

Jackson County

Small Business and Nonprofit Relief Fund Guidelines

To provide emergency assistance to local small businesses and nonprofits in Jackson County adversely impacted by the COVID-19 pandemic, the Jackson County Small Business and Nonprofit Relief Fund will provide grants of up to \$5,000 to small businesses and nonprofits most in need of support.

Funds will help small businesses and nonprofits pay for critical expenses such as rent payments, mortgage payments, utilities, payments to suppliers, and costs associated with reopening. Providing this support will increase the capacity of small businesses and nonprofits with a physical location in Jackson County to survive the current crisis and will help prevent potential future blight scenarios. **These funds can only be used to cover eligible expenses for which other financial assistance was not provided. In order to receive funding under this program, you must document other assistance received and detail the additional, unmet need.**

We understand there is a cost to reopening safely. These grant funds can also be used to ensure that you can afford to operate while maintaining the social distancing guidelines for the safety of your employees and customers.

This program will be administered by Community and Economic Development Associates (CEDA) with direction from the Jackson County Board of Commissioners. The Jackson County Board of Commissioners will have final authority on approval and denial of all applications.

Terms

- Up to \$5,000 grant based on economic injury from COVID-19 and eligible expenses.
- Funds can be used for operating expenses, including rent payments, mortgage payments, utilities, payments to suppliers, or other critical non-payroll business expenses (including expenses related to reopening and staying safe) as approved by the fund administrator.

Eligible Entities

Entities must meet all of the following criteria as of March 1, 2020 to be eligible.

- Must be a business or nonprofit entity with an establishment in Jackson County (in-home daycares are eligible)
- Must have been operating prior to March 1, 2020
- Must have appropriate licenses, in good standing with the Minnesota Secretary of State, and current on property taxes as of August 1, 2020, if applicable
- Must demonstrate an operating loss since March 15, 2020
- Must demonstrate that any funds received through this program do not duplicate assistance received from other sources (e.g. PPP, EIDL, MN DEED, other city/county CARES Act funding, etc...)

Certain entities are ineligible, including:

- Those without a physical establishment
- Entities that are involved in crop, animal, or other livestock production
- Corporate chains, multi-state chains
- Entities in default conditions prior to February 29, 2020
- Entities that derive any income from adult entertainment
- Entities that primarily sell pawned merchandise, guns, tobacco or vaping products

- Entities that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying

In addition to the Jackson County Small Business and Nonprofit Relief Fund, businesses and nonprofits are **required to apply for** all available COVID-related funding. **Applicants are ineligible to receive duplicative funding** from the Jackson County Small Business and Nonprofit Relief Fund AND city, state, or other federal funds. Applicants receiving city, state, or federal relief funds are still eligible for the Jackson County Small Business and Nonprofit Relief fund, but must use County funds for eligible expenses other than those covered by city, state, or federal funds.

To provide additional assistance to applicants, Jackson County will forward completed applications to the city in which the applicant is located within Jackson County for any city assistance available through similar programs. Applications will only be forwarded if permission is granted and the city to which to send, is indicated on the application form. Individual cities may or may not have assistance available. Applications will be forwarded after September 15, 2020.

Application Process

- Application Forms will be accepted beginning August 12, 2020 through September 15, 2020 at noon.
- Completed Application Forms can be emailed to jacksoncountycares@cedausa.com.
- Questions about the program and application can be directed to CEDA at jacksoncountycares@cedausa.com or by phone at 507-867-3164.
- After the application period closes, applications will be screened for preliminary eligibility.
- Upon notice of preliminary eligibility, applicants will be required to submit the following within 10 business days:
 - 2019 Federal Business Tax Return or appropriate Business Tax Schedule- based on entity type. Businesses that have not yet completed a 2019 Federal Return are eligible to apply and substitute other documentation of revenue.
 - Evidence of revenue loss related to the COVID 19 emergency. Applicants should submit documentation that best demonstrates the impact and is deemed acceptable to Program Administrator. Some examples of acceptable documentation include Sales Tax Reporting, Period Statements from 3rd-party Sales Platforms, Merchant Services Statements, and Point of Sale or Register reports.
 - Any additional documentation or information deemed necessary by the fund administrator to determine eligibility, generate documents, disburse grant proceeds, or meet program reporting requirements.
 - Failure to submit required documentation will result in elimination from consideration and/or forfeiture of the grant award.
- If applications exceed the funding available, the review committee will select grant recipients based on level of need, as documented by the application.
- The review committee will only review complete applications that include the materials noted above. Incomplete applications will not be considered.
- Approved applications will be announced by October 31, 2020.

Note: The Jackson County Board of Commissioners reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.

