



Nonprofit NOFA FAQs

Where can I apply for these ARPA funds?

- You will apply through the city of Spokane's Neighborly Portal. Please follow the provided link to set up your free account and get started. <https://portal.neighborlysoftware.com/SPOKANEWA/Participant#>
 - You can also get more information on ARPA grants on the city of Spokane's website. <https://my.spokanecity.org/covid19/arpa/>

Does my nonprofit need a 501c3?

- Yes, unless you have a 501c1-501c29 (other nonprofit classifications). To obtain a 501c3 fill out either a 1023 or 1023-EZ for with the IRS on Pay.gov follow this link to start the process: [501c3 Application](#).

How do I know if my organization qualifies as a nonprofit?

- RCW 82.04.3651 defines a nonprofit as "organization that does not pay its members, stockholders, officers, directors, or trustees any amount from its gross income, except as compensation to any person for services rendered and does not engage in a substantial amount of political activity."

Does my nonprofit need a EUI (Unique Entity Identifier) number?

- Yes, you can obtain your UEI number through SAM.gov. Follow the link to setup your free account now: [Sam.gov New Registration](#)

Does my nonprofit qualify if we are not located within the city limits of Spokane?

- No, unfortunately your principal place of business must be within the city limits. Follow link for Spokane City limits: [Spokane City Limits](#)

If the organization has already received ARPA recovery assistance, can they apply?

- Yes, You can apply if you have received ARPA or any other covid relief funds.

How do I know if my nonprofit has been disproportionately impacted by the pandemic?

- If you had operating expenses during the pandemic and are located in or providing services within economically distressed census tracts then you have been

disproportionally impacted. A map of Federally Qualified Census tracts can be found here: [Qualified Census Tracts](#).

Does my nonprofit qualify if our operational budget is above 1,500,000?

- Not at this time, currently the grant is for those with an average annual operational budget below 1,500,000 in the years 2018-2021.

Will my nonprofit need to show receipts for how I allocate the grant money?

- Yes, you will be required to complete a Budget Allocation Worksheet within Neighborly and provide receipts.

Can organizations who are fiscally sponsored by a 501c3 apply?

- Yes, you must provide a letter from your fiscal sponsor and information on your fiscal sponsor in the Neighborly application.

Does my nonprofit need proof of insurance?

- No, the city of Spokane has waived the insurance requirement for this grant.

Does my nonprofit need a Business License?

- If a nonprofit organization conducts taxable business activities in Washington, then you must have appropriate licensing. The application can be obtained from any Department of Revenue office or online at dor.wa.gov follow this link to start the business licensing process: [Business Licensing Wizard](#).

How can my nonprofit spend my ARPA replacement grant money?

- All Grant money received must be allocated to expenses already paid. These funds can be allocated to expenses starting 3/1/2020. You will fill out a budget allocation worksheet within the neighborly portal for portion of the application.

What if my nonprofit does not have Financial Statements?

- If your organization does not have Financial Statements, you will need to fill out our Expense Worksheet for the years of 2020-2022.

How long does my nonprofit need to keep record of the spending of ARPA replacement grant funds?

- According to the government you must hold on to your records for 6 years.

Any More Questions?

accountinggrantsadmin@spokancecity.org