



City of Wyoming/Chisago County Small Business Relief Grant Guidelines

Purpose: The City of Wyoming and Chisago County received funds from the State of Minnesota through the Federal CARES Act. The Wyoming City Council and Chisago County Board of Commissioners determined that a share of those funds would be made available in the form of grants to assist the businesses most adversely affected by the COVID -19 outbreak.

Many of the Cities in Chisago County are also contributing to the fund to assist more businesses throughout the County.

Eligible Applicants:

- For-profit businesses that can demonstrate business losses. Businesses need to show a gross revenue reduction of at least 25%.
- Small businesses with 50 FTE or less employees. Employees for this grant program may be either W-2 employees or independent contractors.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is physically located in Chisago County.
- All eligible applicants must be registered with the Minnesota Secretary of State or other licensing authorities and have been operating since March 1, 2020.
- Small businesses must be current on their real estate taxes.

Chisago County Board of Commissioners determined that the businesses that were required to close due to by Minnesota Governor Walz Executive Order 20-04 and 20-08 and would receive priority for Phase 1 and those not exempted under the Critical Sector from executive Order 20-48. Phase 2 will be open to other businesses meeting the above eligibility requirements.

Those receiving the Minnesota Small Business Relief Grant are not eligible for the Chisago County Small Business Relief Grant as they are from the same source.

Eligible Uses of the Funds:

- Business Expenses such as:
 - Personal protective equipment (PPE)
 - Lease or mortgage payments
 - Utilities
 - Phone/Internet
 - Insurance

Note: Property Tax, Municipal Utilities, payroll, and owners personal use are an ineligible use of funds. Expenses reimbursed by another State or Federal grant are not eligible.

Funding Information:

- Eligible applicants may request up to \$10,000 in grant assistance based upon need. Actual grant award will be based on number of employees, eligible expenses, and impact to the business.
- Applications will be considered and acted on by the Chisago County HRA-EDA.
- The grant application and related attachments will be considered public information. The social security number, bank accounts, and date of birth information will be considered private data.

Timelines:

- Phase 1 grant applications will open on August 10, 2020.
- Phase 2 grant applications will open Monday August 31, 2020.
- Grantees will be notified approximately 2 weeks after submittal.
- Funding is limited and grants will be provided first come first serve and based upon eligibility and until the funds are expended.
- Grants applications will be accepted until September 21, 2020 or until the Small Business Relief Funds are exhausted, whichever occurs first.

Application Requirements:

The Small Business Relief Grant application must be completed in its entirety by the applicant and submitted to the Chisago County HRA-EDA online found at www.chisagocounty.org or to the Chisago County HRA-EDA office, located at 38871 7th Ave, PO Box 815, North Branch, MN 55056. Online applications are preferred.

- Completed application document.
- Provide the most recent federal tax return filed by the business may be requested.
- Income/Expense statements for the second quarter of 2019 and the second quarter of 2020 will be required. New businesses that were not open second quarter of 2019 will provide Income/Expense statements for 2020.
- Grant recipients are required to provide evidence in the form of paid or unpaid invoices, statements, or similar documentation from March 1 to July 31, 2020 and projected expenses through December 31, 2020.
- Certificate of Good Standing from Minnesota Secretary of State Office or other licensing authority.
- Other items as requested by the Chisago County HRA-EDA

Grant Awards:

- Applications and awards will be made through the Chisago County HRA-EDA office.

- Upon a successful grant application, the recipient will enter into a grant agreement before funds are distributed.

**GRANT PROGRAM POLICY
AUTHORIZATION FOR RELEASE OF INFORMATION**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The Chisago County HRA-EDA has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project. I also understand that I will be required to provide evidence of use of these funds.

Signature/Title of Applicant _____ Date: _____

Signature/Title of Applicant _____ Date: _____

The HRA-EDA retains final authority to determine if a business is eligible or not and whether to approve a grant or not.

For questions call 651.674.5664 or email nancy@chisagocounty.org.

Appendix A.

- a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption
- b. Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tasting rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- c. Hookah bars, cigar bars, and vaping lounges offering their products for on premises consumption.
- d. Theaters, cinemas, indoor and outdoor performance venues, and museums.
- e. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and spas.
- f. Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.
- g. Country clubs, golf clubs, boating or yacht clubs, sports or athletic clubs, and dining clubs. Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons, and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber

Also included:

Retail except for convenience stores, liquor stores, big box, and others that were not required to close.

Other non-essential that can provide evidence that they were required to close.