



**CARES Small Business Grant Program
October 2020**

Grantsville City is pleased to provide small business grants in an effort to assist businesses through the COVID-19 hardship. Small businesses are critical to the success of our local economy. The funds originate from the CARES Act fund approved by Congress and passed through the Utah Governor's Office of Management and Budget. Grantsville City has determined that these grant expenditures are necessary in response to the public health emergency. Funding will be made available to a limited number of businesses, with 50 employees/FTEs or less that meet specific requirements.

Applications will be accepted beginning on October 14, 2020 at 9:00AM and close on October 28, 2020 at 5:00PM.

Funds will be disbursed until the funds are exhausted. Due to the anticipated number of submissions and limited funding, applications will be ranked based on predetermined priorities.

Grant Eligibility Requirements (ALL must apply):

1. Business must be a registered business in Grantsville City with an active business license as of April 1, 2019.
2. Business must be current on property taxes through April 1, 2020, if the business owns property or the owner's residence for a home business.
3. Business must be located in Grantsville City.
4. Business incurred a financial loss or business expenses related to COVID-19 of at least \$1,000 between April 1 and June 30, 2020.
5. Business must operate with less than 50 employees/FTEs. FTE is a full-time equivalent and not necessarily each employee, part-time employees may be converted to FTEs.
6. Business is not a publicly traded company. Exception given for a franchise owner with a business that is locally owned.
7. Business must be open, or plan to reopen, as of the date of application submission.
8. Owner must be 18 years or older and have a valid EIN or Social Security Number if a Sole Proprietor.
9. Business owners must be able to provide required documentation.
10. Incomplete applications will not be eligible.

Terms

Funds are provided as a grant. Repayment is only required if a duplication of benefits has occurred. Businesses may not receive federally-subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance). Applicants for the Grantsville City CARES Small Business Grant Program must disclose any funds applied for or received

from these sources or other federal, state, or local assistance programs. It is the City's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits.

Eligible Use of Funds

Grant money may be used to pay for operating expenses related to COVID-19:

- Payroll
- Business Rent or Mortgage
- Utilities
- Insurance
- Inventory

Grant money may also be used for additional COVID-related expenses including:

- Expenses related to business premises modifications to promote social distancing.
- Expenses related to continuing business operations from home or online.
- Expenses related to business premises modifications to protect employees or customers, such as barriers, distancing signs, hand sanitization centers, etc.
- Expenses related to protective gear and sanitization such as masks, hand sanitizer, and disinfectant, including increased costs for utilizing these items.
- Other expenses that are business-related and would not have been necessary if not for the COVID-19 pandemic.

Required Documentation

The following documents are required for each application:

- 1st and 2nd Quarters of 2019 Profit and Loss Statement*
- 1st and 2nd Quarters of 2020 Profit and Loss Statement*
- Copy of Driver's Licenses of all owners
- Copy of Business License
- W9

* If the business was not in operation during 1st quarter 2019, a P&L statement is not required for that quarter.

Grant Funding Prioritization

It is anticipated that there will be more funding requests than money available for the Grantsville City CARES Small Business Grant Program. The City will review and rank applications to prioritize disbursement of the funds.

The applications will be ranked according to the following priorities:

1. Businesses that applied but did not receive funding from the Small Business Administration and/or the Governor's Office of Economic Development loan programs.
2. Businesses that were unable to practice safe social distancing and needed to close, in accordance with state and local guidance (e.g. personal services, gyms, spas, etc.) or businesses that voluntarily closed or partially closed to promote social distancing measures, in accordance with state and local guidance.
3. Businesses with an average monthly revenue/income loss greater than 50% due to COVID-19.
4. Businesses that have been open for at least two years.
5. Businesses that did not receive any other federally-subsidized disaster assistance such as the Small Business Administration (SBA) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance).
6. Businesses with a storefront location.

*These prioritizations are not mandatory. Businesses that do not meet all of the priorities are still eligible to receive a grant award.

Grant Request: \$1,000 to \$10,000

Grant Submission Deadline: October 28, 2020; 5:00PM MST

Applications can be submitted to CARES@GrantsvilleUT.gov, or in person at Grantsville City Hall, 429 East Main Street, Grantsville, Utah 84029.

Applications will be reviewed by representatives of the Grantsville City CARES Small Business Grant Program. Businesses will be notified by email of the grant award status.

The grant award amount and recipient business name are subject to public record laws.

If you have questions, contact:

Sherrie Broadbent, Grantsville City Finance Director

SBroadbent@GrantsvilleUT.gov

(435) 884-3411

Grantsville City Hall

429 East Main Street

Grantsville, UT 84029



GRANTSVILLE CITY
CARES Small Business Grant Program
October 2020

APPLICATION – Due: October 28, 2020 5PM

The Grantsville City CARES Small Business Grant Program is intended to assist businesses that have been negatively affected by the COVID-19 pandemic. Applications will be processed by the Grantsville City CARES Small Business Grant Program. Funds will be awarded at the discretion of the selection committee until the funds are depleted. Please review eligibility requirements and prioritization guidelines for this application.

Grant Request Amount: \$ _____ (\$1,000 - \$10,000)

The following documentation must accompany this application:

- 1st and 2nd Quarters of 2019 Profit and Loss Statement*
- 1st and 2nd Quarters of 2020 Profit and Loss Statement
- Copy of Driver’s licenses of all owners
- Copy of Business license
- W9

*If business was not in operation during 1st Quarter 2019, a P&L statement is not required for that quarter.

