

## Montevideo, MN “*Business Assistance Program*”

These grants are designed to provide immediate relief to Businesses affected by the Covid-19 pandemic. These funds are here to reimburse businesses for costs due to Covid-19 closures, business interruptions, or other negative impacts to your business due to Covid-19.

### How to qualify

- Be a business located within the Montevideo city limits
- Been operational as of March 2020
- Businesses must certify that any cost reimbursement request has not already been paid for with any Federal, State, or Local funds.
- If the business did receive funds from a Federal, State, or Local aid you must explain where those funds came from and how the funding was used. (PPP, EIDL, etc.)
- Applicants will be required to indemnify the city, and agree to repay the grant if the grant awards are found to violate the CARES act.
- To be eligible to receive funds a business must be working towards reopening or already operating at some capacity

### The grant can be used for:

- Outdoor business operations - The cost of constructing of outdoor facilities either temporary (i.e. tents) or permanent 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 for an outdoor seating area.
- 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.
- Seating modification or storage – 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 until the restrictions are lifted.
- 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.

- 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.
- Mortgage, Rent, Utility, Inventory, payroll expenses, and business license fees.
- Reimburse Lost revenues as a result of Covid-19
- Reimburse costs incurred due to Covid-19 that have not been paid for via an alternative program.

The grant can NOT be used for:

- Personal non business related items
- Items paid for via alternative programs

Grant amounts: Initial grant award will be up to \$2,000. Grant amounts may be less depending upon the number of qualified businesses impacted and that apply to our program. **We recommend that you provide documentation of all potential eligible expenses. If additional grant funds are available, and we are able to award more than \$2,000 per business existing applications will be considered and businesses will not be required to reapply.**

For more information or if you have any questions or concerns do not hesitate to reach out to the contact information below.

Alek Schulz

Community Development Coordinator

Email [cdd@montevideomn.org](mailto:cdd@montevideomn.org)

Phone: 320-269-6575

**Montevideo MN, "Business Assistance Program" Application**

Due September 15<sup>th</sup>, 2020 (4:00 pm Montevideo City Offices)

**Company Name:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

**Mailing Address if different from business address:** \_\_\_\_\_

**Name of Person Filling out the Application:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

Please select all that apply. I am applying for reimbursement for the following categories of business expenses.

- Outdoor Business Operations
- Outdoor Seating Areas
- Outdoor Seating
- Signage
- Checkout Counter or other Physical Modifications
- Seating Modification or Storage
- Markings
- Computer Hardware
- Software
- Sanitation Station
- PPE (Personal Protection Equipment)
- Sanitation Supplies
- Disinfection Equipment
- Disinfection Contracts (Outside Services)
- Other/ Lost Revenue

(Describe "Other" items for which you are requesting reimbursement) If you are requesting lost revenue please show last years comparison to time impacted by Covid-19. Example: Show Profits from March 2019-August 2019 and then show profits from March 2020-August 2020. **Please attach additional documents explaining!**

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Please note all items for which you are requesting reimbursement (must supply receipts, proof of purchase, pictures, etc.): **Attach additional information!**

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Please explain why these purchases were needed due to COVID-19: **Attach additional sheets if necessary!**

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Other Comments: \_\_\_\_\_  
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Total Cost of all COVID-19 Related Expenses Listed Above: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_ (may not exceed \$2,000.)

Applicant agrees to indemnify the city, and reimburse the city for the grant award amount if it is found to be ineligible for the city or CARES grant program:

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_