Small Business and Nonprofit Relief Fund Application

To provide emergency assistance to small local businesses and nonprofits in Jackson County adversely impacted by the COVID-19 pandemic, the Jackson County Small Business and Nonprofit Relief Fund will provide grants of up to \$5,000 to small businesses and nonprofits most in need of support. Application Forms will be accepted beginning August 12, 2020 through September 15, 2020 at noon.

Applicants must meet all of the criteria listed in the Jackson County Small Business and Nonprofit Relief Fund Guidelines to be eligible.

First Name:

Last Name:

Phone Number:

Email:

Legal Name of Entity:

Entity City:

Entity State: MN

Entity Zip:

Legal Structure:

Corporation For-Profit

Limited Liability Company (LLC)

Partnership

Cooperative

Sole Proprietor

Nonprofit _____ (Type)

Other: _____

Grants are up to \$5,000 and must be supported by evidence of expenses paid by your entity from March 15, 2020 through November 15, 2020.

Total Eligible Loss Since March 15, 2020 (\$):

Grant amount requested (\$):

Type of Entity/Industry:

Total Revenue Your Entity Earned in 2019 before any expenses:

Please describe the direct and indirect ways that COVID-19 has impacted your revenue to-date and projected revenue, including how you arrived at your answer to the previous question.

Can the Applicant demonstrate an eligible loss since March 15 due to the COVID emergency?

Yes

No

Is the Applicant in compliance with all relevant ordinances and licensing requirements, and is current on property taxes? i.e. there are no adverse actions or open violations.

Yes

No

Applicants are required to seek funding or relief from all available resources. Is this statement true: the Applicant has pursued or intends to pursue other forms of funding and/or relief from expenses during the COVID emergency?

Yes

No

Is this statement true: the applicant's entity does not derive its income from adult entertainment, registered lobbying, billboards, passive investments, real estate transactions, property rentals or property management? A local owner of a franchise is eligible to apply.

Yes

No

Which of the following forms of funding and /or relief from expenses during the COVID19 emergency has the applicant received?

Pandemic Unemployment Assistance (PUA)	\$ _____
SBA Paycheck Protection Program Loan (PPP)	\$ _____
SBA Economic Injury Disaster Loan (EIDL)	\$ _____
State of Minnesota Small Business Emergency Loan (SBEL)	\$ _____
Assistance from Municipality	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Total Assistance Received:	\$ _____

Applicants are encouraged to seek all available sources of funding. If selected to receive a Jackson County Small Business and Nonprofit Relief Fund Grant, will you agree to notify the fund administrator of any additional federal, state, or local funding award?

Yes

No

Grant Requirements and Required Documentation

No documentation is required for the preliminary application. However, if the applicant is notified of preliminary eligibility, Applicant will be required to provide the following within 10 business days or forfeit further consideration and the grant award. Please check the boxes if you will be able to provide the following documentation prior to disbursement of grant funds. All boxes must be checked in order to qualify:

Documentation of revenue from 2019 (or the entity's most recent fiscal year if different), e.g. tax return, prepared financial statements, or any such records that can verify business revenue.

While not required for submittal at this time, will you be able to provide a grant agreement signed by all owners of 20% or more as Co-Applicants?

Yes

No

N/A (nonprofit applicants only)

APPLICANT CERTIFICATION:

Applicant acknowledges that they are making application for a Grant, and that Jackson County may rely on the applicant's warranties and self-certification of eligibility in the approval process of a grant. Applicant certifies that only one application per business location was submitted. Jackson County reserves the right to verify whether duplicate applications were submitted, and to eliminate duplicate applications from consideration, in Jackson County's 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 Jackson County in its decision to grant such grant. Jackson County or its representatives are authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein. The Applicant will promptly notify Jackson County of any subsequent changes which would affect the accuracy of this information and the information provided on all accompanying documents. The Applicant understands that it is a crime to make a false representation as to their or their organization's financial ability for the purpose of securing a grant. The 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 the applicant and the organization on the date given below, and that the Applicant has authorization to sign this form.

Applicant Signature	Title	Date
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Applicant Printed Name

Additional Assistance Opportunities

YES! I give permission to Jackson County to forward my application and any supporting documentation submitted to the city in Jackson County in which my entity is located for consideration in any local city assistance programs that may be created by my city through the CARES Act. I acknowledge that my city may not choose to create its own assistance program, or it may utilize its own guidelines, application, and/or require additional information from me for consideration in their program.

Applications will only be forwarded if permission is granted by checking "Yes, I give permission" and indicating what city should receive the application materials. Applications will be forwarded after September 15, 2020.

Yes, I give permission

City: _____