



COVID-19 Resource Guide

As of 4.8.2020





COVID-19 RESOURCE GUIDE

As nonprofits continue to operate in a new environment created by the current pandemic, we've prepared this guide to help you and your organization easily access information and resources to respond to COVID-19. Our community needs to work together, now more than ever. This comprehensive resource page provides support in each of the following sections:

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1. Navigating the CARES Act

In this section, you will find links to Federal resources available to nonprofits for potentially forgivable loans (provided you maintain employees during this challenging time), additional loans (which are not forgivable) and emergency funds (which may be applied as advances against either of these sources of funding). You'll also find several presentations/analyses of the CARES Act and how it can benefit nonprofits.

➤ Independent Sector

- [Navigating the CARES Act Webinar](#)
- [CARES Act: How to Apply for Nonprofit Relief Funds | 4.1.20](#)

➤ Internal Revenue Service | [IRS News Release](#) | 3.30.20

➤ National Council of Nonprofits

- [Analysis of the Coronavirus Aid, Relief, and Economic Security Act \(CARES Act\) \(Pub. L. 116-136\)](#)
 - [Analysis of the Families First Coronavirus Response Act](#)
 - [Find your state association of nonprofits](#)
 - [Loans Available for Nonprofits in the CARES Act](#)
 - [Nonprofits and Coronavirus, COVID-19](#)
 - [Recording of webinar: "Federal Coronavirus Relief Bills: What Do They Mean for Nonprofits?"](#)
 - [Self-Insured Nonprofits and Unemployment Insurance | David Heinen](#)
 - [Slide deck from webinar: "Federal Coronavirus Relief Bills: What Do They Mean for Nonprofits?"](#)
- [Nonprofit Quarterly | How Nonprofits Can Utilize the New Federal Laws Dealing with COVID-19 | 3.26.20](#)
- [Nonprofit Finance Fund | Crisis Funding and Debt: What Organizations Need to Know | By Sandi McKinley and Avichai Scher | 4.2.20](#)
- [Small Business Administration \(SBA\) | <https://www.sba.gov/>](#)

- **The Kresge Foundation | [Nonprofit Guide to Accessing Capital Through the 2020 CARES Act](#) | By Zenna Elhasan and Aaron Seybert | 4.1.20**
- **US Chamber of Commerce**
 - [Coronavirus Aid, Relief, and Economic Security Act: What Small Businesses Need to Know](#) | By Sean Ludwig | 3.31.20
 - [Coronavirus Emergency Loans: Small Business Guide and Checklist](#) | 4.1.20

Click on the appendices below for additional resources.

- [Private Nonprofit Organizations Fact Sheet](#)
- [Borrower Paycheck Protection Program Application](#)
- [Small Business Paycheck Protection Program](#)
- [Borrower Information Fact Sheet](#)
- [Lender Information Fact Sheet](#)
- [Paycheck Protection Loan Guide for Lenders](#)

Five Important Tips Regarding the CARES Act

- 1. Contact your bank. Nonprofits should promptly reach out to their primary banking partner as they will be the agents for administering the Small Business Administration (SBA) programs, and there will be a very high volume of applicants.**
- 2. When in doubt, file. Let the SBA decide if you qualify. There is no penalty for submitting an application, and the SBA is expected to take a broad approach to eligibility.**
- 3. Confirm State and Local Considerations. Generally, the various forms of relief provided by the CARES Act, such as deferral of payroll taxes, do not automatically extend to payroll and other taxes imposed at the state and local levels.**
- 4. Remember Good Governance. Boards should be actively informed and engaged in steering their organizations through the many challenges presented by the Covid-19 crisis, consistent with their fiduciary duties.**
- 5. Other Relief. Additional relief and resources may be available based on a nonprofit organization's type of operations such as healthcare, food and shelter, etc.**

2. Business Strategy & HR Support

This section offers guidance for organizational sustainability during these challenging times and specific guidance for employers and front-line providers about doing business during this time.

