

City of Neillsville



COVID-19 Small Business Grant Guidelines

PURPOSE AND INTENT

The City of Neillsville wants to support our local businesses and recognizes their importance to the community. In response to the economic hardship resulting from the COVID-19 virus, the City of Neillsville has created a grant program to assist small businesses with rental, lease, mortgage or utility payments for their commercial property. It is the purpose of the grant to assist a small business to maintain a storefront or office location during the implementation of the State's "Safer at Home Order."

ELIGIBILITY CRITERIA

In order to be eligible to apply for the grant the following criteria must be met:

1. Applicant business must be owned by a Clark County resident. Business entities must be a Wisconsin organization. Only one business per person/family/otherwise related owners is allowed.
2. The applicant's business must have been operating and open to the general public as of March 17, 2020.
3. The applicant must be in good standing at the time of application with the State of Wisconsin Department of Financial Institution and the City of Neillsville (business must be current on: real and personal property taxes, potential judgements, licenses, fines, permit fees, utilities and/or other amounts due to the City and in compliance with Federal, State, and local laws and ordinances.)
4. The applicant's business must have a physical presence outside the home, within a bricks and mortar building and be located within the City limits.
5. During the period of the State's "Safer at Home Order" the applicant must have been in a state of total closure or had been unable to operate one or more of the primary functions of its business. For example: a hair salon which is completely closed or a restaurant operating with only curbside or take-out orders. The closures or business restrictions must be a result of the State's "Safer at Home Order" and must have occurred on or after March 17, 2020.
6. Business must reopen after the "Safer at Home Order" and remain in business for no less than 90 days after receiving the grant.
7. The maximum grant is \$1,000. All grant proceeds must be used for the following documented business expenses that became due on March 1, 2020 thru May 31, 2020. Such grant proceeds shall only be used for the following and may include reimbursement for previous payments, for the months of March, April and May.
 - a. Monthly commercial building loan mortgage;
 - b. Monthly commercial building rent/lease payment;

- c. Monthly commercial building utilities such as electricity, gas, telephone, sewer or water.

Documentation of these expenses must accompany the grant application (invoices, bills, receipts marked paid, and balance statements). FAILURE TO INCLUDE DOCUMENTATION WILL RESULT IN INELIGIBILITY.

8. The application form (without attachments) may be considered a public record. However, any financial attachments will be considered confidential and will not be considered a public record unless required by law.

INELIGIBILITY

1. Businesses that have continued operation normally during the COVID-19 pandemic; businesses solely operated via online means; businesses which were deemed essential; and businesses whose operations were not restricted. Specific examples not eligible include but are not limited to: grocery stores, hardware stores, lumber yards, repair businesses, auto dealers, banks, real estate companies, real estate management companies, or other businesses that remained operational.
2. Volunteer based organizations.
3. Franchises owned outside of Neillsville.

APPLICATION PROCEDURE

1. A completed application shall be submitted by an eligible applicant for the COVID-19 Small Business Grant to the grant administrator (City of Neillsville Economic Development Commission-NEDC) beginning on June 15, 2020 and postmarked no later than July 15, 2020.
2. Documentation must accompany a qualified application to be considered.
3. NEDC shall review the application for completeness and compliance with the eligibility guidelines after the submission deadline in the order they were received. The NEDC shall make decisions of eligibility, with a final vote by the City Council. No appeal process is allowed.
4. The NEDC will notify the applicant if the application has been accepted or rejected in writing by July 25, 2020.
5. If eligible applications exceed the available funding amount, funding will be determined by date of receipt of the application.
6. Grant funding is disbursed to applicant in the form of a check. Checks will be made out to the business name and dispersed to applications mailing address listed on the application.
7. The City will provide an IRS 1099-Misc form to comply with federal guidelines.
8. The application and supporting documentation must be mailed or dropped off at the City of Neillsville, City Hall, 118 West 5th Street, Neillsville, WI 54456. If in an envelope, must identify on front as "COVID-19 Application."

City of Neillsville



COVID-19 Small Business Grant Application

Part 1. Applicant & Business Information

Legal Name of Business: _____

Operating Name of Business: _____

Person Applying, and description of involvement within Business:

Describe the primary function(s) of the business:

Mailing Address: _____

Operating Address: _____

Phone Number: _____

Email Address: _____

Part II. Grant Eligibility

- | | | |
|--|-------|----|
| 1. Is the business owned by a Clark County resident? | Yes | No |
| 2. Number of Full Time Equivalent Employee as of March 17, 2020 | _____ | |
| 3. Is this business a franchise? | Yes | No |
| If yes, is the franchise owned by a Clark County resident? | Yes | No |
| 4. Is this business a non-profit organization? | Yes | No |
| 5. Was the business in operation and open to the general public prior to March 17, 2020? | Yes | No |
| 6. Is the business located within the City of Neillsville? | Yes | No |
| 7. Does the business have a storefront, office or operate within an owned or leased "brick & mortar" facility? | Yes | No |

8. Was this business in a state of total closure or unable to operate one or more of the primary functions of the business as a result of the State's "Safer at Home Order" related to COVID-19 on or after March 17, 2020? Yes No

Explain if partial closure (what part of your business remained open and what was closed):

Part III. Grant Request Summary

Monthly expenses to be submitted: (Circle months included)

Mortgage	\$ _____	March/April/May
Rent/Lease	\$ _____	March/April/May
Utilities	\$ _____	March/April/May
Total Request	\$ _____	(not more than \$1,000)

Part IV. Attachments

To receive consideration, copies of all the statements/invoices/receipts for the above referenced eligible expenses that apply to the grant request must be included with the application. These must evidence that expenses exist and were paid in full.

Part V. Certification

I, the undersigned, certify that I have received and read the criteria for receiving a City of Neillsville Economic Development COVID-19 Business Grant. I certify that all information provided herein is true and accurate to the best of my knowledge. I further certify that I have completed this application and have provided the required documentation in accordance with the grant guidelines. I understand that any decision made by the Economic Development Commission is final and I will abide by it.

Signature: _____

Name(Print): _____

Date: _____

Official Use Only

Date Received: _____ Approved or Denied

Date Dispersed: _____ Amount Dispersed: _____

City Official Issuing Decision: _____