

Pulaski County Small Business Grant Program COVID-19 RESPONSE PROGRAM

Applications are due by 4:00 *p.m.* E.T. on Monday, ~~28 September~~ 19 October 2020. Applications received after this time will be considered if all other approved requests total less than the available funds. Grant amount will be awarded based on demonstrated need; amounts less than requested may be awarded based on demonstrated need and scoring criteria and availability of funding. This program has limited funding, therefore not all grant requests may be approved. Pursuant to Indiana Office of Community and Rural Affairs guidelines, grants are capped at a maximum amount of \$10,000.

Because this program is funded by a State grant made with federal Community Development Block Grant moneys, there is an income-eligibility component to the program. The *preliminary*, local grant-approval determination will be made with minimal attention paid to this criterion, but a final determination made by the grant administrator may require *the denial of some locally approved grants in order for the program to meet federal income-eligibility requirements in the aggregate*.

Businesses eligible for the Pulaski County OCRA COVID-19 Response Program must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses, and code compliance.
- Must be in good standing with the Indiana Secretary of State.
- Must have been established in Pulaski County and in the process of starting operations, if not already operational, no later 31 March 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Have 100 or fewer full- and part-time employees, with a strong emphasis placed on businesses with 20 or fewer.
- Must not be a governmental unit or non-profit entity.
- Owners of multiple businesses within Pulaski County are eligible for each business that meets these criteria.
- Eligible uses of funds: payroll, utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale.
- Must complete the income eligibility form.

Preference, but not final determination, may be given to businesses that:

- have demonstrated a commitment to the community;
- plan to hire/re-hire, to train or to assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
- have unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
- have made all reasonable efforts to keep employees employed during the recovery process;
- operate in industry sectors, such as food service and retail, that faced the greatest impacts as a result of being deemed “non-essential”;
- had been in operation for less than 18 months as of 1 January 2020; and/or
- have 20 or fewer employees including any owner/operator on payroll.

This program has limited funding, therefore not all grant requests may be approved. Applications will be reviewed and kept confidential by the selection committee, which will consist of the Pulaski County Community Development Commission (CDC) or members thereof. Applications and supporting documents can be found on the CDC website; hardcopies are available at CDC office.

Applications and supporting documents are due by 4:00 *p.m.* E.T. on Monday, 28 September 2020. Applications received after this time will be considered if all other approved requests total less than the available funds. Applications will then be reviewed by a selection committee and you will be notified if you have been approved or not approved for the grant.

If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules. The C.D.C. currently expects funds to be disbursed to successful applicants approximately 45 days after the C.D.C. has preliminarily approved the requests.

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Business Grant Application

Section 1: Business Description

Business Name:

Amount Requested:

\$

Business Address:

Business Contact:

Business Owner, if different from above:

Contact Phone:

Contact Email:

EIN Number:

Type of Business/Target Market:

Number of Full-Time Employees as of 31 March 2020:

Number of Part-Time Employees as of 31 March 2020:

Number of Full-Time Employees as of application submission date:

Number of Part-Time Employees as of application submission date:

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**Section 2: Questions about the Business
and the Impact of COVID-19 on Operations**

1. Are you the sole proprietor of this business?
2. If so, do you have paid employees, and are they provided W-2's?
3. When did this business begin operations? Please provide some form of evidence that it was operational before 1 April 2020.
4. Explain how your business has been affected by the impact of COVID-19 and how your existing needs are consistent with the purpose of the grant program. Please attach a separate letter to this application if necessary.
5. Has this pandemic forced you to shut down completely or for any length of time?
6. What percentage of your business has been affected by COVID-19?
7. One of the reporting requirements for this grant is job retainage. If you are awarded funds from this grant, would it help you retain and/or allow you to call back desirable employees into the workforce?
8. If no funds are awarded from the County, please explain why jobs would need to be eliminated if not for this grant. Please attach a separate letter to this application.
9. Have you received any SBA disaster assistance loans, SBA emergency grants, other governmental assistance (i.e., Paycheck Protection Plan), or traditional loans from a bank? If so, please state which.
10. If no funds are awarded from the County, what is the likelihood you will be able to pay rent or mortgage payments?
11. What portion of your revenue comes from your brick and mortar establishment vs. external sources?