- **The Bridgespan Group** | [Managing Through Tough Times](#) | 9.12.19
- **BoardSource** | [What Nonprofit Board Members Should Be Doing Right Now to Address the COVID-19 Situation](#) | By Joy Folkedal and Lindsay Tallman | 3.16.20
- **Centers for Disease Control and Prevention**
 - [Information for Healthcare Professionals](#)
 - [CDC Interim Guidance for Businesses and Employers to Plan and Respond to COVID-19](#) | 3.21.20
- **Chronicle of Philanthropy** | [As Coronavirus Threat Continues, Experts Tell Nonprofits to Shore Up Reserves](#) | By Dan Parks, Emily Haynes, and Maria Di Mento | 3.10.20
- **CLA Connect** | [FAQs Regarding COVID-19 and Human Capital, Tax Impact](#) | By Kim Orsolits and Chastity Wilson | 3.20.20
- **Communities Rise** | [Legal Alert: Recommended Practices for Employers in Response to Coronavirus](#)
- **Council Services Plus, part of the New York Council of Nonprofits** | [Nonprofit Insurance and COVID-19](#) | By Emily Cote | 3.10.20
- **National Association for Social Workers** | [Guidance for Social Workers](#)
- **Nonprofit Finance Fund** | [COVID-19: What Nonprofits Should Do Right Now](#) | By Sandi McKinley
- **Nonprofit Leadership Center** | [From Sustainability to Survivability: 5 Steps Nonprofits Must Take to Survive the Coronavirus Pandemic](#) | By Steve Zimmerman | 3.17.20
- **Nonprofit New York** | [Business Continuity Plan Template](#) | 3.3.20
- **The Nonprofit Risk Management Center** | [No Business Continuity Plan? Take These 4 Steps](#)
- **U.S. Chamber of Commerce**
 - [Coronavirus \(COVID-19\) Workplace Tips for Employees](#) | 3.16.20
 - [Guidance for Employers to Plan and Respond to Coronavirus](#) | 3.16.20
 - [Customizable Workplace Flyer](#)
 - [Coronavirus Response Toolkit](#)

- [US Department of Homeland Security | Business Continuity Suite | 3.24.20](#)
- [World Health Organization | Getting Your Workplace Ready for COVID-19 | 3.3.20](#)

Click on the appendices below for additional resources.

COVID-19 Furlough Letter

Families First Coronavirus Response Act March Update

Sample Emergency Family and Medical Leave Policy

Sample Work from Home Policy

Telecommuting Checklist

3. Communicating During a Crisis

Unsure about what to say or how to say it? These resources offer specific tips and ideas for communicating with your clients and the public during this time. One key tip for everyone: During times of crisis, repeating what you have to say in multiple ways over time increases the chances that people will hear your message when they are ready to receive it.

- **Centers for Disease Control and Prevention | [Communicating During an Outbreak or Public Health Investigation](#) | By Abbigail J. Tumpey, David Daigle, and Glen Nowak**
- **The Communications Network | [Coronavirus Communications Triage Kit](#)**
- **LiveSafe | [LiveSafe Covid-19 Safety Resources Communications App](#) | 3.12.20**
- **Nonprofit Marketing Guide | [Communicating About the Coronavirus and Your Upcoming Events](#)**

4. Fundraising and Fund Development in Uncertain Times

During challenging times, finding the right message and method for continuing to fund your organization's work can be even more difficult than in normal times. These resources provide practical guidance for sustaining your fund-raising efforts.

- **Abra Annes** | [Nonprofit Fundraising Events during Coronavirus - Virtual? Cancel? Postpone?](#) | 3.16.20
- **Bloomerang** | [Frequently updated compilation of COVID-19 Fundraising Advice](#)
- **Candid** | [COVID-19 Funding Summary](#)
- **The Chronicle of Philanthropy** | [4 Ways to Engage Major Donors During the Covid-19 Crisis](#) | By Suzanne Hilser-Wiles | 3.18.20
- **Communique** | [How to Change a Physical Event to a Virtual Conference](#) | 2.28.20
- **Grant Watch** | [Coronavirus Grants](#)
- **Higher Logic** | [Tools for Virtual Events](#)
- **Making Philanthropy Work Strategies** | [Market Drops and Crisis: Fundraising Lessons and Your Lighthouse](#) | By John Pepperdine | 3.11.20
- **Nonprofit Leadership Center** | [How to Fundraise in Uncertain Times: 10 Ways to Mitigate Revenue Loss from the Coronavirus](#) | By Alyce Lee Stansbury | 3.13.20
- **Swaim Strategies** | [Tips for Deciding Whether to Hold or Cancel a Fundraising Event](#)

5. Tips for Working Remotely & Leading Virtual Teams

Working from home has unique challenges and opportunities. Leading during a time when we must be apart from each other physically is also a special skill. Delivering services in a different way that meets people's needs while also protecting their safety and the safety of those delivering the services adds additional challenges to an already difficult time. These resources may give you ideas and guidance to work through this new way of operating.

