

GROW GREECE



Supervisor, William D. Reilich

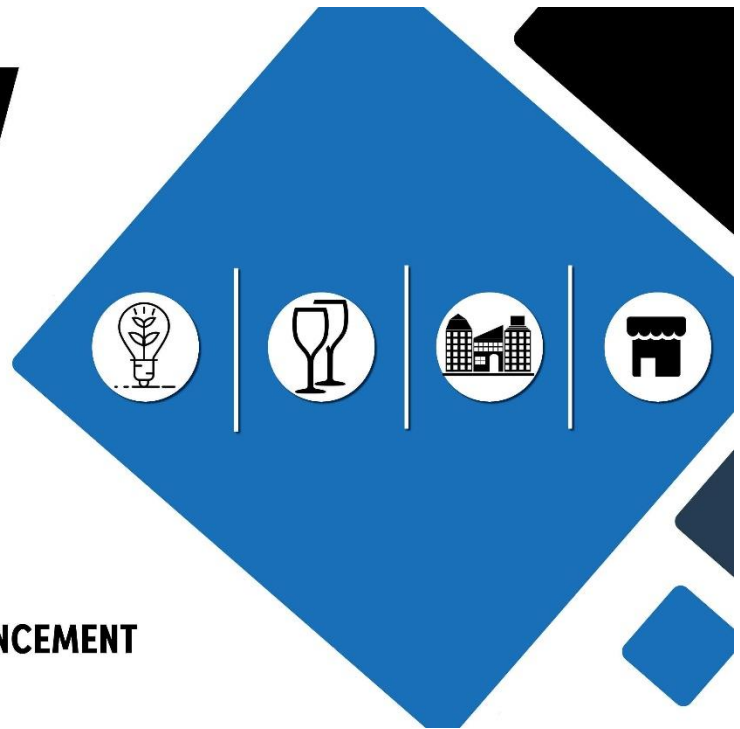
Director, Scott Copey

GRANTS AND ASSISTANCE

RETAINING JOBS

OPPORTUNITIES FOR GROWTH

WORKING TOGETHER FOR ECONOMIC ENHANCEMENT



Round 2

COVID-19 Small Business Assistance Grants

The **GROW Greece** COVID-19 Small Business Assistance Grant was established to address an Urgent Need in the business community. The program opened on June 2, 2020 with \$100,000 in funding available to help small retail and service businesses reopen in the wake of economic losses associated with the COVID-19 health crisis. The program was such a huge success that grant funds were exhausted within the first month, but we know there are still small business owners struggling to cover the gap. Supervisor Reilich and the Greece Town Board have decided to allocate another \$100,000 for **Round 2** of the COVID-19 Small Business Assistance Grant.

Round 2 of the program makes funding available to more businesses and participation will be even easier than before. Round 2 grants will cover two months' worth of certain operating expenses needed to restart your business, up to \$5,000 for businesses with 5 to 50 employees, or \$2,000 for businesses with 3-5 employees. Eligible expenses include insurance, utilities, and inventory costs based on figures reported in your most recently filed federal tax return. Complete applications which meet the eligibility requirements will be vetted based on criteria described in the following pages. The town will begin accepting applications on Wednesday, July 22, 2020, and awards will be granted on a rolling basis until funds are exhausted. As before, Round 2 grant funds have been allocated from a supplement to the town's Community Development Block Grant (CDBG), pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

Economic development programs are among the core recommendations of the town's 2020 Comprehensive Plan, and they are more important now than ever. Supervisor Reilich and the GROW Greece team is committed to strengthening our local economy, and we look forward to working with you.

\$100,000 in funding available

\$2,000 or \$5,000 maximum award, depending on the number of employees

Applications accepted starting **Wednesday, July 22, 2020**



PROGRAM DETAILS

Eligible Businesses.

In order to be eligible for grant assistance, businesses must:

- Be an established business in the Town of Greece for at least one (1) full year (home occupations are not eligible)
- Be re-opened for business at the time of application
- Be a retail or service business
- Employ between 3 and 50 employees (businesses with 3-5 employees can receive a grant of up to \$2,000 and businesses with 5-50 employees can receive a grant of up to \$5,000).
- Be able to document economic loss as a direct result of the COVID-19 health crisis when comparing “Profit & Loss” statements for the **second quarter of 2020** against the **second quarter of 2019**.
- Be in compliance with all applicable codes
- Have no outstanding taxes

Eligible Expenses.

Grant funds may be used to pay for up to two (2) months of the following expenses, **based on figures reported in the most recently filed federal tax return**, and not exceed the maximum grant award:

- Average monthly inventory costs, based on reported “cost of goods sold”
- Insurance
- Utilities

Selection Criteria.

