

Program Information

Businesses (hereafter referred to as “organization”) in Brown County are continuing to see the impacts of the COVID-19 pandemic and the State and County want to help. Brown County will be receiving approximately \$483,645.00 to grant to businesses and nonprofits based on the eligibility criteria below. Funds awarded shall be used for operating expenses that were incurred during the shutdown such as expenses for rent, mortgage, utilities, payments to suppliers, and other similar costs that occur in the regular course of business. The County may require business owners to provide proof that grant funds were used only for eligible expenses. Funds awarded shall be used for operating expenses that were incurred during the shutdown such as expenses for rent, mortgage, utilities, payroll, and other similar costs that occur in the regular course of business. Applications are open from January 19th through February 12th, 2021. Applications may be accepted after the deadline only if funds remain available.

Eligibility Requirements

- Organization must be locally owned and operated and have a physical establishment in Brown County. Locally owned is defined as the ownership group being located within Brown or bordering county. Locally owned and operated franchise businesses are eligible. One application per business tax ID number will be accepted.
- Applicant must be able to demonstrate and document a financial hardship as a result of the COVID-19 pandemic.
- Applicant must be in good standing with the Minnesota Secretary of State with no outstanding tax liens filed against the organization.
- Organizations must be in compliance with all State of Minnesota Executive Orders at the time of application and after they receive assistance. If found in violation of any Executive Orders, they will be responsible for paying back any funding received under this program.
- As required, Applicant must be licensed and in good standing with all local city or county ordinances.
- Organization must have 100 or fewer full-time equivalent employees.
- Home-based businesses/nonprofits are eligible as long as they have filed a Schedule C (Profit or Loss from Business) with their 2019 individual tax return. Home-based businesses are defined as businesses where the primary office is registered and located at the owner’s residence/property.
- Organizations that opened during the pandemic are eligible. However, the applicant must provide clear documentation of how the pandemic impacted the operating expenses of the organization. No start-up costs will be considered.
- Eligible non-profits include 501(c)3 and 501(c)19 veteran’s organizations, as well as Chamber of Commerce organizations under 501(c)6.
- Non-profit organizations must demonstrate that they earn revenue in a manner similar to businesses, such as through membership dues or entry fees.
- Freelance or organized musicians and performing artists who work or reside in Brown County are eligible to apply without having one or more W-2 employees.

Ineligible Entities

- Corporate chains, multi-state chains however locally owned and operated franchise businesses are eligible
- Businesses that derive income from passive investments; real estate transactions; commercial property rentals or commercial property management; billboards; or lobbying
- 501(c)6 nonprofits (except Chamber of Commerce entities)

Application Requirements

The following information must be included as part of the application **(failure to include will result in an incomplete application and will not be funded)**:

- Profit and Loss Statement 2019
- Profit and Loss Statement 2020
- IRS Form W-9. **Form must be completed and signed.**

Grant Award Prioritization and Amounts

Priority will be given to those businesses/non-profits impacted by Executive Order 2020-99 (November 2020) OR experienced a 20% or more reduction in revenue in 2020 in comparison to 2019 AND did not receive direct payments from the State of Minnesota through the recent MN Business Relief Program.

Amounts of the grants will be based upon the need demonstrated on the Profit & Loss statement and narrative.

For questions, contact Rob Anderson at bcedpinc@gmail.com.

