

Go to:

<https://portal.neighborlysoftware.com/PINELLASCOFLECONDEV/Participant/Login>



Welcome to the Pinellas CARES Grant  
Participant Portal

New applicants must first register their account  
before signing in to the portal

Technical issues email: [support@neighborlysoftware.com](mailto:support@neighborlysoftware.com)  
Please utilize our [user guide](#) for help registering as a user.

Sign In

Register

Email Address

Password

Remember my email address

Sign In

[Forgot your Password?](#)

Click Here

Sign In

Register

Email Address

Re-enter Email Address

First Name

Last Name

Password

Re-enter Password

Continue

1. Complete your information using the email address where you received these directions.

2. When initially registering, a confirmation email will be sent to the given email address from Neighborly Software with the Subject: "CARES Non-Profit Attractions & Cultural Facilities Grant: Please confirm your Account."

If a confirmation email is not received within 10-15 minutes, please check the Spam inbox, as it is common for the emails to go there until marked "Safe".

Upon confirming in the email from CARES Non-Profit Attractions & Cultural Facilities Grant, return to the Neighborly Participant Portal

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[Forgot your Password?](#)

# Good Morning, Justin!



## Welcome to the Pinellas CARES Grant Applicant Portal

Pinellas County is committed to accessibility for all applicants. If you require this material in an alternate format, please see the contact information below for each grant program.

**Business Grants:** These programs are no longer accepting applications as of Nov. 13. For further resources and assistance, please visit [www.pced.org/Covid19Loans](http://www.pced.org/Covid19Loans). If you have questions regarding your previously submitted application(s) for these programs, please call Pinellas County Economic Development at (727) 453-7200 or email [businesshelp@pinellascounty.org](mailto:businesshelp@pinellascounty.org).

**CHILD CARE PROVIDER GRANTS:** Call the Early Learning Coalition at (727) 400-4436 or email [ceckrem@elcpinellas.org](mailto:ceckrem@elcpinellas.org).

[View / Continue an Existing Application](#)

CASE ID	NAME	PROGRAM	YEAR	STATUS	EXPIRES
45181	St. Pete Test	Non-Profit Attractions & Cultural Facilities Grant Application	2020/21	Application in Progress	N/A <a href="#">View / Edit</a>

1. Go to “View/Continue an Existing Application” section.
2. Click “View/Edit.”
3. Complete each step of the application and submit.”



# Non-Profit Attractions & Cultural Facilities Grant Application Application

Id: 45181



View Users (1)

Print Application

Program Overview

**A. Eligibility\***

B. All Other Fees

Applicant Certification

Please ensure your non-profit meets all these criteria before continuing. If you have any questions, please reach out to [CARES@visitspc.com](mailto:CARES@visitspc.com)

## A. Eligibility

Applicant must check box to confirm that each statement is true for all questions. If any statement is not true, the business is not eligible.

- A.1** Applicant suffered from business interruption caused by required closures after March 1, 2020 resulting from the COVID-19 public health emergency.
- A.2** Applicant suffered economic damages from business interruption caused by COVID-19 exceeding grant award since March 1, 2020, excluding those damages covered by insurance or reimbursement from any federal program.
- A.3** Applicant is a private (non-governmental) non-profit tax exempt entity under Internal Revenue Code Section 501(c)(3).
- A.4** Applicant has a physical location or provides services (including performances) in Pinellas County.
- A.5** Applicant is open or serving the public (including performances) in Pinellas County and expected to remain open or serving the public (including performances) in Pinellas County.
- A.6** Applicant charges admission or fees for services or performances.
- A.7** Applicant has paid professional staff that work at least 20 hours per week.



IF YOU DID NOT CHECK BOX FOR ALL ABOVE QUESTIONS, YOUR ORGANIZATION WILL NOT QUALIFY FOR THE NON-PROFIT ATTRACTIONS & CULTURAL FACILITIES GRANT.

No save history

Save

Complete & Continue

# Non-Profit Attractions & Cultural Facilities Grant Application Application

Id: 45181



View Users (1)



Print Application

- Program Overview
- A. Eligibility
- B. W-9 Form\***
- Applicant Certification

Your corporation type must match IRS records. Otherwise your application will be returned.

## B. W-9 Form

Please provide the following information that is necessary to enable issuance of funds. Check your tax return to ensure the information on your tax return matches your entries below. See <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for additional instructions.

B.1. Name of Individual, business name, or sole proprietor's name (as registered with the IRS)

Put the legal name of your corporation here (must match Sunbiz exactly)

B.2. Business name/disregarded entity name, if different from above

Put the DBA of your corporation here (if different from corporation name above)

B.3. Business Type

Choose Your Corporation Type in the Dropdown Menu

B.4. Address (This is where your check will be mailed and should match your tax return)

Ensure that your street address is here and formatted correctly

This is the address Pinellas County Finance will mail a check to, once the grant is approved

City



Zip

### PART I - TAXPAYER IDENTIFICATION NUMBER (TIN)

B.5. Social Security Number or Taxpayer Identification Number (TIN)/Employer Identification Number (EIN)

The TIN provided must match the name given in B.1. to avoid backup withholding. For individuals and sole proprietorships, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the W-9 instructions (link provided at top of form). For other entities, it is your employer identification number (EIN).

# Non-Profit Attractions & Cultural Facilities Grant Application Application

Id: 45181



View Users (1)

Print Application

- Program Overview
- A. Eligibility
- B. W-9 Form\***
- Applicant Certification

Check these three boxes!



City   Zip

## PART I - TAXPAYER IDENTIFICATION NUMBER (TIN)

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**Enter your EIN / TIN number here**

## PART II - CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct TIN (tax payer identification number) or I am waiting for a number to be issued to me, and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
- I am a U.S. citizen or other U.S. person

Signature

**Type your Name here**

No save history

Save

Complete & Continue

# Non-Profit Attractions & Cultural Facilities Grant Application Application

Id: 45181



View Users (1)



Print Application

Program Overview

A. Eligibility

B. W 8 F

Applicant Certification\*

## Applicant Certification

Please provide the following information

The submitted Application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed, without any notice to Applicant, if a public records request is made for such information, and the County will not be liable to Applicant for such disclosure.

Social Security numbers and TINs are collected, maintained and reported by the County to be in compliance with IRS 1099 reporting requirements and are exempt from public records pursuant to Florida Statutes §119.071.

If Applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, Applicant must include a general description of the information and provide reference to the Florida statute or other law which exempts such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by Applicant as exempt from disclosure is in fact exempt, and if the County disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

I certify that, I am authorized to submit this application on behalf of the business, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that money is provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.

Applicant Name

Type Your Name Here

Applicant Title

Type Your Title & Organization Here

Signature

Type Your Name Here

Today's Date

Enter TODAY'S date here

No save history

Save

Complete & Submit



# The application is now complete!

- An initial review will be conducted by CVB staff
- Applications are reviewed in the order they are received.
- We ***will*** call you if there are any issues.

## Status Key

- **Application in Progress**- You are working on your application and have not yet submitted it.
- **Application Submitted** – You have submitted your application and it is in the queue for processing.
- **Application Review in Progress**- CVB staff are reviewing your application.
- **Returned for Corrections** – CVB staff found a mistake or need some clarification. **We will call you if this occurs!**
- **Initial Review Completed** – CVB Staff have reviewed your application and sent it to the county for 2nd review
- **Returned by Clerk** – The county found a mistake during 2nd review. **We will call you** and assist with corrections.
- **Pending Final Audit** – One last verification, then your check will be in the mail!

To get started, go to:

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