



BUSINESS RELIEF GRANT PROGRAM

FOR OFFICE USE ONLY:

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

SYSTEM OR PROGRAM OVERVIEW

PROGRAM DESCRIPTION

Becker Township will offer a business relief grant program to support local businesses impacted by COVID-19. Grants will not exceed \$10,000 and will be used to cover eligible expenses and business losses incurred as a result of the COVID pandemic after March 1, 2020 (see examples of eligible use of grant funds below). Recipient must submit a list of COVID related expenditures during the application review process. Grants will be awarded on the extent of hardship and need.

ELIGIBILITY CRITERIA

- Applicant must be locally owned, operated and domiciled in the State of Minnesota with a physical establishment in Becker Township. If there is a parent company or a second location outside of Becker Township, only the entity located in Becker Township will be eligible.
- Applicant must be able to demonstrate financial hardship as a result of the COVID-19 outbreak.
- Applicant must be in good standing with the Minnesota Secretary of State and the Minnesota Department of Revenue. If there is an issue pending with the Minnesota Secretary of State, Applicant may still apply for the grant, but will need to demonstrate the issue has been satisfactorily resolved in order to be eligible and receive grant funds.
- If required, Applicant must be licensed, in good standing.
- Applicant must be current on property taxes and assessments.
- Applicant must not have any outstanding property maintenance or Township violations.
- Applicant must employ 50 or less employees as of Q4 2019.
- Applicant must have been in operation 12 months prior to application.
 - o Becker Township will not disqualify an applicant if there was an ownership change and the business remained in operation within 12 months prior to application.
- Applicant must Certify in good faith that the “uncertainty of current conditions makes the grant request necessary to support ongoing operations.

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.
- Nonprofit organizations.
- Businesses that primarily derive income from gambling or adult entertainment.
- Payment of taxes or government utilities or fees is ineligible.

EXAMPLES OF ELIGIBLE USAGE OF GRANT FUNDS

1. Commercial lease or mortgage payments.
2. Accounts payable (AP) if the AP is a COVID-19 related expense incurred since March 1, 2020.
3. Payroll, unless the business received Paycheck Protection Program (PPP) funds or pandemic unemployment insurance (UI) to assist with payroll expenses incurred after March 1, 2020.
4. Reopening costs or safety improvement costs expended since March 1, 2020 (i.e. outdoor seating, Plexiglass, cleaning products, re-staffing costs, etc.)
5. Operating utilities or fees for those facilities interrupted or forced to shut down incurred after March 1, 2020.

The categories outlined above are intended to be general guidance. Final grant decisions will be made in consultation with the Town Board after a thorough review of all application factors. After the initial funding round, Becker Township 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 _____

 The business owns the property The business leases the property

Did your business employ 50 full-time (or equivalent) employees or fewer in Q4, 2019?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Does the business operate (have physical presence) in a location other than Becker Township?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Has the business been in operation longer than 12 months prior to the application?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is the business registered with the Minnesota secretary of state?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is the Business current on all property taxes, assessments and licensing requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Has the business applied for or received any federal, state, or local grants in 2020, other than this?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have received any federal, state or local grants in 2020, please explain:

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

- Open for business and/or operating online
- Open for business but for 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/or related Executive Orders and what challenges it is facing.

Describe how you intend to use awarded grant funds to support your business during the COVID-19 crisis. Eligible expenses include current payroll obligations, lease or mortgage payments, 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: Payroll - 2 employees, 2 weeks: \$3,000, May Rent - \$2,000.

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

SUPPORTING DOCUMENTS

1. The following documents must accompany a completed application

- a) Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease including terms, mortgage statement, property tax statement or other document to show proof of occupancy within Becker Township. This could also include photograph or web map street image of the business location with evidence of business signage, if applicable..
- b) Proof of employment (941 statement)
- c) Proof of loss in revenue (income statements 1/2019-7/2019 compared to 1/2020-7/2020)
- d) If applicable list of COVID-19 related expenses
- e) Itemized List of expenditures on how grant will be used
- f) Other supporting documentation deemed necessary by the Becker Town Board or the Applicant.

APPLICATION PROCESS

1. Once the application has been received staff will review all applications and ensure all proper documentation has been submitted.
2. A Town Board Supervisor, Clerk and Treasurer will review all grant applications for completeness and rate them with respect to amount needed and demonstrated need for grant funding.
3. Town Board Supervisors will meet Monday, November 9, 2020 to determine final awards.
4. Once grant applicants have been chosen Town Clerk will contact applicants regarding the awarding of funds.
5. Applicants will then enter into a grant funding agreement with the Township, and submit a signed w-9. No funding will be issued without these documents being signed.
6. Once the applicant has been distributed the funds, the applicant will fill out the follow up survey and return it to the Town Clerk.

APPLICANT ACKNOWLEDGEMENTS

1. The Applicant shall hold the Town of Becker ("Township") 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 Township retains absolute 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 Emergency Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. Financial Assistance Certification: I hereby certify that the Small Business Emergency Assistance is necessary due to direct and adverse effects related to Executive Orders 20-04 and 20-08.

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 under the COVID-19 Emergency Grant Program;
- Applicant will file a report with the Becker Township Clerk 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 Emergency Grant Program.

APPLICANT' S SIGNATURE

DATE

PROPERTY OWNER' S SIGNATURE

DATE