

# *City of LeRoy*

## **Municipal CARES Act Small Business Grant Application**

*The LeRoy Economic Development Authority with the support of the LeRoy City Council has made available \$20,000 in CARES Act grant funding for Small Businesses in the City of LeRoy. The LeRoy EDA believes that small businesses are essential to our growing community. Investing in these businesses represents a long-term investment in the LeRoy community.*

### **Instructions:**

This CARES Act Small Business Grant Application must be completed and submitted to the LeRoy EDA at 122 West Main Street, LeRoy, MN 55951, ATTN: EDA or emailed to [Chris.hahn@CEDAUSA.com](mailto:Chris.hahn@CEDAUSA.com). Applications will be reviewed on a first come basis. Depending on the number of applicants there may be multiple smaller awards. All applications must be received by October 16th, 2020 in order to be considered, and approved applications can estimate receiving awards the third week of October.

### **Award Requirements:**

Grant proceeds must be used for eligible business expenses due to the COVID-19 pandemic and cannot be used for expenses that have been or will be reimbursed by another source of city, state or federal funds. Eligible businesses that have received prior other COVID-19 relief funds can apply for additional funds for eligible expenses **in addition to** expenses that have already been paid using other relief funding. The maximum grant award per applicant will be **\$5,000**. Applications will be reviewed on a first come basis. Depending on the number of applicants there may be multiple smaller awards.

### **Eligible Businesses:**

- Small business (under 50 employees)
- For-profit business with a physical location in LeRoy, MN
- State registered business prior to Feb. 15, 2020 and in good standing
- Must be current on property taxes prior to July 16, 2020 or any other obligations to LeRoy, MN
- If applicable, any required licenses must be valid and in good standing
- Must demonstrate a COVID-19-related loss since March 1, 2020

### **Eligible Expenses Include:** *(See worksheet on page 5 for additional eligible expenses)*

- Rent, mortgage, or utility payments
- Payments to suppliers
- Costs associated with re-opening, such as installing buffers or barriers
- Costs associated with adapting to COVID-19-related operating restrictions

**Please note that you must have expenses due to COVID-19 pandemic to support the need for the funds. Please Enter Amount That You Are Requesting:**

\$\_\_\_\_\_ (up to \$5,000)

## Applicant Information:

Legal Name of Business: \_\_\_\_\_

Operating Name of Business: \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Address where business is conducted or operated: (must be in the City of LeRoy, MN.)  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Business or Industry: \_\_\_\_\_

Please provide the Business Taxpayer ID# or EIN#: \_\_\_\_\_

## Eligibility Questions: (\*=required)

Are you a locally-owned and operated business? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the Physical Location of your business in the City of LeRoy? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Was your business restricted from operating at more than 50% capacity as a result of Executive Order 20-56? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

As of March 2020, did your business employ at least one (other than the business owner) \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your business registered and in 'good standing' with the Minnesota Secretary of State? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Was your business in default conditions prior to February 29, 2020? (Not COVID-19 related) \* \_\_\_\_\_ Yes \_\_\_\_\_ No

A permanent physical establishment includes a rented or owned commercial space or commercial building, a shared multi-tenant space, rented space in a salon or barbershop, or similar shared commercial setting. Does your business meet this definition of having a permanent physical location? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Was your business in operation and generating revenue in LeRoy, MN on or before January 15, 2020? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

If you own the property in which the business is located, is the property current on Property Taxes for this time period? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your business current on city utility bills for the year? \* \_\_\_\_\_ Yes \_\_\_\_\_ No

Is your business a corporate, multi-state chain (except the owner-operator of a chain), or one that derives income primarily from gambling, adult entertainment, registered lobbying, passive investments? \*

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Has your business received COVID-19 Emergency Relief Funds from any state or local sources? (Ex. Minnesota DEED Small Business Emergency Loan) \*

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Has your business received COVID-19 Emergency Relief Funds from Federal sources? If YES, please mark the funding type(s) you received. You may select more than one\*

\_\_\_\_\_ Yes. Payroll Protection Program (PPP)

\_\_\_\_\_ Yes. Economic Injury Disaster Loan (EIDL) or Grant

\_\_\_\_\_ No. I did not receive any Federal Emergency Relief Funding

\_\_\_\_\_ Other Explain: \_\_\_\_\_

### **Additional Award Requirements:**

No documentation is required at this time. However, applicants will be required to provide additional documentation of eligible expenses prior to grant approval. Will you be able to provide documentation of business-related expenses for which you are requesting reimbursement? \*

