

Logan County

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Logan County Small Business Grant

GRANT PROGRAM OVERVIEW:

Logan County is launching a grant program to assist our local business community as they begin to reopen their doors under new guidelines and regulations. The grant program is intended to assist our businesses that have been negatively impacted by the COVID-19 Pandemic. Funds for the grant are being provided by the Coronavirus Relief Fund as part of the CARES Act. The Logan County Small Business Grant provides different categories of grant funds; applicants may apply for a maximum grant amount of \$7500.00. All grant applications will be reviewed by the Logan County Small Business Grant Committee and could entail further information or clarification. Future modification will require receipts to be submitted within 30 days of completion and before December 30, 2020.

Indoor and Outdoor Infrastructure Modifications

Businesses that have to do modifications to their commercial property in order to meet Public Health Order guidelines related to COVID-19 can qualify. Qualifying expenses include modification to interior/exterior seating and/or social distancing measures (i.e.- expansion of outdoor seating, lobby area, etc.). Grant funds can reimburse modifications completed back to March 1, 2020 or for proposed modifications that will be completed by December 1, 2020. Applicants seeking reimbursement for indoor and/or outdoor modifications must include receipts at the time the application is submitted. Applicants seeking to do future indoor and/or outdoor modifications must provide an outline of their proposed plans; see section 4. Applicants are responsible for contacting the planning & zoning and building department for applicable permits and inspections. Funds will not be granted should the applicant fail to meet City or County codes and requirements.

Operational Expenses

Businesses in need of working capital may apply. Qualifying expenses include lease/mortgage payments, utility expenses, employee payroll, inventory, marketing, liquor license fees (City/State fees only; yearly license renewal fees not eligible) etc. Grant funds can reimburse previous expenses back to March 1, 2020, or for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for operational expenses must include receipts at the time the application is submitted. Applicants seeking grant funds for future operational expenses must provide an outline of qualifying expenditures; see section 5.

At-Home Business Interruption

Businesses considered Home Occupations and Home Businesses are defined as a business that is operated from the home or residence of an individual. Home Occupations and Home Businesses must be registered through the Secretary of State and be in good standing. Applicant must also demonstrate that business is conducted from the home regularly and type of business. Qualifying expenses include employee payroll, business related expenditures (i.e.- internet, computer software, insurance, etc.) inventory, marketing (depending on type of business). Grant funds can reimburse previous expenses back to March 1, 2020, or for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for At-Home Business expenses must include receipts at the time the application is submitted. Applicants seeking grant funds for future At-Home Business expenses must provide an outline of qualifying expenditures; see section 6.

ELIGIBILITY REQUIREMENTS:

Eligible businesses must meet ALL requirements below-

- Must be located within the boundaries that define Logan County
- For-Profit and Non-Profit Organizations
- Business has been in operation prior to March 1, 2020
- Business has been forced to temporarily close or modify/limit operations due to the Public Health Orders related to COVID-19

Prohibited Use of Funds-

- Grant funds may not be used to pay Logan County Real Property taxes
- Grant funds may not be used to pay State of Colorado Sales Tax
- Wages to any member of the owner's family who is not a bona fide employee
- Salary to the owner that exceeds the average amount paid on a weekly or monthly basis in a similar period
- Any expense not considered an eligible business expense by IRS rules

Ineligible Businesses Include-

- Publicly traded businesses
- Corporately owned national chains (unless you are an individually owned franchise operator residing in Colorado and can demonstrate lack of franchisor support)

APPLICATION PROCESS:

The application process for the Logan County Small Business Grant will open August 4, 2020. The application process is designed to be quick and simple in order to facilitate a quick turn-around in reviewing, notifying, and disbursing grant funds. Applications will be accepted via grant website, or email to LCSBG@logancountyco.gov no later than midnight on August 30, 2020 or in person to the Logan County Commissioners office at 315 Main Street in Sterling by 5:00 PM on Friday August 28, 2020. Only complete applications will be accepted so please read the application rules thoroughly and complete all required sections.

Applications will be reviewed by Logan County Small Business Grant Committee, with the final approval by the Logan County Board of Commissioners. Awards will depend upon the number of applicants, availability of funds, and demonstrated need. Applications will NOT be weighted on a first come, first serve basis. Once all applications are reviewed, all applicants will be notified in September of their award status. Grant funds will begin to be disbursed via check in September 2020 to those seeking reimbursement for current expenses. Applicants seeking reimbursement for future expenses will need to submit all required documentation in order to have their funds released. Funds will be earmarked for applicants seeking future reimbursement. All checks will be mailed to the address provided on the application. Please ensure this information is correct so as to avoid any delays in receiving your grant award.

