



St. Louis County, MN

Phase 1: St. Louis County Small Business COVID-19 Relief Grants

PROGRAM GUIDELINES

Form

9000

Rev. 9-1-2020

Background: The St. Louis County Small Business COVID-19 Relief Grants support local small businesses by providing financial assistance to eligible applicants. Additional information (while the grant is available) can be found at:

Phone: (218) 726-2033
Email: CARES@stlouiscountymn.gov
Online: www.stlouiscountymn.gov/CARES

Program Purpose	Provide emergency grant assistance to qualifying small businesses adversely impacted by and responding to the COVID-19 pandemic.	
Eligible Business Areas	Business must be physically located and operating in St. Louis County, Minnesota.	
Project Funding Amount	Up to \$1,000 per employee for up to a maximum of \$25,000 for businesses with 25 or fewer full-time employees. <i>Note: Full-Time Equivalent may be used to determine the number of full-time employees.</i>	
Match Funds Requirement	No matching funds are required. Grant funds must be paid back if eligibility requirements are not met or if proper documentation is not provided upon request.	
Eligible Use of Funds	Eligible Expenses	Ineligible Expenses
	<p>Must be COVID-19 related, including but not limited to the following:</p> <ul style="list-style-type: none"> ✓ Personal Protective Equipment (PPE) ✓ Cleaning supplies, hand sanitizers, etc. ✓ Social distancing equipment and signage ✓ COVID-19 screening equipment ✓ Plexiglass or similar physical barriers ✓ Other similar COVID-19 related expenses ✓ Incurred after March 1, 2020, and prior to the time of submitted grant application 	<ul style="list-style-type: none"> ✓ COVID-19 expenses paid for by other federal, state, and local grant or loan programs ✓ Payroll ✓ Rent, mortgage, or utility expenses ✓ Loss of revenue ✓ Legal expenses ✓ Food, travel, conferences ✓ Normal business operating expenses ✓ Non COVID-19 related expenses & payments
Eligible Businesses	<p>Businesses must meet <u>all</u> of the following criteria to be eligible:</p> <ul style="list-style-type: none"> ✓ Must be an existing locally owned and operated business with a physical establishment in St. Louis County, Minnesota ✓ Must currently have between 1 and 25 full-time employees (at the time of the application) ✓ Must have been open for business prior to March 1, 2020, and on the date of application ✓ Must be current on property taxes as of July 15, 2020, if applicable ✓ Must be able to produce direct receipts and documentation of eligible COVID-19 related expenses ✓ All types of businesses (including non-profits, home-based, sole proprietors, etc.) may apply if they meet all other St. Louis County Small Business COVID-19 Relief Grant guidelines 	
Ineligible Businesses	<p>Certain businesses are ineligible, including:</p> <ul style="list-style-type: none"> ✓ Corporate chains not locally owned by a St. Louis County resident ✓ Businesses that primarily derive income from gambling or adult entertainment ✓ Businesses that derive income from passive investments; business-to-business transactions; real estate transactions; property rentals; billboards; or lobbying ✓ Businesses not compliant with a permit or license requirement as of March 1, 2020 ✓ Businesses (or owner) who have filed for bankruptcy anytime in 2020 ✓ Businesses that are currently for sale ✓ Any business debarred from doing business with the federal government 	



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Application Documentation

Upon Request, applicants will be required to submit the following information:

1. Copies of receipts documenting the direct COVID-19 related business expenses
2. Evidence of the number of employees. For example:
 - a. Payroll report
 - b. State or Federal payroll-related filing
 - c. Other official business payroll documentation
3. Any additional documentation or information deemed necessary by St. Louis County to determine eligibility, disburse funds, or meet program reporting requirements.
4. **Failure to submit required documentation, upon request, will nullify the grant. Any or all grant funds received will need to be returned to St. Louis County.**

APPLICATION PROCESS

Application Process

Completed application forms can be submitted using the following methods:

1. Online (preferred) at: www.stlouiscountymn.gov/CARES
2. By email at: CARES@stlouiscountymn.gov
3. By mail at: Planning and Community Development Department
Government Services Center
320 W 2nd Street, Suite 301
Duluth, MN 55802

UPDATED: Application Period Extended

The application period will begin on August 24, 2020, at 8:00 a.m. **and will remain open until September 14, 2020, at 8:00 a.m.**

Notification

All grant funded recipients and unfunded applications will be officially notified through mail and/or email.

Disclaimer

Not all grant applications will be funded. St. Louis County reserves the right to revise these guidelines as needed to best address the impacts of the current COVID-19 pandemic. Further, St. Louis County reserves the sole right and discretion for program eligibility determination and final awarding of funds.

Contact Information

During the Small Business COVID-19 Relief Grant application period, St. Louis County staff will be available by phone or email at:

Phone: (218) 726-2033

Email: CARES@stlouiscountymn.gov