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_ Maybe

Will you be able to provide documentation of any other COVID-19 related relief funds that have or will be received and demonstrate that the funds have not been used to cover the same costs? \*

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_ Maybe

### **Use of Data and Business Certification:**

Data is being requested from you to determine if your business is eligible for financial assistance from the LeRoy Economic Development Authority. Please take notice that any data received by the LeRoy Economic Development Authority as the result of submitting this form will be classified as government data pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"). Under the Act, some or all of this data is classified as public data, including your business name, address, email address, phone number, and other information

provided by you. Public data is available to anyone requesting it and consists of all data furnished via this Web form. You are not required to provide the requested information, but failure to do so may result in the LeRoy Economic Development Authority inability to determine your business' eligibility for financial assistance. Any data you provide during the application process that is classified as private or nonpublic will not be shared by the LeRoy Economic Development Authority without your permission unless required by state or federal law. With the exception of sharing application data with municipal or state governmental entities for the purpose of considering the application for grant or forgivable loan funding, any data you provide during the application process that is classified as private or non-public will not be shared by the LeRoy Economic Development Authority without your permission unless required by state or federal law. Applicant acknowledges that they are making application for a grant and that the LeRoy Economic Development Authority and its program administrator, and others involved in application review may rely on Applicant's warranties and self-certification of eligibility in the approval process for a grant. If unable to provide required documentation acceptable to program administrator that substantiates eligibility, Applicant understands and agrees that any grant proceeds shall be returned immediately. Applicant certifies that only one application per business location was submitted. The LeRoy Economic Development Authority reserve the right to verify whether duplicate applications were submitted, and to eliminate duplicate applications from consideration, in their sole discretion. This information and the information provided on all accompanying documents is provided for the purpose of obtaining a grant for the Applicant. Applicant acknowledges that representations made in this application will be relied on by the LeRoy Economic Development Authority in the decision to distribute grant funds. The LeRoy Economic Development Authority are authorized to make all inquiries deemed necessary to verify the accuracy of the information contained herein.

Applicant will promptly notify the LeRoy Economic Development Authority of any subsequent changes which would affect the accuracy of this information and the information provided on all accompanying documents. Applicant understands that it is a crime to make a false representation as to their or their company's financial eligibility for the purpose of securing a grant. Applicant declares under penalty of perjury that all information provided herein and on accompanying documents is true in every detail and accurately represents the financial condition of Applicant on the date given below, and that Applicant has authorization to sign this form.

By typing anything in the text box below, Applicant agrees that they are electronically signing this application. Applicant understands and agrees that their electronic signature is the legal equivalent of a manual signature and that the LeRoy Economic Development Authority may rely on it as such in connection with any and all agreements that Applicant may enter into with respect to this application.

Name of Authorized Business Representative: \_\_\_\_\_  
(Please Print)

Title of Authorized Business Representative: \_\_\_\_\_  
(Please Print)

Signature of Authorized Business Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## Eligible Expenses Worksheet

Cost	Use
\$	Construction of temporary or permanent outdoor facilities that would proper social distancing when working with customers.
\$	For the conversion of a sidewalk, parking lot, or open area adjacent to a dining facility in order to accommodate additional outdoor seating which would include tables and appropriate fencing.
\$	For the purchase of appropriate signage as it relates to customer safety in accordance with COVID-19 guidelines and/or clarification of business operation.
\$	For modifications of indoor customer or employee areas to comply with social distancing guidelines (i.e. - purchasing renting storage facilities for excess seating, etc.).
\$	For modifications of checkout counter which may include the installation of screens or buffers to allow for proper social distancing practices.
\$	To purchase computer hardware and/or software necessary to support employees working remotely or for upgrades to support e-commerce.
\$	For the purchase of appropriate personal protection equipment (PPE), sanitation stations, and/or sanitation supplies.
\$	For the payment of rent, mortgage or utility payments accrued during the authorized period.
\$	To pay employees during the authorized period.
\$	To pay for inventory and/or supply changes that were incurred during both shutdown and re-opening periods.
\$	To reimburse for lost revenue (full or partial) related to cancelled events, activities, or periods of closure during the authorized period.
\$	Other expense(s) directly attributable to the COVID-19 pandemic (Please explain). <i>Note that the use must fit the "Eligible Uses" category from page 1:</i> _____ _____ _____ _____
\$	<b>*Total Expenses</b> <span style="float: right;"><i>*Current maximum award = \$5,000</i></span>