Brown County Economic Development Partners Inc.
Rob Anderson, Executive Director
300 2nd Ave SW
Sleepy Eye, MN 56085

Brown County Business Relief Program Application

Applicant & Contact Information

Contact Name*:

Contact Title:

Email Address*:

Mailing Address*:

Place You Receive Business Mail*:

Need to include: Address, City, Zip Code

Name of Applicant*:

Business Information

Business Type*

Please select your business type:

- | | |
|--|---|
| <input type="checkbox"/> Accounting, Insurance, Legal and Tax Services | <input type="checkbox"/> Internet/Web Services |
| <input type="checkbox"/> Arts, Culture and Entertainment | <input type="checkbox"/> Lodging, Travel/Transportation |
| <input type="checkbox"/> Auto Sales and Services | <input type="checkbox"/> News/Media and Advertising |
| <input type="checkbox"/> Banking and Finance | <input type="checkbox"/> Pet Services |
| <input type="checkbox"/> Business Services | <input type="checkbox"/> Personal Care |
| <input type="checkbox"/> Events and Meeting Services | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Community Organizations | <input type="checkbox"/> Restaurant and Bars |
| <input type="checkbox"/> Health and Wellness | <input type="checkbox"/> Shopping and Retail |
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Other |
| <input type="checkbox"/> Home Improvement | |

Business Website Address:

Business Location Address*

Address number and street name:

Business Location City*

City:

Business Location Zip Code*

Zip code:

Business Phone:

Legal Name of the Business:*

Jurisdiction of Business*

Brown County City or Township where business resides:

NAICS Code (6 digits)

If you do know your NAICS code, copy & paste this link in a new browser to identify your code.

<https://www.naics.com/search/>

MN State License #

(if applicable)

Federal Tax ID #*

I have read the Program Information and Application Requirements*

I acknowledge I have read the Program Information and Application Requirements

Have you been notified or received a grant in 2021 from the Minnesota Department of Revenue (DOR) for losses due to MN Governor Walz's Executive Orders to close or reduced your business because of the COVID-19 pandemic?

Yes No

Please check all funding sources applied for and enter monies received if applicable:*

- Paycheck Protection Program (PPP) through Small Business Administration
- Economic Injury Disaster Loan (EIDL) through Small Business Administration
- MN Small Business Emergency Loan
- MN Small Business Relief Grant
- City/County CARES Act Small Business Relief Grant

*Please note that this does not disqualify you from receiving funding.

Does your organization have any current Tax Liens on record with the Minnesota Secretary of State?

- Yes – My organization does have a/several current Tax Liens on record with the Minnesota Secretary of State.
- No - I acknowledge that my organization does not have any current Tax Liens with the Minnesota Secretary of State.

What was your annual revenue for 2019?

\$

What was your annual revenue for 2020?

\$

Provide narrative that demonstrates the financial hardship your organization experienced as a result of the COVID-19 pandemic. Include an estimate of the entity's loss of revenue and how it was calculated.

What dollar amount of grant funds are you requesting?

\$

What is your intended use of the grant funds?

Specify the number of full-time equivalent employees prior to March 1, 2020.

Specify the number of full-time equivalent employees as of date of application submission.

Grant Award Acknowledgements

The entity completing this application is acknowledging that they are the recipient of a grant from State of Minnesota sources. Brown County received an allocation of this funding from Minnesota Department of Employment and Economic Development, and is following their requirements and intent in awarding grants. The Recipient acknowledges that this award may only be used for operating expenses incurred during the COVID-19 pandemic. Recipient agrees that it is responsible for ensuring that all funds it receives from the County pursuant to this Agreement are used in a manner that is consistent with program information within the application and that by signing the application below they are acknowledging receipt of a grant from State of Minnesota resources.

I will submit the Department of Revenue form REV185b to determine direct State of Minnesota assistance if required by the County Yes No

AUTHORIZATION FOR RELEASE OF INFORMATION

I declare that the information provided in this application and on the accompanying documents is true and complete to the best of my knowledge. I declare that no other state or federal assistance has been received by the business for the costs reported within the application. Brown County Economic Development Partners Inc. has the right to verify any information contained in this application and may contact any individuals listed in this application. Additional information may be requested at a later date as more state and federal guidance becomes available. Failure to provide the information required may result in repayment of the funds. Lastly, should the county be audited and it be found that the business payment is not allowable under federal guidelines, such business shall repay the funds to the county within three months of notification.

Signature of Applicant:*

Date:*