All applicants who receive grant funds must follow the grant rules and submit required documentation. Failure to submit proper documentation by established deadlines will result in disqualification from applying for future County grants and any funds earmarked will be released back into the grant pool for other applicants. Should unforeseen circumstances come up please contact Logan County OEM at 970-522-0888.

Should there be remaining funds after the first round, the County will reevaluate the program funding and may open a second round of grant funding. TBD

REQUIRED DOCUMENTATION:

All applicants must include in their application submittal-

- Completed and signed W-9 form

All required documents must be submitted together via grant website, or email to LCSBG@logancountyco.gov no later than midnight on August 30, 2020 or in person to the Logan County Commissioners office at 315 Main Street in Sterling by 5:00 PM on Friday August 28, 2020. Incomplete or partial application submittals will NOT be accepted.

CONTACT INFORMATION (Section 2)

1. Name: *

2. Phone: *

3. Email: *

BUSINESS INFORMATION (Section 3)

4. Business Name: *

5. Business Address: *

6. Business Type: (Salon, Bar, Auto Shop) *

7. 2018 Annual Income: *

8. 2019 Annual Income: *

9. Estimated Income Loss from March 1, 2020 - June 30, 2020 *

10. # of Employees (PT/FT) Prior to COVID-19 *

11. # of Employees (PT/FT) Currently *

12. Was your business open prior to March 1, 2020 (Business must have been open prior to March 1, 2020) *

Mark only one oval.

Yes

No

13. List any assistance you received in response to COVID-19 including service provider, dates and dollar amounts (if applicable). Please provide detailed information as it will assist in determining need and grant award. Incomplete, partial, or minimal information will not be accepted.

14. Completed and Signed W-9 Form *

Files submitted:

INDOOR and OUTDOOR MODIFICATION (Section 4)

15. Reimbursement for modifications already completed? Was your modification indoor, outdoor, or both? Date modification began and completed? Please provide in detail existing indoor and/or outdoor modifications that have been completed to meet Public Health Orders guidelines related to COVID-19. Include materials, furniture, labor (other than the applicant), and any other expenses incurred to complete the modification.

16. Requesting funds for future modifications? Will the modifications be indoor, outdoor, or both? Proposed completion date (must be completed by December 1, 2020)? Please describe in detail your plans. Include projected costs for materials, furniture, labor (other than the applicant), and any other expenses that will be incurred.

17. The Indoor and Outdoor Modification Grant requires the following documentation be included in your grant submission. Incomplete submissions will not be accepted. RECEIPTS (if requesting reimbursement)

Files submitted:

Applicant is responsible in contacting the appropriate planning & zoning and building departments for the jurisdiction where their business is located to meet compliance standards. Please keep in mind funds will NOT be granted should the applicant fail to meet codes and requirements.

OPERATIONAL GRANT (Section 5)

18. Reimbursement for previously paid operational expenses? Please list operational businesses expenses that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. (Do not list operational expenses that have already been claimed in other grant and/or loan applications) (i.e.- EIDL or PPP Loan).

19. Requesting funds for future operational expenses? Please list expenses including dollar amount. Qualifying operational expenses will be covered up to December 1, 2020.

The Operational Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted

RECEIPTS (if requesting reimbursement)

20. File Upload

Files submitted:

AT - HOME BUSINESS (Section 6)

21. Reimbursement for previously paid Home Occupations and Home Businesses expenses? Please list At-Home Business expenses that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list expenses that have already been claimed in other grant and/or loan applications (i.e.- EIDL or PPP Loan).

22. Requesting funds for future At-Home Business expenses? Please list expenses including dollar amount. Qualifying expenses will be covered up to December 1, 2020.

The At-Home Business Interruption Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

Receipts (if requesting reimbursement)
State of Colorado, Secretary of State Business License

23. File Upload

Files submitted:

DISCLAIMER and SIGNATURE (Section 7)

24. *

Check all that apply.

- I certify that my answers are true and complete to the best of my knowledge.
- If my grant application is approved, I understand that I must comply with all applicable rules and submit all necessary documentation within the stated timeframes. Failure to do so will result in forfeiture of grant funds.

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