

St. Charles EDA CARES Act Small Business Relief Program

This program was created to provide economic support to small businesses to reimburse the costs of business interruption caused by the COVID-19 pandemic.

\$100,000 was allocated to this program; applications will be accepted and reviewed until 5 p.m. on Friday, October 2, 2020 or until funds are depleted (whichever occurs first).

All grant awards are intended to provide emergency relief for costs associated with critical business expenses that are unable to be paid as a direct result of the current health emergency.

Eligibility Requirements:

1. The business must have a physical location within the City of St. Charles City limits.
2. Any St. Charles business that experienced negative impacts as a result of COVID-19 and the Governor's Executive Orders is eligible to apply.
 - Special consideration will be given to businesses that were closed and/or limited in capacity by Governor's Order.
 - Priority will be given to businesses that DID NOT receive the DEED Small Business Relief Grant or Winona County Small Business Assistance Grant through SEMCHRA.
3. Business must have experienced business interruption from COVID-19 between March 15, 2020 to present.
4. Eligible businesses must be in good standing with the City of St. Charles and the State of Minnesota.
5. Business must have been in operation since March 1, 2020.
6. Business must employ between 1-50 employees (including ownership).

Eligible Expenses Include:

1. Commercial rent or mortgage payments
2. Utility payments
(Businesses with delinquent utility accounts will be required to use awarded funds to bring utility accounts current)

3. Inventory cost
4. Payroll
5. Other direct business-related bills
5. Costs incurred to purchase supplies including Personal Protective Equipment (PPE)
6. Technological improvements to online platforms essential to operations during COVID-19
7. Professional services acquired to create preparedness plans.
8. Outdoor business operations (incl. the cost of constructing of outdoor facilities either temporary or permanent to allow service to customers with proper social distancing)
9. Outdoor seating and seating areas established because of COVID-19 (incl. the cost of conversion of an area, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating)
10. Signage and markings relating to the operation of the business in accordance with the Covid-19 guidelines (e.g. "masks required" signage, social distancing signage/markers, etc.)
11. Checkout counter modifications such as the installation of screens and buffers to allow for proper social distancing practices.
12. HVAC improvements/air purification systems/etc. purchased to prevent the spread of COVID-19.
13. Other necessary, non-payroll expenses.

(PLEASE NOTE: Funds may NOT be used for the same expenses for which your business received any other source of federal funds. Any expenses paid with SBA Paycheck Protection Program (PPP), SBA Economic Injury Disaster Loan (EIDL) or EIDL Advance, State of Minnesota Department of Employment and Economic Development (DEED) Small Business Relief Grant, Winona County Small Business Relief Grant through SEMCHRA, or other grant or forgivable loan are ineligible for these funds)

This program will function by:

1. Business owners will fill out this application in its entirety.
2. Business owners will be required to submit supporting documentation to cris.gastner@cedausa.com.
Applications will not be reviewed until all documentation has been received.
3. Maximum grant award is \$5,000. If funds remain after the deadline, additional funds may be awarded to applicants based on demonstrated financial need.

4. Approved businesses will receive reimbursement by check to the mailing address provided in their application.

5. Only one application per business will be accepted.

If you have any questions or would like to discuss this program, please contact us at cris.gastner@cedausa.com or 651-764-5745.

The EDA reserves the right of ultimate review and will determine approval of submitted applications. To receive funds from this program, businesses must be current on all obligations to the City.

*** Required**

1. Business Name *

2. Business Address *

3. Mailing Address (if different than business address above)

4. How many full time employees does your business currently have? *

Mark only one oval.

- 1
- 2
- 3
- 4
- 5
- 6-20
- 21-50
- NA

5. How many part time employees does your business currently have? *

Mark only one oval.

- 1
- 2
- 3
- 4
- 5
- 6-20
- 21-50
- NA

6. Contact Name *

First and last name

7. Contact Email *

8. Contact Phone number *

9. Do you certify that your business is in good standing with the State of MN and the City of St. Charles? *

Mark only one oval.

YES

NO

Other: _____

10. What is your business' estimated loss from March 15, 2020- present? *Please note, you will be required to provide profit and loss or revenue and expense statements to demonstrate this loss. *

11. Was your business ordered to close or reduce operations due to the 2020 State of Emergency Executive Orders? *

Mark only one oval.

Yes

No

Other: _____

12. Please describe how COVID-19 and the Governor's Executive Orders have negatively impacted your business' operations and revenue and how these grant funds are necessary. *

13. How much are you requesting from this program? (up to \$5,000) *

14. Which necessary expenses are you requesting grant funding to help cover? Please note that you will be required to provided documentation/proof of purchase between March 15, 2020-present : *

Check all that apply.

- Commercial Rent/Mortgage
- Utilities
- Inventory
- Payroll
- PPE supplies
- Technological improvements
- Outdoor business operation expenses
- Outdoor seating/seating areas
- Signage and markings
- Checkout counter modifications
- Professional services to create preparedness plans
- HVAC improvements/air purification systems/etc. purchased to prevent the spread of COVID-19
- Other necessary, non-payroll expenses

15. Below, provide information on each of the items you're requesting grant funding (up to \$5,000) to cover. Please note that you'll be required to submit documentation/proof of purchase between March 15, 2020-present. *

16. Is there any other information you would like us to be aware of regarding your business' impact or the potential use of grant funds?

17. Have you received economic relief funding from any of the following programs (please check all that apply): *

Check all that apply.

- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)/EIDL Advance
- MN Department of Employment and Economic Development (DEED) Business Relief Grant
- DEED Small Business Emergency Loan
- Winona County Business Relief Grant (Administered by SEMCHRA)

Other: _____

18. If you received funding from any of the above resource programs, please detail the amount for each below.

If you have questions, contact us at cris.gastner@cedausa.com or 651-764-5745.

In order for your grant application to receive consideration, you are required to submit:

- Supporting documentation/proof of purchase showing the purchase of the eligible items detailed above (purchase must be made between March 15, 2020-present).

and

- Profit and loss or revenue and expense statements to demonstrate loss/business interruption

You have options on how to submit this information:

1. Email the documentation to cris.gastner@cedausa.com
2. Drop the documentation off at City Hall (830 Whitewater Ave. St. Charles, MN)
3. Mail the documentation to City Hall (830 Whitewater Ave. St. Charles, MN)

By submitting this application, we hereby certify that the information included is true and accurate to the best of our knowledge, that we have read, understand, and that we will comply with the program guidelines. We agree to notify the City of any changes to our business that would make the information included in this application inaccurate.

We certify that the business expenses related to this grant application are the result of the hardship caused by public health emergency and the subsequent Executive Orders. The item(s) for which we are requesting reimbursement are necessary for our continued operation. The grant dollars received from this program would only be used to cover approved, eligible expenses as outlined above.

We confirm that if approved, the City may use the approved company's name and information in promotional/publicity materials, events, etc.

We understand that this application will be reviewed based on the information provided herein and that the City of St. Charles reserves the right to approve, partially approve, or deny an application at the discretion of its appropriate Board(s).

SUBMITTING
YOUR
ADDITIONAL,
REQUIRED
DOCUMENTATION

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