

— PINE ISLAND —

ECONOMIC DEVELOPMENT AUTHORITY

EST 1993

PINEISLANDEDA.ORG

507-356-2957

CARES Act Small Business Relief Grant Application

1. Applicant Information

Company Name		
Federal Tax ID #		
Primary Contact		
Address	City	Zip
	Phone	Cell
Email		

2. Verification of Eligibility

Is the physical location of your business in the City of Pine Island?
Was your business restricted from operating at more than 50% capacity as a result of Executive Order 20-56?
As of March 2020, did your business employ at least one person?
Is your business registered and in good standing with the Minnesota Secretary of State?
Was your business in default conditions prior to February 29, 2020?
Was your business in operation and generating revenue in Pine Island on or before January 15, 2020?
Is your business a corporate, multi-state chain, or one that drives income primarily from gambling, adult entertainment, registered lobbying, passive investments?

3. Funds Request (Max Request of \$5,000)

Have you previously received Emergency Relief Funds from any State or Federal, including but not limited to PPP, SBEL, DEED? If so, what was the amount received? (Note: Replying “yes” does not disqualify you from receiving the grant)

What is the grant amount you are requesting through this application? Please note that you must have expenses due to COVID-19 pandemic to support the need for the funds.

In one paragraph, explain how this grant will be used for the longevity of your business, if you were to be awarded the grant.

Will you be able to provide documentation of business-related expenses for which you are requesting reimbursement?

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?

4. Grant Checklist

- Completed Application
- Itemized Covid-19 Expenses
- Documentation of Previous Relief Funding Use

Authorized Signature

Date

Printed Name

Title

Covid-19 Small Business Relief Grant Guidelines

To provide emergency assistance to local small businesses in Pine Island adversely impacted by the COVID-19 pandemic, the Pine Island 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 Pine Island to survive the current crisis and will help prevent potential future blight scenarios. These funds can only be used to cover business 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 your organization safely. These grant funds can also be used to ensure your organization can afford to operate while maintaining the social distancing guidelines for the safety of your employees and customers.

Terms

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

Eligible Entities

- Organizations must meet all of the following criteria as of March 1, 2020 to be eligible.
- Must be a business or nonprofit with an establishment in Pine Island
- 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 eligible 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 businesses are **ineligible**, including:

- Home-based businesses; those without a physical establishment, (except in-home childcare providers and ag-related businesses will be eligible)
- Corporate chains, multi-state chains
- Entities in default conditions prior to February 29, 2020
- Entities that primarily derive income from gambling
- 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 Pine Island Small Business and Nonprofit Relief Fund, applicants are required to apply for all available COVID-related funding. Applicants are ineligible to receive duplicative funding from the Pine Island Small Business and Non-Profit Relief Fund AND county, state, or other federal funds. Applicants receiving county, state, or federal relief funds are still eligible for the Pine Island Small Business and Nonprofit Relief fund, but must use City funds for eligible expenses not covered by county, state, or federal funds.

Application Process

- Application Forms will be accepted beginning September 3, 2020 through September 18, 2020.
- Completed Application Forms can be emailed to pieda@bevcomm.net.
- Questions about the program and application can be directed to the Pine Island EDA at pieda@bevcomm.net or by phone at 507-356-8103.
- Applications will be accepted on a first come first serve basis and awarded until program funding runs out. If there are funds remaining after the program deadline, Pine Island reserves the right to provide additional funding to applicants who received an award, should there be a remaining unmet need. Should this occur, additional funding will be considered for applications based on when the application was first submitted on a first come first serve basis.
- Upon notice of an approved application, applicants will be required to submit the following within 10 business days:
 - 2019 Federal Business/Nonprofit Tax Return or appropriate Business/Nonprofit Tax Schedule- based on entity type. Applicants 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 forfeiture of the grant award.

Note: The Pine Island Economic Development Authority reserves the right to revise these guidelines as needed to best address the impact of the current pandemic.