



City of Bellefontaine Small Business Relief Grant Guidelines

Purpose: This grant was established by the Logan County Chamber of Commerce with federal CARES Act funding from the City of Bellefontaine to support small businesses in Bellefontaine who continue to be negatively impacted by the COVID-19 pandemic.

Eligibility Requirements:

- Physical location within City of Bellefontaine (home based businesses in the City are eligible)
- Small Business (both for profit and non-profit) with 50 or fewer combined full-time employees* and/or 1099 contractors** as of 10/31/2020
- Operational as of 3/31/2020 and at the time of application
- Have less than \$2 million in annual gross revenue in fiscal year 2019 and/or less than \$1 million in gross revenue 1/1/2020-6/30/2020.
 - Revenue in 2020 must also include proceeds from the Paycheck Protection Program and Emergency Disaster Loan program.
- Must attest that the business:
 - is current on all federal, state, and local taxes (including county real estate tax)
 - is not currently in bankruptcy
 - is not permanently closed and/or does not intend to permanently close
 - is in good standing with all applicable government regulations related to building code and property maintenance
 - is the primary source of income for business owner (if business has less than two FTEs)
 - has incurred additional business expenses as a result of the COVID-19 pandemic OR revenue losses due to the COVID-19 pandemic have strained the business ability to pay ordinary business expenses, in an amount greater than or equal to the amount being requested
- Documentation to confirm business eligibility may be required and can be requested at any time by the Logan County Area Chamber of Commerce
- Business has NOT been approved for the \$10,000 State of Ohio Small Business Relief Grant
- Business did NOT receive a prior grant from the Logan County Chamber of Commerce in 2020

Ineligible Businesses:

- Adult entertainment establishments
- Any financial institution that issues loans or credit, including, but not limited to, banks, credit unions, payday lenders, or similar businesses
- E-commerce only companies
- Liquor/wine stores
- Tobacco and/or vape shops
- Franchised businesses not locally owned and independently operated

Permitted uses of grant funds:

The eligible expenses listed below constitute, to the best of the knowledge and understanding of the City of Bellefontaine and the Logan County Area Chamber of Commerce, eligible expenses for which funds can be used under Section 5001 of the CARES Act. Any business receiving funds from this program cannot use grant funds received for purposes other than those set forth below.

- Salary, wages, or compensation paid to employees or 1099 workers March 1-Oct 31, 2020,

- For self-employed, income replacement as evidenced by lost revenue March 1-Oct 31, 2020, so long as no unemployment benefits were received or are expected to be received for that time period by the applicant
- Rent/mortgage payments for a business property located within the City of Bellefontaine March 1-Oct 31, 2020 (not a permitted use for home-based businesses)
- Gas, electric, water, sewer and trash removal expenses for a business property located within the City of Bellefontaine March 1-Oct 31, 2020 (not a permitted use for home-based businesses)
- Purchase of PPE or other COVID-19 related costs such as cleaning materials and expenses related to compliance with Responsible Restart Ohio guidelines March 1-Oct 31, 2020.

Prohibited uses of grant funds:

- No funds can be used to cover any salary, wages, compensation, rent, mortgage, utilities, or other expenses previously covered by Federal PPP funds or EIDL funds.

Grant Process:

- Complete applications, including all supporting documents, must be submitted by November 27, 2020 at 5pm
- Based on documentation to support permitted use of funds, applicant must select appropriate level of grant requested: \$1,500; \$2,500; or \$5,000
 - Businesses with 1-4 employees may receive up to \$1,500
 - Businesses with 5-19 employees may receive up to \$2,500
 - Businesses with 20-50 employees may receive up to \$5,000
 - Applicants may receive up to but not more than the amount requested; some exceptions may be allowed if the business is still closed per government restrictions as a result of the pandemic or for other reasons as determined by the verification committee
- Electronically submit applications via the Google Form or to Ben Vollrath at bvollrath@logancountyohio.com
- Applicant eligibility will be verified by a verification committee of at least five members comprised of Logan County Area Chamber of Commerce board members and/or staff, Logan County CIC Board members, and Bellefontaine-Logan County Finance and Development Authority Board members.
- Funds will be awarded on a first come, first served basis to applicants who meet all eligibility requirements and submit a complete application
- Any applicant not receiving funds will be the first to receive funds in any future round of this Relief Grant program
- At the latest, notification of decisions will be made via phone call by December 9th and funding provided by check no later than December 18th.

Questions:

- Questions, please call 937-599-5121 or email bvollrath@logancountyohio.com

*For the purposes of this grant, any employee regularly working 40 or more hours per week will be counted as a full-time employee (FTE); any employee regularly working fewer than 40 hours per week will be counted as one-half FTE.