Eligible applications will be selected based on the following:

- Completeness of application.
- Severity of economic loss, and the degree to which the loss can be attributed to the COVID-19 health crisis.
- Degree to which financial documentation provided supports the funding request.
- Degree to which funds provided will assist in maintaining employment.

Other Program Requirements.

- The Town of Greece, in its sole discretion, reserves the right determine grant eligibility, compliance with selection criteria, and award amounts.
- Applications may be funded, partially funded, or not funded based on eligibility requirements, selection criteria, and availability of funding.
- Successful applicants will be required to sign a Grant Agreement detailing the terms and conditions of the grant award, along with a disclosure statement relating to any potential conflicts of interest.
- Businesses must agree to return funds awarded in the event of closing down within 1 year of signing the Grant Agreement.



APPLICATION INSTRUCTIONS

- Program requirements have changes slightly for Round 2. Please carefully review Program Details to be sure your business and funding request are eligible.
- Complete and sign/initial both the **Application** and **Certification** forms included in this package.
- Collect other required documents listed in the checklist (applications which do not include all required documents will not be considered complete).
- Complete the checklist provided (last page of this package).
- Organize all of the required documents (including the completed checklist) into a single package for submittal. A cover letter is not required but may be helpful.
- Submit your application via e-mail to EconomicDevelopment@greeceny.gov beginning Wednesday, July 22, 2020.
- Questions should be e-mailed to EconomicDevelopment@greeceny.gov. Please include your name, and a phone number where you can be reached.

WHAT HAPPENS NEXT?

- You should receive e-mail confirmation upon our receipt of your digital application within 48 hours, at which time a Project ID number will be assigned.
- If your application is complete, the materials provided will be reviewed. Incomplete applications will not be considered for funding.
- You will be formally notified once a decision is made on your application. Please remember that funding is limited and applications will be reviewed in the order they are received.
- Successful applicants will be required to sign a Grant Agreement detailing the terms and conditions of the grant award, along with a disclosure statement relating to any potential conflicts of interest.
- Once a Grant Agreement is in place, a lump sum payment will be issued in the award amount.



APPLICATION FORM

Section 1A: Business Information Business Name: _____ Type of Business: _____ Business Address: _____ _____ Telephone: _____ Web site: _____ Federal Tax ID: _____ # of Employees: _____	Section 1B: Business Owner Information Business Owner: _____ Home Address: _____ _____ Telephone: _____ E-Mail: _____ Years in Business: _____
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Section 2: Have you applied for or received any other COVID-19 grants or financial assistance, and if so please explain how those funds will be used:

Section 3: Describe impacts to your business resulting from the COVID-19 crisis (estimated revenue loss, costs associated with adapting to social distancing, etc.):

Section 4: Provide closure and re-opening dates and discuss what, if any, business you were able to conduct during the shutdown period (online sales, curbside pickup, etc.):

Section 5: Describe how you plan to operate your business over the next year, and how funding assistance will help you retain jobs:

Section 6: Application Certification: I hereby certify that, to the best of my knowledge, the information contained in this application is true and correct. I am the owner of this business, and I am aware that any material misrepresentation made in this application constitutes an act of fraud which may result in termination of any grant award, repayment of any funds disbursed, and possible legal action.

Signature: _____ Date: _____

This box for agency use only ⇒

Project ID: CV2020 - _____
Date Received: _____



CERTIFICATIONS

Applicants must read and initial/date each certification on this page in order for your application to be considered.

Non-discrimination Certification: I hereby certify that my business does not deny services, employment, or membership to persons based on age, race, creed, color, national origin, gender, gender orientation, sexual orientation, disability, marital status or income.

Initials: _____ Date: _____

Tax Certification: I hereby certify that my business is current, and shall remain current throughout the term of the Grant Agreement, on all real property, federal, state, sales, income, and withholding taxes.

Initials: _____ Date: _____

Use of Funds Certification: I hereby certify that my acceptance of grant funds will result in payment of expenses described herein, and further, I understand that my failure to document payment of such expenses upon request may result in recovery of grant funds.

Initials: _____ Date: _____

Duplication of Funding Certification: I hereby certify that I have not requested, accepted, or received any additional public funding which will be used to cover expenses described in this application.

Initials: _____ Date: _____



CHECKLIST

- Completed and signed Application Form
- Completed Certification Form
- “Profit & Loss” statements for the second quarter of 2020 AND the second quarter of 2019
- Most current filed federal income tax return for the business
- Completed IRS Form W-9
- Completed IRS Form 941 for first AND second quarters of 2020
- Completed application checklist (this page)

