

COVID-19 Small Business Micro Grant Program Fund Elizabeth City, NC

Small businesses across our City are being negatively affected by the economic effects of COVID-19 and are experiencing a financial crisis as a result. Lost income and unrecoverable expenses are causing immediate hardship for our community's small businesses. These businesses support thousands of local jobs, collect sales tax revenues, pay property taxes, and otherwise contribute to our economy and tax base.

We all play an important role in ensuring that our local economy survives this pandemic. We are committed to doing whatever we can to support our business community and try to alleviate some of the immediate need caused by the forced closure of their businesses and reduced revenue.

Our goal with the COVID-19 Small Business Micro Grant Program is to help our neighborhood independent small businesses maintain their livelihood and continue to foster a vibrant and strong community.

The Elizabeth City governing body would provide the seed money for the stimulus COVID-19 Small Business Micro Grant Program Fund. The fund would be created, and the program administered by Elizabeth City Downtown, Inc. (ECDI) a 501(c)3 non-profit entity with a proven reputation for the revitalization of downtown and supporting small businesses. ECDI has experience in managing and administering grant funds in a manner that is consistent with City Standards. Other entities, organizations, business, or individuals will be invited to contribute to this fund. A Grant Committee will be established to review and process applications. This Grant Committee will be a subcommittee of ECDI. The members of the Grant Committee will represent the demographics of our community. ECDI's Grant Committee will establish guidelines that will be used to score the applications. These guidelines will be included in the grant application package.

This program is for business assistance to small for-profit businesses located within Elizabeth City. Awards are not intended as unemployment assistance. Funds may be used for business related expenses including rent, mortgage payments, utility expenses, working capital, or other similar expenses that occur in the ordinary course of business.

Interested small businesses can apply for this grant by completing a short application and providing the necessary documentation. A combination checklist and scoring rubric will be used to evaluate applications. For those applications determined to be eligible for grant funds, awards will be disbursed as quickly as possible, until the fund is depleted. Once the fund is established, an initial grant deadline will be established. If funds are remaining after the initial round of grants are awarded, a second round will be established.

Grant Amount: Not to exceed \$1,500 per business

Application Deadline: April 22, 2020

Grant applications are due by April 22, 2020. Applications received after the deadline will be considered if funds remain available. Applications will be scored on criteria determined by the ECDI Grant Committee. Awards will be disbursed as quickly as possible with priority given to applications completed and submitted by the deadline. Grants will be awarded until the fund is depleted.

ECDI's Grant team will be available to work with applicants in cooperation with partner organizations such as the Elizabeth City-Pasquotank Economic Development Commission, Small Business & Technology Development Center, COA's Small Business Center, Eastern Women's Entrepreneurship Center, The Elizabeth City Area Chamber of Commerce, River City CDC, and/or SmartUp and other entities or organizations to assist business owners in putting together their applications. These agencies/partners will also help to assist business owners with other possible resources.

An eligible small business should:

- Be a for-profit business with a valid business license and zoning permit and operate within the City Limits of Elizabeth City, NC
- Operate under one of the following legal structures: Sole proprietorship, LLC, LLP, LP, Corporation (Franchises, publicly traded companies or subsidiaries of publicly traded companies, and non-profit entities do not qualify.)
- Have been in operation and show revenues for at least the past six (6) months
- Have a brick-and-mortar location (home-based businesses do not qualify)
- Be service or retail establishments open to the general public
- Have at least one payrolled employee and no more than 50 employees (excluding contract service workers and those employees paid on 1099 status). If a business is a sole proprietorship and the owner is the sole employee (i.e., self-employed) they may qualify if it can be demonstrated that rent, mortgage and business operating expenses are paid to third party entities with no ownership or financial ties to the applicant).
- Have annual gross revenues of less than \$2 million
- Be a company or business in an industry outlined in the NC Governor's Executive Orders 116 and 120, or any subsequent Executive Order ("EO") of similar intent, or demonstrates that it is otherwise affected by the COVID-19 outbreak.
- Demonstrate a loss of revenue of 25% or more*
- Must be current on taxes owed to the City and the County as of February 1, 2020.
- Signed affidavit indicating the intended use of grant funds and a commitment to spend within 30 days of receipt.

In the instance of multiple businesses located in one establishment with one address, such as a business co-operative, the business entity that holds the lease or mortgage for the space may apply.

***Determination of Revenue Loss:**

Comparison of average revenue for the two full months of operation prior to the issuance of the respective Executive Order (116, 120, or subsequently issued EO) affecting the business and/or the Declaration of the State of Emergency to the month of operations immediately after.

The following supporting documents will be required:

- Copy of valid business license and zoning permit within the City limits of Elizabeth City
- Articles of incorporation or any documentation showing the business' legal structure
- Financial documents:
 - *Financial documents showing revenue by month for at least two full months of operations prior to the Executive Order affecting the business and/or the declaration of the State of Emergency. (The more revenue data you can provide, the better)

- *Financial documents showing revenue for at least one month of operations after the Executive Order affecting the business and/or the declaration of the State of Emergency.
- Other documents as requested by Committee that help to determine eligibility and provide clarification.

*Financial documents can include: point of sale reports, bank statements, quarterly sales tax filings, tax returns, CPA-certified profit and loss statements, or financial information reviewed and signed certified by a partner business organization such as the Elizabeth City-Pasquotank Economic Development Commission, Small Business & Technology Development Center, College of the Albemarle's Small Business Center, Eastern Women's Entrepreneurship Center, The Elizabeth City Area Chamber of Commerce, River City Community Development Corporation and/or SmartUp. All financial documents and proprietary business information submitted will remain confidential.