- **The Chronicle of Philanthropy** | [How Charities Can Make Working From Home Work for Everyone](#) | By Scott Westcott | 4.21.13
- **Ford Foundation** | [Building Trust While Working Remotely](#)
- **GGM Nonprofit Consulting** | [Leading Your Nonprofit in a Time of Pandemic](#)
- **Harvard Business Review** | [What It Takes to Run a Great Virtual Meeting](#) | By Bob Frisch and Cary Greene | 3.5.20
- **Montana Nonprofit Association** | [Remote Work Quick-Guide for Nonprofit Organizations](#)
- **Nonprofit Leadership Center**
 - [10 Tips for Working from Home Effectively](#) | By Ellen Nastir | 3.23.20
 - [Tips for Leading Your Team Through Stressful Times\[JD4\]](#) | By Rebecca Koenig | 3.22.17
- **Prepare Respond Serve**
 - [Remote Team Resources](#)
 - [Jump Start Your Remote Working Environment](#)
- **Spitfire** | [A Good Time to Get Good at Virtual Meetings](#) | By Kristen Grimm | 3.10.20
- **Techsoup**
 - [Nonprofit Resources for Remote Work During the Covid-19 Outbreak](#) | By Cameron Jones | 3.6.20
 - [Understanding Videoconferencing Tools Available to Your Nonprofit](#) | By Amy Hooper | 1.30.20

6. Maintaining Physical & Mental Wellness

It can be easy to focus more on the work at hand than yourself during times of crisis. But if YOU don't stay well, you cannot be of help to others. These resources may be useful to you, to your staff and to your clients. Share them and practice them yourself. We need YOU to stay well both physically and mentally as you care for others.

- [Blue Cross Blue Shield of Florida | Free 24/7 Bilingual Helpline Open to Provide Emotional Support during COVID-19 Health Crisis | 3.12.20](#)
- [Centers for Disease Control and Prevention](#)
 - [Travel Notices](#)
 - [Guidance on Coughing & Sneezing Etiquette | 7.26.16](#)
 - [Guidance on Proper Handwashing | 3.5.20](#)
 - [Managing Anxiety and Stress Related to COVID-19 | 4.1.20](#)
 - [Reducing Stigma Related to COVID-19 | 3.30.20](#)
- [CNN | Disinfectants You Can Use Against Coronavirus | By Christina Zdanowicz | 7.26.16](#)
- [Medium | Social Distancing: This Is Not a Snow Day | By Ariadne Labs | 3.13.20](#)
- [National Public Radio | Pandemic Panic? These 5 Tips Can Help You Regain Your Calm | By Allison Aubrey | 3.3.20](#)
- [Quartz | 15 Ways to Practice Self-care in the Time of Coronavirus | By Hanna Kozłowska | 3.14.20](#)
- [Tumbleweird | Flattening the Curve in the Tri-Cities: Coronavirus readiness and community resilience | By John Roach | 3.8.20](#)
- [United Nations' Health Agency's Department of Mental Health and Substance Abuse | Guidance on Mental Health in the Age of Coronavirus | 3.16.20](#)
- [World Health Organization | Mental Health and Psychosocial Considerations during COVID-19 Outbreak | 3.18.20](#)

7. Upcoming and Recorded Events

Webinars are popping up everywhere. Which to watch? Which to skip? These are all worth your time and attention. In addition to those listed below, the Alliance is offering weekly webinars focusing on COVID-19 relief and information from 9:00-10:00 a.m. each Thursday. See our training schedule at <https://alliancems.org/event-directory/>.

- **Alliance for Strong Families and Communities**
 - [Public Policy Implications for Human Services Organizations Slide Deck](#)
 - [Alliance Member Discussion on the Impact of the Virus on Your Communities Slide Deck and Recording](#)
- **John Maxwell Academy | [Virtual Summit: Leading Through Crisis with John C. Maxwell](#)**
- **Nonprofit Leadership Center | [FREE Webinar: Strategies for Working Remotely During Uncertain Times](#)**
- **Stanford Social Innovation Review | [Philanthropic Efforts to Battle COVID-19 Around the Corner and Around the World](#) | April 8**
- **Tech Impact | ["Prepare for COVID-19"](#)**
- **Washington Nonprofits**
 - [COVID-19: Adapting our Fundraising Strategy](#)
 - ["Event Planning and COVID-19" & "Alternatives to Meeting in Person"](#)
 - ["COVID-19: What should nonprofits be thinking about?"](#)

8. Government Agency Websites Dedicated to COVID-19

We aren't the experts about COVID-19 - these resources are - and are reliable sources of information in a rapidly changing environment. Keep checking them - as they learn more about COVID-19 and its impacts, the guidance may change - but it is informed by the data known as we move through time. These are trusted sources, working with the best data available.

