

Byron EDA Small Business Relief Grant

The Byron EDA along with the Byron City Council has made CARES money available for a grant to businesses located inside the city of Byron. This program allows for grants up to \$5,000 to small businesses that can demonstrate financial hardship as a result of the COVID-19 outbreak. Specifically a 30% decrease in net profits or greater, Grant recipients will receive up to \$5,000 to be utilized for net losses from March 1 - June 30, 2020.

A priority will be given to businesses directly impacted by Governor Waltz's Executive Orders and have not received aid or enough aid from other government sources. Any business started before March 1, 2020 is welcome to apply, as are home-based businesses.

Awards will be distributed and administered by the Byron Economic Development Authority (BEDA). Grant funds received by individual businesses shall be used to cover business expenses since March 1, 2020, including but not limited to payroll expenses, rent, mortgage payments, utility bills, and other expenses in the regular course of business. These funds cannot be used to pay for expenses that are being funded by other COVID related or CARES Act programs, or to pay tax liabilities. These are grants and no repayment will be required

Applications for the Byron Small Business Relief Grant Program open on September 24, 2020 and will be accepted until 8:00am on October 5, 2020. Awards will be processed over the following two weeks.

To complete your application, you will need:

- Accounting software output (or spreadsheets) showing total income and expenses for March 1 - June 30, 2019, if business was operating during that period;
- Schedule C or equivalent form from your 2019 business tax returns, if your business was operating in 2019;
- Accounting software output (or spreadsheets) for March 1 - June 30, 2020 showing total income and expenses;
- Amounts of other CARES Act program awards to your business (PPP, EIDL, etc.)
- IMPORTANT NOTE: All documentation MUST include company name in the name of the file.

To qualify, an applicant must:

- Be a private business that has a physical presence within the city of Byron, including home-based businesses.
- Be a majority-owned business by a permanent resident of Minnesota.
- Be in good standing with the Minnesota Secretary of State and the city of Byron as of March 1, 2020.
- Be current on property taxes (if applicable) as of May 15, 2020.
- Employ fewer than fifty (50) full time equivalent (FTE) employees.

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- Be able to demonstrate financial hardship as a result of COVID-19 outbreak, specifically a 30% decrease in net profit or greater.

Priority Considerations:

- Businesses directly impacted by Governor Walz's Executive Orders.

Additional Ineligible Businesses:

- A business deriving income from passive investments without operational ties to operating businesses.
- A business primarily focusing on speculative activities based on fluctuations in price rather than the normal course of trade.
- A business earning more than half of its annual net revenue from lending.
- A business engaging in pyramid sales, where a participant's primary incentive is based on the sales of an ever-increasing number of participants.
- A business engaging in activities prohibited by federal law or applicable law in the local jurisdiction of the business.
- A business engaging in gambling enterprises, unless the business earns less than 50% of its annual net revenue from lottery sales.
- A business late in payment to any creditors by 60 days or more as of February 29, 2020.
- A business permanently closed at the time this application is submitted.
- A business owned in whole or in part by employees/members of the city of Byron, elected officials or BEDA employees/members.
- A business that has been suspended or debarred or is not eligible for federal funds.
- A business that does not meet city of Byron Zoning Code requirements.

Indemnification and Privacy Notice

Your small business, which has been impacted by the COVID-19 pandemic, would like to apply for financial assistance from the City of Byron EDA Small Business Relief Fund. You may qualify for funding or may not qualify, but may result in your business receiving no funding or less funding than you requested due to the funding limits of this program. The city of Byron and the Byron EDA are committed to using objective criteria to confirm the impact of the pandemic on your business and verify that your business qualifies for relief so that all qualified applicants have an equal chance to receive funding. By submitting an application to receive financial assistance from this program, you agree to waive any and all claims against the city of Byron, Byron EDA, their employees, elected officials, board members and authorized agents asserting that funding decisions using these objective criteria were discriminatory and resulted in your business receiving no assistance or less assistance than your business requested.

Data Privacy Notice: per MN Statutes 13.591, Subdivision 1, certain data provided in this Application is private or non-public data; this includes financial information about the business,

including credit reports, financial statements, net worth calculations, business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market and feasibility studies not paid for with public funds. Per MN Statutes 116J.401 Subdivision 3, certain data provided in this application is private data; this includes data collected on individuals pursuant to the operation of business finance programs.

Note: If an award through this program is accepted by the applicant, the name of the business and the award amount will be public information.

Recipients of this award may later be selected for a review of grant expenditures. It is important, therefore, to save receipts or evidence that show how the grant was spent.

By applying, I agree to supply additional information as requested by the City of Byron and/or Byron EDA demonstrating what expenses the awarded CARES grant dollars were used for:

1. By checking this box and entering my name, I agree to the above indemnification, privacy and documentation agreements. I agree.

2. Applicant's name. _____

3. Is this business "in good standing" with the required business registration with the MN Office of Secretary of State (OSS) as of March 1, 2020? yes no

4. Is your business "in good standing" with tax liens against your business with OSS as of March 1, 2020? yes no

5. Is your business current on property taxes (if applicable) as of May 15, 2020? yes no

6. Does your business have a physical presence in the city of Byron? yes no

7. Has your business been suspended or debarred (and as such is ineligible to receive federal funds)? yes no

8. Have you been awarded and received financial assistance from a government COVID-19/CARES Act loan or grant program?
 Has your business received any government COVID-19/CARES Act loans or grants.
yes no

9. Have you been awarded and/or received financial assistance from any of the following COVID-19/CARES act loan or grant programs? If so, list the amount in the field provided.

