance with federal guidelines). Organizations will not be eligible for this funding if the total of other COVID-19 relief funding meets or exceeds loss in revenue and COVID-related costs.

What are the reporting requirements?

Recipients are not required to report how grant funds were spent. This funding is being provided to compensate for losses that have already occurred. However, recipients must retain copies of the documentation submitted in their form in the event of an audit.

Required Documentation Questions

What documentation is required to request funding?

1. Bank Statements --OR-- Statement of Activities for 3/1/2019- 11/30/2019
2. Bank Statements --OR-- Statement of Activities for 3/1/2020- 11/30/2020
3. Completed Calculated Loss Worksheet (linked on ZAP CARES webpage)

4. COVID Related Expenses: Receipts, invoices, or other documentation (optional)

What should a statement of activity include?

A Statement of Activity generally includes revenues such as contributions, program fees, membership dues, grants, investment income, and amounts released from restrictions. If you are not able to pull this activity from your accounting software (i.e. QuickBooks) then we recommend uploading PDF copies of your bank statements for the requested time periods.

How do I record other COVID-19 relief funds?

Other relief funds that your organization has received should be accounted for in Table 3 of the Calculated Loss Worksheet.

How do I record relief funds my organization has been awarded but has not yet received?

These funds should be included and need to be listed in Table 3 of the Calculated Loss Worksheet, even if they do not show up in bank statements/statement of activities.

Uploaded bank statements should contain the following:

- Files should be full month bank statements obtained from your financial institution
- The name on the bank statement must match the name of the applicant
- Statements should provide a total for the period covered
- Screenshots of bank statements are not acceptable
- Account numbers may be redacted

Need assistance?

Contact Kirsten Darrington at kdarrington@slco.org or 385-468-7057. Our review team is also available to assist you with questions related to required documentation. Kirsten will put you in touch with them or they may reach out to you directly.