- [**Centers for Disease Control \(CDC\)**](#)
- [**U.S. Chamber of Commerce**](#)
- [**U.S. Department of Health and Human Services**](#)
- [**U.S. Department of Education**](#)
- [**U.S. Department of Agriculture**](#)
- [**U.S. Department of Labor**](#)
- [**U.S. Department of Homeland Security**](#)
- [**U.S. Department of State**](#)
- [**U.S. Department of Veterans Affairs**](#)
- [**U.S. Environmental Protection Agency**](#)
- [**U.S. Food and Drug Administration Coronavirus Updates**](#)
- [**Centers for Medicare and Medicaid**](#)
- [**National Institutes of Health \(NIH\)**](#)
- [**World Health Organization \(WHO\)**](#)

9. COVID-19 Nonprofit Response & Resource Pages

Resources that are specific to the nonprofit community are also changing rapidly. These national sources of information will provide you with the latest data-informed guidance.

- **The Bridgespan Group | [COVID-19 Resources for Nonprofits and Funders](#) | 4.8.20**
- **The Chronicle of Philanthropy | [Responding to the Coronavirus Outbreak: Resources to Help Nonprofits](#) | By Margie Fleming Glennon | 3.12.20**
- **Council on Foundations | [COVID-19 Resource Hub](#)**
- **Independent Sector | [Information on COVID-19](#)**
- **National Council of Nonprofits | [Nonprofits and Coronavirus, COVID-19](#)**
- **Nonprofit Finance Fund | [COVID-19 Tools and Resources for Nonprofits](#)**
- **Washington Nonprofits | [Coronavirus Response Resources for Nonprofits](#) | By Laura Pierce | 4.7.20**
- **Crowd-Sourced | [COVID-19 Nonprofit and Philanthropy Resource List](#)**
- **Techsoup | [Resources for Nonprofits Impacted by COVID-19](#)**

10. Parenting During the Coronavirus

Your personal lives, and those of your staff and clients, have changed dramatically, as well as your work environment. These resources are useful in answering questions that relate to your/their children. When adults are fearful, children sense that – and need good answers that are honest, but also seek to protect their innocence during trying times. Please share these resources broadly.

- **School Closures**
 - [Information and Free Tutoring for Families During COVID-19 School Closures](#)
 - [Information for Teachers During COVID-19 School Closures](#)
- **Tina Bryson | [Article to Talk About the Coronavirus to Children for Teachers and Parents](#) | 3.5.20**
- **National Public Radio | [Just for Kids: A Comic Exploring The New Coronavirus](#)**
- **Crónica Balear | [How to Talk About the Coronavirus to Children in Spanish](#) | By Malaka Gharib | 2.28.20**
- **National Association of School Psychologists | [Talking to Kids About COVID-19](#) | By Kathy Sievering | 2020**
- **New York Times | [Parents Need Stress Relief Too](#) | By Jessica Grose | 3.18.20**

Click on the appendices below for additional resources.

Families First Coronavirus Response Act March Update

Sample Emergency Family and Medical Leave Policy

11. What You Can Do to Help

In times such as these, those with a servant's heart are motivated to step up and lend a hand to those in need. During a pandemic, volunteering does not come without risk, to the organization and to the volunteer. One of the critical opportunities still available for volunteers, is assisting with the 2020 census. To appreciate the full gravity of this need, check out the census links in the resources below.

- **Mississippi HUB Network** | [Volunteer MS Guidelines](#)
- **State Data Center of MS** | [MS Census Fast Facts](#)
- **Mississippi Alliance of Nonprofits and Philanthropy** | [MS Alliance Volunteer Hub](#)
- **Mississippi Census 2020** | [Coronavirus and the Census](#)

Click on the appendices below for additional resources.

COVID-19 Risk Management

COVID-19 Volunteer Opportunity Risk Assessment

Managing Volunteers During COVID-19

Volunteering Safely During COVID-19