

# LINCOLN COUNTY CARES Relief Fund Grant Application For Small Businesses

## APPLICANT INFORMATION

Legal Name of the Business, including assumed name, if any:

\_\_\_\_\_

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years      Months	Fed Tax Id#	MN State ID
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	(      )	Cell Phone	(      )
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$ _____	The number of your employees who have been impacted by the COVID-19 pandemic?	
Describe your business such as size, products or services, and customer base			
How has the COVID-19 pandemic financially affected your business?			
Was your business required to close, or did you voluntarily close for the safety of employees and the public?			
For what purpose will these funds be used?			

Please check all funding sources applied for:     Federal PPP     Federal EIDL     MN SBEL     MN SBRG  
Please check all funding sources received:     Federal PPP     Federal EIDL     MN SBEL     MN SBRG

### Principal #1

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

### Principal #2

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

### **Funding Information**

- Eligible applicants may request up to \$5,000 in Grant assistance based upon need. Actual grant award will be based on number of employees that have been impacted.
- Applications will be considered and acted on by the Lincoln County Board of Commissioners.
- The grant application will be considered public information for auditing purposes only. The attachments will be considered private data.

### **Eligible Applicants**

- For-profit businesses that can demonstrate business losses.
- Small businesses with 50 or less employees as of March 1, 2020. For the purpose of this program, a Full Time Equivalent will be equal to at least 32 hours per week. For those working less than 32, divide the number of hours by 32 to calculate FTE (i.e. 24 hours per week/32 = .75 FTE) Employees for this grant program may be either W-2 employees or independent contractors.
- Eligible applicants must have been temporarily closed due to Executive Order 20-04 and later clarified by Executive Order 20-08 or opted to close for the safety of employees and the public, or an essential business that had a reduced revenue.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Lincoln County.
- All eligible applicants must be in good standing with Lincoln County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2020.
- Businesses must not claim expenses submitted for CARES Relief funding from Lincoln County that are covered under any other Local, State, or Federal grant/relief funding

### **Ineligible Applicants**

- Lending institutions, law firms, accounting firms, utility companies, chain convenience stores, residential rental properties, production agriculture, insurance agencies, financial advisors, passive investments, and religious organizations.
- Home Based Businesses (such as Mary Kay, Pampered Chef Etc..)
- Businesses that primarily generate income from gambling activities.
- Corporate chains, multi-state chains.
- Businesses that primarily sell pawned merchandise, guns, tobacco or vaping products.
- Businesses that generate any part of income from adult-oriented activities.
- Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals or property management; billboards; or lobbying.
- A separate application process will be applicable to non-profit organizations.

### **Eligible Uses of Program Grant Funds:**

- Costs of business interruption caused by required closure or result of slow or lost business due to COVID-19
- Rents and utility costs during the period a business is closed or impacted due to Covid-19.
- Costs incurred during reopening process
- Costs for the purchase of items meant to protect the public and employees, such as protective masks and hand sanitizer, and other costs incurred by installing required safety measures in order to reopen a business
- Costs incurred for building modifications due to COVID-19
- Costs for marketing of safe business practices

- Other Expenditures related to the cost of business interruption caused by COVID-19

If a business has received funding from any other source, such as through either the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan (EIDL), grant funds must be used to cover different expenses over and above specific uses of those other funds.

**Application Requirements**

- The CARES Relief Fund Grant application must be completed in its entirety by the applicant and submitted to the Lincoln County Auditor-Treasurer Department or submitted electronically to [Krichmond@co.lincoln.mn.us](mailto:Krichmond@co.lincoln.mn.us) by November 9, 2020, in order to be considered.
- The most recent federal tax return filed by the business.
- Income statements for the quarter of 2019 and the same quarter of 2020 in which a loss was shown.
- A copy of the business current filing with the Minnesota Secretary of State Office.
- Support for employment numbers with forms such as Form 941 or other payroll-related filing with state or feds
- Other items as requested by the review committee.
- Grant recipients agree to submit the Eligible Expense Worksheet, documenting how funds were spent and returned with the application November 9, 2020.
- Any unused funds or funds that the County deems used for ineligible costs must be returned to Lincoln County by November 25, 2020.

**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. Lincoln County has 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: \_\_\_\_\_

**The Lincoln County Board of Commissioners retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.**

For questions, call 507-694-1429 or email [Krichmond@co.lincoln.mn.us](mailto:Krichmond@co.lincoln.mn.us)