

Village of West Liberty Small Business Relief Grant Guidelines

Purpose: This grant was established by the Logan County Chamber of Commerce with federal CARES Act funding from the Village of West Liberty to support small businesses in the Village of West Liberty who have been negatively impacted by the COVID-19 pandemic.

Eligibility Requirements:

- Physical location within the Village of West Liberty (home based businesses in the Village are eligible)
- Small Business/Organization (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
 - If business was not operating in 2019 then gross revenue from 1/1/2020-6/30/2020 must be less than \$1 million
 - 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 \$3,500 grant
- 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 Village of West Liberty 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 Village of West Liberty 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 Village of West Liberty 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 RestartOhio 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 application, including all supporting documents, must be submitted by November 27, 2020 at 5pm.
- Based on documentation to support permitted use of funds, applicants will be eligible for a grant of \$3,500
- Electronically submit application and all supporting documents 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. Application does not guarantee receipt of the grant. There are limited grant funds available.
- Any eligible applicant not receiving funds due to all funds being claimed will be the first to receive funds in any future round of this West Liberty Small Business Relief Grant program. There is no commitment to future rounds of funds becoming available.
- 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.