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## City of Elko New Market Business Emergency Grant Program

### **PURPOSE**

To provide emergency assistance to local businesses in Elko New Market adversely impacted by the COVID-19 pandemic, the City of Elko New Market Business Emergency Grant Program will provide grants of up to \$5,000 to businesses most in need of support.

Funds can be used to help businesses pay for critical expenses such as rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment). Providing this support will increase the capacity of the businesses with a physical location in Elko New Market to survive the current crisis and will help prevent potential future blight scenarios. These grant funds can be used to ensure a business can afford to operate while maintaining social distancing guidelines for the safety of its employees and customers.

### **TERMS**

- Up to \$5,000 grants based on economic injury from COVID-19 related eligible expenses. Final grant awards shall be limited to the lesser of eligible expenses or demonstrated loss, up to the maximum of \$5,000.
- Funds can be used to pay for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening (including Personal Protective Equipment) or other critical non-payroll business expenses as approved by the fund administrator.

### **ELIGIBLE BUSINESSES**

Businesses must meet all the following criteria to be eligible:

- Must be a locally owned and operated for-profit business with a brick and mortar commercial presence within the City limits of Elko New Market. Except for licensed daycare facilities, home based businesses are not eligible.
- Must have been doing business (open for business) as of March 1, 2020 and intend to continue operations.
- Be licensed, in good standing with the Minnesota Secretary of State's Office and with the City, and current on property taxes.
- Self-employed, independent contractors, or businesses with no employees other than the owner are eligible.
- Must demonstrate a loss in revenue since March 1, 2020 (evidence of revenue loss related to the COVID-19 emergency).

Businesses that received other COVID-related funding such as the Small Business Administration Economic Injury Disaster Loan, Paycheck Protection Program or Scott County CDA grant are still be eligible for the City of Elko New Market Business Emergency Grant Program, but must certify that the Grant funds from this program shall be utilized for expenses not covered by another program.



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### **INELIGIBLE BUSINESSES**

The following businesses will not be eligible:

- Public entities, non-profit/not-for-profit businesses, and places of worship are not eligible.
- Home based businesses, other than in-home daycare facilities.
- Businesses that primarily sell pawned merchandise, guns, tobacco, or vaping product.
- Businesses that derive income from passive investments; businesses-to-business transactions; real estate transactions; property rentals or property management.
- Businesses that primarily derive income from gambling.
- Businesses in default conditions prior to February 29, 2020.

### **APPLICATION PROCESS**

- Application forms will be accepted beginning September 1 through September 30, 2020.
- Grants shall be reviewed by Staff upon receipt and issued on a first-come, first-serve basis. Staff shall review the applications and make a determination regarding program eligibility, expense eligibility, and grant amount.
- Grant applications are to be on a form provided by the City. At a minimum, the application shall include:
  - A completed application form including a signed acknowledgement by the applicant including:
    - The applicant has the authority to submit the application.
    - The applicant certifies the grant is necessary and a result of unforeseen business expenses and business interruption due to COVID-19.
    - Acknowledgement the City is relying on statements made by the applicant when evaluation the application. In the event the applicant has not submitted the application in good faith and truthfully to the best of their ability the applicant shall reimburse the City for the full amount of any grant received.
  - Business name, type of business, and operating address.
  - Name, addresses, contact number, and signatures of all business owners.
  - Grant amount requested.
  - Proof from the Minnesota Secretary of State's Office the business is in good standing.
  - A statement describing how expenses proposed to be reimbursed by the Business Emergency Grant Program is necessary and related to the COVID-19 health emergency.
  - Copies of expense receipts, invoices, statements, rental agreement/lease, mortgage, etc.
    - The City recommends providing a list of expenses with a brief description and total as well as labeling the supporting documents. For example:

Item/Receipt	Description	Service Provider/Vendor	Amount
#1	Face coverings	ABC Company	\$50.00
#2	Plexiglass	XYZ Company	\$200.00
#3	Rent	Landlord Name	\$1,000.00
<b>TOTAL</b>			<b>\$1,250.00</b>



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- Name, contract phone number, and postal mailing address of service providers (landlord, mortgage company, etc.)
  - Applicant's receiving grants will be notified in writing.
  - Grant payments are made directly to the service provider when feasible (landlord, mortgage company, utility company, etc.).
  - Grants will not be issued when allocated program funds are depleted.

**DATA PRIVACY**

Applications shall be considered private, however, the names of those receiving grants and the grant amount shall be public information.