



CITY OF LITTLE CANADA BUSINESS RELIEF GRANT PROGRAM



FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

PROGRAM OVERVIEW

PROGRAM DESCRIPTION

The City of Little Canada is offering a Business Relief Grant Program to support local businesses impacted by COVID-19. The grant program utilizes funds that were received from the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Grants will be provided to reimburse businesses for eligible expenses incurred after March 1, 2020, as a result of the pandemic.

Applications will be available online at the City's website beginning on Tuesday, October 20. Grant applications will be accepted through 4:30 p.m. on Friday, October 30. Funding is limited. The following is a summary of eligibility and terms of the program.

ELIGIBILITY CRITERIA

- Applicant must be a local business with a physical establishment in Little Canada. If there is a parent company or a second location outside Little Canada, only the entity located in the City of Little Canada will be eligible.
- Applicant must be classified by the SBA as a small business according to the North American Industry Classification System (NAICS code).
- Applicant must be able to demonstrate financial hardship as a result of the COVID-19 outbreak through a profit/loss statement or other financial documentation.
- Applicant must be in good standing with the Minnesota Secretary of State.
- Applicant must have been in operation 12 months prior to application.
- Applicant must be current on local property taxes and assessments.
- Applicant must be licensed, in good standing (if applicable).

GRANT AVAILABILITY / AMOUNT

- Home-based or non-profit businesses: Grants of up to \$2,500 for eligible expenses
- Small businesses (1-14 employees): Grants of up to \$5,000 for eligible expenses
- Small businesses (15 or more employees): Grants of up to \$7,500 for eligible expenses

INELIGIBLE BUSINESSES/RESTRICTIONS

- Applicants who have previously received federal, state, or local grants for the same expenses.
- Multi-state chains are generally ineligible except for locally-owned franchisees.
- Businesses that primarily derive income from gambling or adult entertainment.
- Businesses that derive income from passive investments; for example, property rentals or property management; billboards; or lobbying.
- Grant funds cannot be used as revenue replacement for the City of Little Canada (Payment of property taxes, utility charges, or other government fees are ineligible.)

EXAMPLES OF ELIGIBLE USAGE OF GRANT FUNDS

1. Commercial lease or mortgage payments incurred since March 1, 2020.
2. Accounts payable (AP) if it is a COVID-19 related expense incurred since March 1, 2020.
3. Reorganization, reopening, or safety-related costs incurred since March 1, 2020.
(e.g. outdoor seating, plexiglass, cleaning products, re-tooling, re-staffing costs, etc.)

TERM OF GRANT PROGRAM

- Application deadline of October 30, 2020.
- Grant applications will be reviewed by November 10, 2020.
- All grant funds will be awarded by November 15, 2020.

The categories outlined above are intended to be general guidance. Final grant decisions will be made after a thorough review of all application factors. City reserves the right to amend any criteria for eligibility as needed to best address the impact of the current pandemic.

BUSINESS INFORMATION

Legal Business Name: _____

Business Operating Name (if different) _____

Address: _____

Telephone: _____ Email Address: _____

Type of Business: _____

Mailing Address(if different): _____

Primary Contact Name: _____

Address: _____

Telephone: _____ Email Address: _____

Title/Role: _____

Grant amount requested: _____

Business NAICS Code Classification (www.naics.com/code-search): _____

	The business owns the property	The business leases the property	Yes	No
Does the business operate (have a physical presence) in Little Canada?			<input type="checkbox"/>	<input type="checkbox"/>
Has the business been in operation longer than 12 months prior to the application?			<input type="checkbox"/>	<input type="checkbox"/>
Is the business registered and in good standing with the Minnesota Secretary of State?			<input type="checkbox"/>	<input type="checkbox"/>
Is the Business current on all property taxes, assessments, and licensing requirements?			<input type="checkbox"/>	<input type="checkbox"/>
Has the business applied for or received any federal, state, or local grants in 2020, other than this? (If yes, please list and provide amount and brief details below)			<input type="checkbox"/>	<input type="checkbox"/>

Is this a home business or non-profit organization?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Was your business ordered to close or had to significantly reduce its operations by a State of Minnesota Emergency Executive Order in 2020?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

- Current operating status of business:**
- Open for business and/or operating online
 - Open for business but reduced hours
 - Reduced operations and/or operating online
 - Closed but still operating onsite, online, or remotely
 - Completely closed
 - Other (please explain)

USE OF GRANT FUNDS

Briefly explain how the business has been impacted by the COVID-19 health pandemic and what challenges you are facing.

Describe how you intend to use any grant funds awarded to support your business during the COVID-19 crisis. Eligible expenses include lease or mortgage payments, private utilities, accounts payable, and other critical business expenses. Please specify eligible expenses expected to be paid as a direct result of the current health emergency.

(For example: October lease mortgage payment = \$1,500; Xcel Energy October utility payment = \$750)

Is there anything else that we should be aware of in relation to your application or business?

SUPPORTING DOCUMENTS

The following documents must accompany a completed application

1. Provide one of the following demonstrating financial hardship as a result of the COVID-19 pandemic
 - a. 2020 year-to-date P&L statement as compared to 2019 P&L statement.
 - b. Other financial documentation such as monthly revenue statements from April to September, 2019 compared to April to September, 2020 (minimum of 6 months).
2. Evidence that you own or lease the space your business is located in. Example documentation includes a copy or statement of the lease including terms, mortgage statement, property tax statement, or other documents to show proof of occupancy within the City of Little Canada.
3. Itemized list of COVID-19 related expenses that have not received any federal, state, or local grants in 2020.
4. Itemized list of expenditures on how the grant will be used.

APPLICATION PROCESS

1. Once the application has been received, city staff will review to ensure all documents have been properly submitted.
2. Applications will be rated based on amount requested and demonstrated need as limited grant funds are available.
3. Final grant awards will be made by the City of Little Canada Economic Development Authority (EDA) by 11/10/20.
4. City staff will contact applicants regarding grant awards and distribute grant funds on or before 11/15/20.

APPLICANT ACKNOWLEDGEMENT

1. The Applicant shall hold the City of Little Canada ("City") and, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the City retains all authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that it has read the COVID-19 Business Relief Grant Program guidelines and understands that if approved for funding, grant funds awarded must only be used to pay eligible expenses.

The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

- All proceeds from the grant will be used for eligible business expenses incurred between March 1, 2020 - November 15, 2020 under the COVID-19 Business Relief Grant Program;
- Applicant will file a report with the City of Little Canada within 60-days after the date of the executed grant agreement stating how awarded funds were spent;
- Applicant shall be bound by all terms and provisions of the COVID-19 Business Relief Grant Program.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER' S SIGNATURE

DATE