

Todd County CARES Pandemic Relief Grant Application for Businesses

(ALL APPLICATIONS WILL BE DATE STAMPED AND PROCESSED AS RECEIVED)

Round # 2

Legal Name of the Business, including assumed name:

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
	MN State ID #	Fed. Ein #	NAICS
Mailing Address		City	Zip
Location Address		City	Township
Office Phone	()	Cell Phone	()
E-Mail Address		Web Address	
Contact Name		Title	
Total Employment	Full Time Equivalent employees (2080 hrs.) including owner(s):	Number must be 50 or less FTE employees.	
How has the COVID-19 pandemic financially affected your business?			
Did you receive any of the following? SBA PPP Loan Yes___/ No___ SBA EIDL Advance or loan Yes ___ No___			
MN Small Business Relief \$10,000 Grant Yes___/ No___ MN Small Business Relief Loan Yes___ No___			

Please note: Any expenses or losses previously submitted and funded through local, state or federal grants cannot be resubmitted in this application.

Principal #1

Name	Title	
Address	City	ZIP
Percentage of Ownership _____%		

Principal #2

Name	Title	
Address	City	ZIP
Percentage of Ownership _____%		

Funding Information

- Applicants may receive up to \$10,000 in grant assistance.
- The application, financial statements and tax returns are considered private data and not public. Name of business and dollars awarded are considered public information.

Eligible Applicants

- Businesses that demonstrate a 10% or more loss between 3/1/2020 and 9/30/2020 compared to 2019.
- Have a physical business or office location, whether owned or leased, located in Todd County.
- Applicants registered and in good standing with the Minnesota Secretary of State as of March 1, 2020. *(sole proprietorships & partnerships do not need to be registered)*
- **Applicants who received "Round 1" grants are eligible to apply for up to \$10,000 in "Round 2".**

Ineligible Applicants

- Lending institutions, law firms, accounting firms, utility companies, chain stores, financial advisors, insurance companies, passive investments, residential rental and production agriculture.
- Businesses not current on Todd County taxes or have a lien by the State of MN.
- Applicant. who received a MN DEED Small Business Relief (\$10,000 lottery) Grant.

"Required Documents" to be submitted for grant consideration:

- Completed application.
- Business income/expense statements from March through September of 2019 & 2020.
- 2019 business tax returns.
- "Eligible Expense Worksheet" completed with supporting documentation attached such as invoices, receipts, etc. that provide proof of expenses claimed.
- Copy of the current filing in "good standing" with the Minnesota Secretary of State Office as of March 1, 2020. *(sole proprietorships & partnerships are not required to have this document)*

Applications accepted until November 13, 2020 by:

- Email: rick.utech@co.todd.mn.us
- U.S. Mail postmarked no later than October 16th 2020 to: TCDC,
PO Box 247
Long Prairie, MN 56347

GRANT PROGRAM POLICY AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying exhibits are true and complete to the best of my knowledge. Todd County Development Corporation and Todd County have the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed project.

Signature/Title of Applicant: _____ Date: _____

Signature/Title of Applicant: _____ Date: _____

Questions? Call 320-732-2128 or email rick.utech@co.todd.mn.us

Eligible Expenses

Please list any of the following eligible expenses between March 1, 2020 and September 30, 2020. Please provide documentation such as invoices, statements, canceled checks etc., to prove your claim and include with your application. Please note: Any expenses or losses previously submitted and funded through local, state or federal grants cannot be resubmitted in this application.

- The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing. \$ _____
- The conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating including tables and fencing. \$ _____
- Signage – Acquisition of signage relating to the operation of the business or customer safety in accordance with the Covid-19 guidelines. \$ _____
- Indoor modifications: Costs associated with the reduction of seating or cordoning customer space in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating or other materials. Checkout counter modifications such as screens and buffers to allow for proper social distancing practices. \$ _____
- Computer Hardware and Software necessary to support remote work by employees or upgrades to existing hardware to support e-commerce. \$ _____
- Personal Protection Equipment, Sanitation Stations – The cost to purchase masks, gloves, face shields or protective garments to protect against the spread of the virus. \$ _____
- Sanitation Supplies to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers. \$ _____
- Disinfection Equipment or Contracts needed to dispense the disinfection agents for safe operation of the business. \$ _____
- Rent or Mortgage Payments for the months of March, April, May, June, July, August & September of 2020. \$ _____
- Utility payments during the months of March, April, May, June, July, August & September of 2020. \$ _____
- Payroll costs incurred for employees for the months of March, April, May, June, July, August & Sept. of 2020. \$ _____
- Other related COVID-19 losses or expenses (*please attach details*). \$ _____

Total Expenses, \$ _____