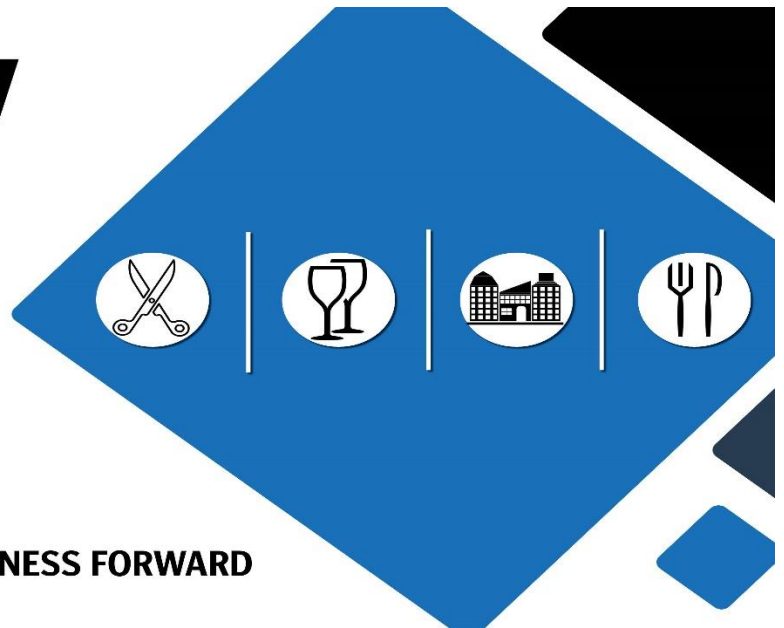


GROW GREECE



GRANTS AND ASSISTANCE

RETAINING JOBS

OPPORTUNITIES FOR GROWTH

WORKING TOGETHER TO MOVE SMALL BUSINESS FORWARD

Phase 1

COVID-19 Small Business Economic Assistance Grants

In response to recent economic impacts associated with the COVID-19 health crisis, Supervisor Reilich and the Town Board have decided to allocate newly available federal funds to assist small locally owned businesses in the retail and service sector which are working to restart in the wake of the COVID-19 health crisis. This program responds to an Urgent Need in the local business community by providing a quick shot of financial assistance to cover certain operating expenses and help bridge the gap as we restart our local economy. Program funds have been allocated from a supplement to the town's Community Development Block Grant (CDBG), pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020. Grant funds are not intended to cover revenue loss or expenses incurred during the shutdown, instead the funding will be used to help you cover operating expenses as you restart business. Examples of possible eligible expenses include insurance or utility payments, inventory, and equipment or services associated with adapting to social distancing requirements as you open the doors.

Funds will be available to businesses which can document revenue loss resulting from social distancing restrictions and have a clear plan for reopening and maintaining employment as restrictions are lifted. Complete applications which meet the eligibility requirements will then be vetted based on criteria described in following pages. The town will begin accepting applications on Tuesday, June 2, 2020, and awards will be granted on a rolling basis until the funding is exhausted.

Economic development programs are among the core recommendations of the town's 2020 Comprehensive Plan, and they are more important now than ever. Follow-up programs will be announced later this year. We are committed to strengthening Greece's local economy, and we look forward to working with you.

\$100,000 in funding available

\$5,000 maximum award

Applications accepted starting **Tuesday, June 2, 2020**



PROGRAM DETAILS

Eligible Businesses.

In order to be eligible for grant assistance, businesses must:

- Be located in the Town of Greece (home occupations are not eligible)
- Be a retail or service business with between 5 and 50 employees
- Be an established business in the Town of Greece for at least one (1) full year
- Be able to document economic loss as a direct result of the COVID-19 health crisis. The most direct way to establish this is a comparison of sales in the month of April 2020 as compared to sales in the month of April 2019.
- Be in compliance with all applicable codes
- Not have any outstanding taxes

Eligible Expenses.

Assistance is intended to be used for upcoming working capital expenses which will help continue business operations and retain employees, including but not limited to:

- Inventory
- Insurance
- Utilities
- Other similar short term operating expenses
- Adaptive equipment or services necessary to remain open or retain employees amidst social distancing restrictions

Ineligible Expenses.

- Funding may **NOT** be used to cover expenditures which occurred prior to executing a Grant Agreement.
- Funding may **NOT** be used to cover mortgage payments, rent, payroll, owner salaries, travel expenses, or personal expenses of any kind.

Selection Criteria.

Eligible applications will be selected based on the following:

- Completeness of application.
- Degree to which the economic loss can be attributed to the COVID-19 health crisis.
- Degree to which financial documentation provided supports the funding request.
- Degree to which funds provided will assist in reopening and/or maintaining employment.



APPLICATION INSTRUCTIONS

- Applications must be submitted electronically via e-mail to EconomicDevelopment@greeceny.gov beginning Tuesday June 2, 2020.
- Both the **Application** and **Certification** forms included must be completed and signed/initialed.
- A copy of the businesses most recent filed **Federal Tax Return** must be included.
- **Documentation** must be provided to substantiate revenue loss and expenses.
 - The most direct way to establish loss of revenue is a comparison of sales in the month of April 2020 as compared to sales in the month of April 2019.
 - Sufficient documentation includes ordinary records maintained by most businesses including but not limited to sales reports, account statements, contracts, purchase orders, bills, invoices, and other similar documentation.
- Please carefully review the included Program Details to be sure your business and funding request are eligible.
- Incomplete applications will not be considered for funding. Please use the **checklist** below to assist you in submitting a complete application.
- Applications may be funded, partially funded, or not funded based on eligibility requirements, selection criteria, and availability of funding.
- Questions should be e-mailed to EconomicDevelopment@greeceny.gov. Please include your name, and a phone number where you can be reached.

CHECKLIST

- Completed and signed Application Form
- Completed Certification Form
- Most current filed federal income tax return for the business
- Documentation to support revenue loss reported in Section 6A of the application form. *The most direct way to establish loss of revenue is a comparison of sales in the month of April 2020 as compared to sales in the month of April 2019.*
- Documentation to support the request for funds reported in Section 6B of the application form. *Sufficient documentation includes ordinary records maintained by most businesses including but not limited to sales reports, account statements, contracts, purchase orders, bills, invoices, and other similar documentation.*



WHAT HAPPENS NEXT?

- You should receive e-mail confirmation upon our receipt of your digital application within 48 hours, at which time a Project ID number will be assigned.
- Following confirmation of receipt, you will receive a second e-mail stating whether or not your application is complete and has been accepted.
- Following acceptance of your application, the materials provided will be reviewed to determine whether or not funding will be awarded.
- Following review, you will receive an e-mail stating whether or not your application has been approved, along with further instruction. Please remember that funding is limited and applications will be reviewed in the order they are received.
- Successful applicants will be required to sign a Grant Agreement detailing the terms and conditions of the grant award.
- Once a Grant Agreement is in place, a lump sum payment will be issued in the award amount. Awardees must certify that expenses will be paid as described in their application.



APPLICATION FORM

Section 1A: Business Information

Business Name: _____
Type of Business: _____
Business Address: _____

Telephone: _____
Web site: _____
Federal Tax ID: _____
of Employees: _____

Section 1B: Business Owner Information

Business Owner: _____
Home Address: _____

Telephone: _____
E-Mail: _____
Years in Business: _____

Section 2: Have you applied for or received any other COVID-19 grants or financial assistance, and if so please explain how those funds will be used:

Section 3: Describe financial impacts resulting from the COVID-19 crisis (revenue loss, costs associated with adapting to social distancing, etc.):

Section 4: Describe capital expenses for which funding assistance will be used (utilities, inventory, insurance, etc.):

Section 5: Describe how the funding assistance will help your business to retain jobs:

Section 6A: Enter the total dollar amount described in Section 3 above. *This amount should be detailed with supporting documentation as described in the instructions.*

\$ _____

Section 6B: Enter the total dollar amount described in Section 4 above. *This amount should be detailed with supporting documentation as described in the instructions.*

\$ _____

Section 7: Application Certification: I hereby certify that, to the best of my knowledge, the information contained in this application is true and correct. I am the owner of this business, and I am aware that any material misrepresentation made in this application constitutes an act of fraud which may result in termination of any grant award, repayment of any funds disbursed, and possible legal action.

Signature: _____

Date: _____

This box for agency use only ⇒

Project ID: CV2020 - _____

Date Received: _____



CERTIFICATIONS

Applicants must read and initial/date each certification on this page in order for your application to be considered.

Non-discrimination Certification: I hereby certify that my business does not deny services, employment, or membership to persons based on age, race, creed, color, national origin, gender, gender orientation, sexual orientation, disability, marital status or income.

Initials: _____ Date: _____

Tax Certification: I hereby certify that my business is current, and shall remain current throughout the term of the Grant Agreement, on all real property, federal, state, sales, income, and withholding taxes.

Initials: _____ Date: _____

Use of Funds Certification: I hereby certify that my acceptance of grant funds will result in payment of expenses described herein, and further, I understand that my failure to document payment of such expenses may result in recovery of grant funds.

Initials: _____ Date: _____

Duplication of Funding Certification: I hereby certify that I have not requested, accepted, or received any additional public funding which will be used to cover expenses described in this application.

Initials: _____ Date: _____