**A 1099 contractor is defined as an individual who regularly works at least 20 hours per week and who received IRS Form 1099 at the end of each calendar year. If a business utilizes multiple contractors whose individual hours are less than 20 hours per week, then contractor weekly hours can be combined to determine a combined contractor FTE count. Combined contractor hours totaling 20-40 hours per week amounts to 1 FTE.



City of Bellefontaine Small Business Relief Grant Application

Funds from this grant are intended to assist businesses in the City of Bellefontaine who have incurred additional business expenses as a result of the COVID-19 pandemic OR revenue losses due to the COVID-19 pandemic that have strained the business' ability to pay ordinary business expenses. Grants will be awarded on a first come, first served basis.

ELIGIBILITY CHECKLIST

Please read the checklist below carefully and mark each box if applicable. All eligibility criteria must be met in order to be considered for this grant.

I hereby attest that the applicant business:

- has a physical location within the City of Bellefontaine
- was operational as of 3/31/2020
- is current on all federal, state, and local taxes (including county real estate tax)
- is currently open for business and intends to continue operations
- is in good standing with all applicable government regulations related to building code and property maintenance
- is the primary source of income for business owner (if business has less than two FTEs)
- has incurred additional business expenses as a result of the COVID-19 pandemic OR revenue losses due to the COVID-19 pandemic that have strained the business' ability to pay ordinary business expenses in an amount greater than or equal to the amount being requested
- has not been approved for the \$10,000 State of Ohio Small Business Relief Grant
- did not receive a Logan County Chamber Emergency Small Business Relief Grant in 2020

GENERAL INFORMATION

Name of Organization: _____

Primary Physical Business Address: _____

Tax ID (FEIN or SSN): _____

Contact Person: _____ Phone: _____

Title: _____ Email: _____

Type of Entity: Corporation LLC Partnership Sole Proprietorship Nonprofit Other:

Business Sector (Retail, Professional Service, etc.): _____

Description of Business: _____

If operational in 2019, please provide your 2019 gross revenue as reported on your 2019 tax return. If NOT operational in 2019, please provide your gross revenue from 1/1/2020 – 6/31/2020*: _____

* Revenue in 2020 must also include proceeds from the Paycheck Protection Program and Emergency Disaster Loan program

Full-Time Employees as of 10/31/2020**: _____ Part-Time Employees as of 10/31/2020**: _____

1099 Employees as of 10/31/2020**: _____ TOTAL FTEs as of 10/31/2020: _____

***For the purposes of this grant, any employee regularly working 40 or more hours per week will be counted as a full-time employee (FTE); any employee regularly working fewer than 40 hours per week will be counted as one-half FTE.*

A 1099 employee is defined as an individual who regularly works at least 20 hours per week and who received IRS Form 1099 at the end of each calendar year. If a business utilizes multiple contractors whose individual hours are less than 20 hours per week, then contractor weekly hours can be combined to determine a combined contractor FTE count. Combined contractor hours totaling 20-40 hours per week amounts to 1 FTE.

Based on your FTE count, you are eligible for the following grant amount:

1-4 FTEs: \$1,500 5-19 FTEs: \$2,500 20-50 FTEs: \$5,000

Grant Amount Eligible: _____

REQUIRED ADDITIONAL MATERIALS

TO HAVE A COMPLETE APPLICATION YOU MUST PROVIDE DOCUMENTATION OF BUSINESS EXPENSES INCURRED AS A RESULT OF THE COVID-19 PANDEMIC. Please provide documentation showing business expenses greater than or equal to the requested grant amount were incurred from 3/31/2020 – 10/31/2020. Documents may include payroll records, rent/mortgage statements, utility bills, invoices/sales receipts for PPE, and/or other documentation as applicable. Please submit documentation as a pdf if submitting electronically. Expenses covered by the Paycheck Protection Program and Emergency Disaster Loan Program are ineligible.

AGREEMENTS

The Logan County Area Chamber of Commerce will manage the program and administer the distribution of grants in accordance with the Guidelines provided.

The Logan County Area Chamber of Commerce reserves the right to require supplemental information and documentation in support of this application.

Nothing contained herein is intended to obligate or bind, nor shall it be construed to obligate or bind, the Logan County Area Chamber of Commerce to make, award, or fund any grant to any entity whatsoever, and no entity shall have any claim, action, or cause of action against the Logan County Area Chamber of Commerce for failure to make, award, or fund any grant. All determinations will be made with the best efforts of the Verification Committee. The decisions of the Verification Committee are final, not subject to appeal, and fully within the discretion of the Verification Committee subject to whatever process modifications they find necessary in the dispatch of their work to meet the guidelines of the program.

I hereby verify that the information provided is accurate and honest to the best of my knowledge and agree to the statements above.

Authorizing Signature Required

Signature

Date

Name (please print)

Title