Grant team will work with applicants in cooperation with partner organizations such as the Elizabeth City-Pasquotank Economic Development Commission, Small Business & Technology Development Center, COA's Small Business Center, Eastern Women's Entrepreneurship Center, The Elizabeth City Area Chamber of Commerce, and/or River City CDC, and other entities or organizations to assist business owners in putting together this information if they don't have it. It is important to consider, however, that completed applications submitted with all relevant data will get processed faster. These agencies/partners will also help to assist business owners with other possible resources.

Nondiscrimination

Both Elizabeth City Downtown, Inc. and The City of Elizabeth City work to further equal opportunities for all. The Micro Grant Committee shall not discriminate on the basis of race, color, religion, sex, national origin, handicap, age, political affiliation, or any other non-merit factor.

For more information contact: Elizabeth City Downtown, Inc.

Office: 252-338-4104

Mobile: 252-340-2784

E-mail: elizabethcitydowntown@embarqmail.com

Please read grant guidelines carefully and prepare your paperwork. Also remember that ECDI is a one-person office and is balancing the restrictions of the pandemic. If you do not reach a live person, leave a message or send an email. The application and process information will be released by the end of the week at the latest

Application – Small Business Micro Grant, Elizabeth City NC

Applicant Information – All answers should be based on Pre-COVID State of Emergency

Business Owner Name: _____ Date: _____
Last First M.I.

Legal Business Name: _____

Business Physical Address: _____
Street Address

City State ZIP Code

Phone: _____ Email _____

Business Structure (LLC, LLP, LP, Corp, S-Corp, Other) _____ If "Other" Describe: _____ Federal ID (EIN) #: _____

Type of Business (Retail, service, restaurant, etc): _____

Normal Hrs. & Days of Operation _____ # Employees (Full-time): _____ # Employees (Part-time): _____

Total Annual Sales in 2019 _____ Total Annual Payroll in 2019: _____

How much is your monthly rent or mortgage payment? _____ To whom do you pay rent or mortgage to? _____

Do you have a business license in E. City? YES NO

Have you been in operation for at least 6 months? YES NO

Does your business have a brick & mortar physical location outside of your home or residential property? YES NO

Are you a restaurant, service, or retail business with regular operating hours & open to the general public? YES NO

Do you pay rent or mortgage to a third party with whom you have no financial interest? YES NO

Have you had a loss of revenue of 25% or more due to COVID-19 restrictions? YES NO

Do you have gross annual revenues of less than \$2 million? YES NO

Are your business property taxes paid as of 2-1-2020? YES NO

If you were specifically affected by a Governor's EO, please state which one (if you do not know, leave blank): _____

Grant Funds Requested: _____

If awarded, how do you propose to use the grant funds:

Please provide a general description of COVID-19 impact on your business. Ex: Business closure, reduced hours of operation, employee layoffs, revenue decline, increased operating costs, inability to respond to home-delivery requests, interrupted supply/delivery, employee absenteeism that affects ability to serve customers, inability to serve customers for other reasons, decreased customers, etc. (Use additional page if necessary).

Please attach or provide:

- A copy of valid business license for your business
- Articles of incorporation or any documentation showing the business' legal structure
- *Financial documents:
 - *Financial documents showing revenue by month for at least two full months of operations prior to the Executive Order affecting the business and/or the declaration of the State of Emergency. (The more revenue data you can provide, the better)
 - *Financial documents showing revenue for at least one month of operations after the Executive Order affecting the business and/or the declaration of the State of Emergency.
 - Any other supporting documents you feel are relevant to support your application.

*Financial documents can include: point of sale reports, bank statements, quarterly sales tax filings, tax returns, CPA-certified profit and loss statements, or financial information reviewed and signed certified by a partner business organization such as the Elizabeth City-Pasquotank Economic Development Commission, Small Business & Technology Development Center, College of the Albemarle's Small Business Center, Eastern Women's Entrepreneurship Center, The Elizabeth City Area Chamber of Commerce, River City Community Development Corporation and/or SmartUp. All financial documents and proprietary business information submitted **will remain confidential**.

Completed applications are imperative to a speedy and complete review. Grants will be awarded until such time as the funds is depleted. Please read grant guidelines carefully and prepare your paperwork. Also remember that ECDI is a one-person office and is balancing the restrictions of the pandemic. If you call and do not reach a live person, please leave a message or send an email.

Application packets may be emailed to: elizabethcitydowntown@embarqmail.com, put in the outside mailbox of ECDI office at 106 S. Water Street, or delivered to the City Manager's Office at 306 E. Colonial Avenue.

For more information contact: Elizabeth City Downtown, Inc.

Office: 252-338-4104

Mobile: 252-340-2784

E-mail: elizabethcitydowntown@embarqmail.com

Privacy statement: All information provided as part of this application will be kept confidential within Elizabeth City Downtown, Inc. (ECDI), the grant committee and/or partner entities/organizations working with us to review the applications. Business information will be destroyed when the grant process closes.

Affidavit, Disclaimer and Signature

I authorize Elizabeth City Downtown, Inc. (ECDI), it's subcommittees, and/or partner organizations to view, review, and discuss information submitted as part of this grant application.

I authorize Elizabeth City Downtown, Inc. (ECDI), it's subcommittees, and/or partner organizations to obtain additional public information about my business is necessary for application review.

I certify that I own the business for which this Small Business Micro Grant application is submitted.

I certify that all information provided as part of this application (to include attachments and verbal communications) is true and verifiable.

I certify that I have read and understand the Small Business Micro Grant program guidelines.

I further certify that any funds granted will be used in accordance with grant guidelines and will be spent within thirty (30) days of receipt.

If this application leads to a grant award, I understand that false or misleading information in my application or interview may result in having to pay back grant monies.

Signature: _____ Date: _____

Legibly Printed Name: _____ Date: _____