BUSINESS INFORMATION

Business Legal Name:

Business Trade Name (DBA):

Business Address:

City:	State:	ZIP:
-------	--------	------

Mailing Address (if different):

City:	State:	ZIP:
-------	--------	------

EIN / SSN:

PRINCIPAL CONTACT INFORMATION

First Name:	Last Name:
-------------	------------

Title:	Email:
--------	--------

Work Phone:	Mobile:
-------------	---------

Application continues on next page

1. Is the business registered and located in Grantsville City and has had a current business license since April 1, 2019:
 Yes. Date business was established and licensed _____.
 No. (*Business is NOT eligible for this grant. Do not proceed with application*)
2. What is your average monthly revenue/income loss due to COVID-19? Please specify an amount \$ _____, and as a percentage of total revenue/income _____% .

If your business cannot prove a financial loss of \$1,000 or more between April 1, 2020 to June 30, 2020, business is not eligible for this grant – do NOT proceed with application.
3. Is the business owner 18 years old or older and have a valid EIN or Social Security Number?
 Yes.
 No. (*Business is NOT eligible for this grant. Do not proceed with application*)
4. Is the business open or have plans to reopen, as of the date of the application submission?
 Yes.
 No. (*Business is NOT eligible for this grant. Do not proceed with application*)
5. Does the business have less than 50 employees/FTEs?
 Yes.
 No. (*Business is NOT eligible for this grant. Do not proceed with application*)
6. Form of Ownership:
 Sole Proprietor
 LLC
 Corporation
 S-Corp
 Partnership
7. Business is:
 A franchise with a business that is locally owned
 Not a franchise
8. Business location (check all that apply):
 I operate my business out of a storefront.
 I operate a home business.
 I am the property owner where my business is located.
 I lease or rent.
9. Business is current on property taxes for this business location as of April 1, 2020.
 Yes
 No. (*Business is NOT eligible for this grant. Do not proceed with application*)

Application continues on next page

10. Business Owner Information: Please list all individuals who own more than 20% of the business). Include: *Name, Address, Phone, Email, and Social Security Number for each owner.*

11. Describe the goods and/or services provided by your business:

12. Which of the following best describes your business:

- Retail
- Restaurant
- Professional Office
- Personal Service
- Motor Vehicle Service
- Construction/Maintenance Services
- Industrial/Manufacturing
- Agriculture
- Other

13. How has COVID-19 impacted this business? Please check all that apply.

- Employee layoffs/furloughs/reduction of hours
- Restricted access to capital to address costs
- Revenue decline
- Inability to service customers
- Decreased customers
- Decreased sales
- Interrupted supply/deliveries from vendors
- Increased operating costs
- Forced closure due to Ordinance/Order
- Other (Please explain):

14. If approved, this grant funding will be spent on the following (select all that apply):

- Business Rent/Mortgage
- Payroll
- Utilities
- Insurance
- Inventory
- Other (Please explain):

15. Did your business experience any closures (select all that apply):

- Fully Closed
- Partially Closed
- No Closure
- Closures were voluntary
- Closures were State-mandated

16. If your business experienced closure, how many days was your business fully or partially closed?

17. Did your business apply for and/or receive other federal, state, or local COVID-19 related assistance?

This includes all CARES funding, PPP, and all other COVID-related funding.

- Applied for and received other assistance
- Applied for but did not receive other assistance
- Did not apply for other assistance

18. Please explain all federal, state, and local COVID-19 related funding this business has received:

19. Comments or other hardship considerations for the selection committee to review:

20. All required documentation is attached:

- Yes
- No

Contact for questions or assistance:

Sherrie Broadbent, Grantsville City Finance Director at SBroadbent@GrantsvilleUT.gov or (435) 884-3411.

Acceptance of the Grant Agreement by Business Owner

I authorize Grantsville City or its designee to verify the information provided in this application and the accompanying documentation of my business expenses and income. I agree that an audit may be performed to verify the information and representations set forth herein.

I have read and agreed to be bound by this grant agreement for accepting Grantsville City CARES Small Business Grant funds from Grantsville City. I affirm that the documentation provided is correct and the amounts set forth herein are actual business income and expenses incurred from April 1, 2020 to June 30, 2020. I agree to retain documentation related to this application and to any uses of the funds, including but not limited to invoices, sales receipts, payroll expenditures, income and bank statements, for a period of not less than 3 years. I agree to retain receipts of business expenses incurred from April 1 to June 30, 2020, in the amount at least totaling the amount of grant received. Receipts reflect business expenses such as utilities, rent, payroll, payroll taxes, employee health benefits, insurance, building improvements to encourage social distancing, PPE, etc.

I have read and understand the eligibility requirements for accepting this Grantsville City CARES Small Business Grant funded through the CARES Act fund monies. I am authorized to submit this application and accept this grant on behalf of the business named in this application. Funds provided through this agreement and application are considered government financial assistance. If audit findings determine that any funds were obtained or expended by the recipient in violation of this program or application I agree to make full repayment of those funds. I understand that all information provided in this application and the accompanying documentation may be subject to state and federal government access disclosure, including 5 U.S.C. § 552 *et al.* (The Freedom of Information Act), and Utah Code § 63G-2-1, *et al* (Government Records Access and Management Act).

Knowingly and willfully providing false information for the purpose of obtaining these public funds is a violation of law and could subject you to fines, imprisonment, or both. I declare under criminal penalty under the law of Utah that the foregoing is true and correct. Signed on the _____ day of _____, 2020.

Signature of applicant:

Name:

Title:

This section for Committee Use Only

Approval of Grant Award

Entity:

Grant Award Amount:

Name:

Title:

Signature:

Date: