



## Sleepy Eye EDA – CARES Act Grant – COVID-19

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### INSTRUCTIONS AND QUALIFICATIONS:

The City of Sleepy Eye EDA recognizes that healthy business districts play an important role in the vitality of Sleepy Eye and understands there are many challenges that businesses have faced with COVID-19. The Sleepy Eye CARES Grant Program aims to help restart businesses and non-profit organizations that have had financial hardship as a result of COVID-19 by providing funds to address business interruption costs. This CARES Grant Program is capped at \$80,000.00 or expires on October 23, 2020, whichever comes first.

Please review qualifications and process below. Grants are awarded based on a first come-first-serve basis. To apply, complete application in its entirety and email to Kurk Kramer at [eda@sleepyeye-mn.com](mailto:eda@sleepyeye-mn.com) Applications are due by Friday, October 23, 2020 by 12pm. All applications will be reviewed and approved by an EDA Committee. If funds are still available after the deadline another round of applications will be accepted and reviewed until funds are depleted.

#### Availability:

- Maximum of one grant per small business or non-profit organization.
- Maximum \$4000.00 grant for Businesses or for 501(c)3 and 501 (c)19 Non-Profit Organizations
- Limited funding is available of \$80,000.00

#### Qualifications:

- Physical or commercial location, whether owned or leased, located in Sleepy Eye city limits.
- Registered with the Minnesota Secretary of State, currently open and been in business since 12/1/19.
- Must be current with local property taxes.
- Any business within the Sleepy Eye city limits is eligible
- Any 501(c)3 and 501(c)19 Non-Profit Organizations within the Sleepy Eye city limits are eligible.
- Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
- Revenue Statement from March 1, 2019 – July 1, 2019 versus March 1, 2020 – July 1, 2020.

#### Preferences:

- Eligible Expenses (March 1, 2020 – October 1, 2020)
- Expenses of business interruption caused by the required closures including:
  - o payroll (including wages and benefits)
  - o rent or lease payments
  - o utilities
  - o equipment costs or rental
  - o business inventory and purchases
  - o working capital or other business critical operating expenses.
- Expenses related to implementing reopening plan and promoting social distancing measures.
- Employment and training programs for employees.



## Sleepy Eye EDA – CARES Act Grant – COVID-19 Application Guidelines

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### APPLICATION SUBMITTAL REQUIREMENTS:

- Complete CARES Grant Program Application and email to Kurk Kramer ([eda@sleepyeye-mn.com](mailto:eda@sleepyeye-mn.com)) by Friday, October 23, 2020, at 12pm.
- Make sure to sign the Sleepy Eye CARES Grant Application.

### APPLICATION PROCEDURES:

#### Step 1: Be sure to meet program requirements.

- Physical, commercial location, whether owned or leased, located in Sleepy Eye city limits.
- Registered with the Minnesota Secretary of State and have been in business since December 1, 2019.
- Must be current with local property taxes.
- Any Businesses within the Sleepy Eye city limits.
- Any 501(c)3 and 501(c)19 Non-Profit Organizations within the city limits.
- Demonstrated negative impact by business interruptions since March 1, 2020 due to COVID-19.
- Revenue Statement from March 1, 2019 – August 1, 2019 versus March 1, 2020– August 1, 2020.

#### Step 2: Complete and submit the Sleepy Eye CARES Grant Program Application.

- Complete the Sleepy Eye CARES Grant Program Application and email to Kurk Kramer ([eda@sleepyeye-mn.com](mailto:eda@sleepyeye-mn.com)) by Friday, October 23, 2020, at 12pm.
- Applications are due by Friday, October 23, 2020, by 12pm.
- Grants are awarded on a first-come-first-serve basis.
- All applications will be reviewed and approved by an EDA committee.

#### Step 3:

- Submit completed and signed W-9 form.

#### Step 4: Disbursement of grant funds.

- The grant funds will be disbursed to by the Sleepy Eye City Administration after they have reviewed and approved ALL applications.

### CONTACT:

**For program questions, please contact:**

**Kurk Kramer EDA Coordinator**

[eda@sleepyeye-mnm.com](mailto:eda@sleepyeye-mnm.com)

507-794-5636



**Sleepy Eye**

**Sleepy Eye EDA - CARES Act Grant – APPLICATION FORM**

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Legal Business Name                      Type of Organization (Circle One)    Small Business    501(c)3    501(c)19

Physical Address

EIN

DUNS Number (<https://fedgov.dnb.com/>)

Date Established

Owner Since (MM/DD/YYYY)

Registered with MN Secretary of State (Yes/No)

Current Number of Full-time Equivalent Employees (Example: an employee's scheduled hours divided by the employer's hours for a full-time workweek. When an employer has a 40-hour workweek, employees who are scheduled to work 40 hours per week are 1.0 FTEs.)

Business Owner Name

Mobile Phone Number

E-mail

Current on Local Property Taxes (Yes/No)

Contact Preference (for this application – circle one)

Call

Text

E-mail

Describe how the current COVID-19 situation is affecting your business

Has your business received Minnesota Small Business Relief Grant, Economic Injury Disaster Loan (EIDL), Paycheck Protection Program (PPP)? If yes, which ones?

What was your total business revenue from March 1, 2019 – August 1, 2019? (Please provide supporting documentation).

What was your total business revenue from March 1, 2020 – August 1, 2020? (Please provide supporting documentation).

New businesses not open prior to these dates need to show a revenue loss after COVID restrictions compared to months prior. (Please provide supporting documentation).

How will you be using the funds?