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Small Business Paycheck Protection Program (PPP) _____
Economic Injury Disaster Loan (EIDL) _____
Minnesota Small Business Emergency Loan(SBEL) _____
Minnesota Small Business Relief Grant _____
Olmsted County Small Business Relief Grant _____
Byron COVID Revolving Loan Fund _____
COVID-19 Public Health Support Funds for Child Care _____
Other CARES Act grant or program _____

If you did not apply for COVID grant/loan assistance, why? _____

10. What is the intended use for the City of Byron EDA Small Business Relief Fund? These can include payroll expenses, rent, mortgage payments, utility bills and other expenses in the regular course of business in which other grant/loans funds had not previously been utilized for.

Business Legal Name _____
Business Operating Name _____
(if different)
Address _____
Mailing Address _____
(if different)

11. Primary Contact: Please list a business owner who owns at least 20% of the business as a primary contact.

Name: _____
Title: _____
Phone Number: _____ email: _____

12. Are there any owners who own 20% or more of this business AND who own 20% or more of other Byron based businesses that might apply for this grant? ___yes ___no

13. Please list the relevant owners and businesses below:

14. Business Federal EIN _____

15. MN Tax ID _____

16. Business Filing Number with the Secretary of State _____

17. Business legal structure: ____ Sole Proprietorship ____ Partnership ____ LLC
____ Corp

18. Number of full time equivalent (FTE) employees on March 1, 2020? (Including owners)

19. Is this business permanently closed as of this application date? ____yes ____no

20. Did your business's net profit decline by 30% or more between March 1, 2020 and June 30, 2020 as a result of COVID-19, compared to before the pandemic? ____ yes ____no

21. Was your business in operation on or before March 1, 2019 (one year before the pandemic started)? ____ yes ____no

22. Was your business in operation on or before December 31, 2019? ____yes ____no

2020 Hardship Demonstration

23. What was your total income between January 1 - February 29, 2020? _____

24. What were your total expenses between January 1 - February 29, 2020? _____

25. What was your total income between March 1 - June 30, 2020? Do not include funds from COVID -related relief programs (PPP, EIDL, etc.) _____

26. What were your total expenses between March 1 - June 30, 2020? _____

2019 Information

27. What was your total income in 2019? (Must match amount on Schedule C (or equivalent) tax return.) _____

28. How many months was your business in operation in 2019? _____

March - June 2019 Information

31. What was your total income between March 1 - June 30, 2019? _____

32. What were your total expenses between March 1 - June 30, 2019? _____

33. What was your total income between March 1 - June 30, 2020? _____

Priority Characteristics

The City of Byron EDA Small Business Relief Fund will give priority in the selection process to businesses that have certain characteristics. These questions are optional.

34. Did your business employ 6 or fewer employees on March 1, 2020? ____ yes ____no

35. Which of these statements are true about your business owners?

____ Veterans own 51% or more of the business (individually or collectively) AND live in Minnesota.

____ Women own 51% or more of the business (individually or collectively) AND live in Minnesota.

- Racial or ethnic minorities own 51% or more of the business (individually or collectively) AND live in Minnesota.
- None of the above apply.

The City of Byron EDA Small Business Relief Fund will give priority in the selection process to businesses that have certain characteristics.

This section will help us know how Governor Walz's Executive Orders (EO) impacted your business. Awards will prioritize businesses adversely impacted by relevant Executive Orders (EO).

36. How many days was your business FULLY closed by an Executive Order? _____

37. Which impacted industry or activity best describes your business operations?

- Retail
- Restaurant, bars
- Personal Services (e.g. hair salons, nail salons, barbershops)
- Gyms, personal fitness and yoga studios, martial arts
- Indoor events and entertainment
- Outdoor events and entertainment (non drive-in)
- Organized sports (adult and youth)
- Other (please specify) _____

- EO 20-04 - March 26 - May 17 - Temporarily closed bars, restaurants, and other places of public accommodations.
- EO 20-08 - Clarifies places of public accommodation for EO 20-04.
- EO 20-09 - March 23 - Delayed non essential or elective medical/dental surgery and procedures during COVID-19 Peacetime Emergency.
- EO 20-20 - March 27 - April 10 - Directed Minnesotans to stay home. Defined critical sectors exempt from this executive order.
- EO - 51 May 10 - Permitted some non-essential medical/dental surgery and other procedures to resume.
- EO - 56 Phase 1, May 18 - June 1 - Safely re-opening Minnesota's economy. Telework if possible. Restaurants/bars; delivery, take out only, non-critical customer-facing; may reopen but at 50% or less of normal occupant capacity (workers/customers). Some areas are still closed.

Attachments

Important Note: For this application, make sure to include your company name on each submitted sheet.

2019 Tax Return Schedule C, Form 1065 or equivalent.

March - June 2019 Spreadsheet showing total income and total expenses; or Jan - Feb 2020 spreadsheet showing total income and total expenses (if business formed in 2020).

Spreadsheet showing total income and total expenses from March 1 - June 30, 2020.