



Small Business Grant Program

Lac qui Parle County

Grant Guidelines

Date Opened: 9/01/2020

Date Due: 9/18/2020 – 11:59pm

Amount

Grants of up to \$5,000 will be provided to approved businesses and non-profit groups to reimburse direct costs. This amount may vary depending on available funding and number of eligible applications submitted.

Eligibility Requirements

- Businesses/Non-profit entities must reside in Lac qui Parle County
- Businesses must have at least 1 full-time employees of March 1, 2020 but less than 20 employees.
 - Primary source of income
- Must have been in operation 6 months prior to March 1, 2020 (Oct 1, 2019).
- Must be in good standing with the MN Secretary of State.
- Must be engaged in the business of sales, service, or manufacturing.
- Must demonstrate need for financial support due to an impact from the COVID-19 Pandemic.
- Applications must be fully completed with appropriate documentation to be considered.

Businesses that are NOT eligible

- Businesses that have over 20 employees
- Businesses that reside or are headquartered outside of Lac qui Parle County.
- Businesses that have outstanding property taxes due to Lac qui Parle County.
- A business manufacturing, distributing, selling or conducting related activities of sexually explicit materials.
- A business that derives income from passive investments without operational ties to an operating business.
- A business whose activities are primarily focused on speculative activities that develop profits from fluctuations in price rather than through the normal course of trade (i.e. investment properties)
- A business that earns more than half of its annual net revenue from lending activities (i.e. banks, investors, financial advisors, etc.)
- A business engaged in multilevel marketing, where a participant's primary incentive is based on the sales made by an ever-increasing number of participants. (i.e. cosmetic, activewear, candles/oils, nutritional products, etc.)
- A business engaged in activities that are prohibited by federal law or applicable law in the jurisdiction where the business is located or conducted; and
- A business engaged in gambling enterprises, unless the business earns less than 50% of its annual net revenue from lottery sales

Eligible Expenses

- Must have been incurred on or after March 1st, 2020 up to the date of this application.
- Rent/mortgage payments OR utility payments for a period of up to 3 months.
- Outdoor business operations - The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing.
- Outdoor seating areas – The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating – The acquisition of chairs, tables and stands and similar equipment for an outdoor seating area.

Any allocated funds that audit deems used for ineligible expenses must be returned to Lac qui Parle County.



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- Signage – Acquisition of signage relating to the operation of the business in accordance with the Covid-19 guidelines.
- Checkout counter modifications – Installation of screens and buffers to allow for proper social distancing practices.
- Indoor Seating modification – Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating.
- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.
- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees or upgrades to existing hardware to support e-commerce.
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.
- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.
- Sanitation Supplies – The cost of disinfection supplies materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.

Ineligible Expenses

- Lost Revenue (costs to the business related to the loss of revenues from lack of sales, cancelation of orders/contracts).
- Personnel (salaries, fringe, and related costs of permanent or part-time staff required to operate the business)

Background

Through the Coronavirus Relief Fund passed by Congress, the CARES Act provides for payments to state, local, and tribal government navigating the impact of the COVID-19 outbreak.

The CARES Act requires that the payments from the Coronavirus Relief Fund only be used to cover expenses that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

For more on this guidance, please visit: <https://home.treasury.gov/policy-issues/cares>

Application Steps

1. Read Lac qui Parle County Small Business Grant Program Guidance
2. Collect receipts/documentation for eligible expenses and attach to application
3. Fill out a current W-9 Form, sign and attach to application (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)



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4. Fill out application, sign, and submit via:
 - a. Email to blain.johnson@lqpc.com – Subject Line: ‘SBG Application’
OR
 - b. Mail to: Blain Johnson, Re: ‘SBG Application’, 422 5th Ave, Madison, MN 56256
Applications must received by Friday, September 18th, 11:59pm
OR
 - c. Drop off at the County Courthouse Dropbox (600 6th St, Madison, MN, East Entrance)
5. Receive notification via email of receipt of application.
6. Await response from review committee

Contact

Questions can be directed to Blain Johnson, County Emergency Management Director and primary CARES Coordinator blain.johnson@lqpc.com, 320-598-7171.