Lake County Commissioners have partnered with the Lake County Chamber of Commerce to create a Small Business Relief Fund, providing grants to small business owners in Lake County through federal CARES Act allocations. COVID-19 has caused hardship for many small businesses in Lake County. Small businesses play a crucial role in our communities, and the Lake County Board is oﬀering relief to small businesses experiencing signiﬁcant challenges because of the coronavirus pandemic.

 **Lake County Grants City of Silver Bay Grants**

 0-10 Employees: Up to $5,000

 11-20 Employees: Up to $10,000

 0-10 Employees: Up to $2,500

 11-20 Employees: Up to $5,000

**Business Eligibility & Guidelines**

***To be eligible, a business must:***

* Have 20 or fewer employees.
* Demonstrate the need for ﬁnancial support.
* Be physically located in Lake County.
* Be locally owned, as a franchise.
* Provide proof of at least one W-2 employee or annual gross revenue of at least $20k.
* Be established prior to March 1, 2020.
* Provide documentation of the ﬁnancial impact of revenue lost due to Covid-19.
* No collateral required

**Eligible Uses**

* Eligible uses include rent, mortgage payments, utility expenses, or other similar expenses that occur in the ordinary course of operation.
* This grant will not be used for payroll expenses.
* Eligible expenses must have occurred between March 1, 2020 — December 1, 2020.

**Other Terms**

* Grants will be awarded to one business per individual in Lake County
* If the Grantee does not fulﬁll the obligations of the grant or honor its guidelines, the Grantee may be required to pay back funds not spent within designated guidelines.
* Governments have discretion to determine what payments are necessary to reimburse the cost of business interruption caused by required closures and to determine what is meant
* The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure.
* Grantees are required to submit a progress report to the Lake County Chamber of Commerce within 6 months of grant receipt, detailing the impact the grant had on their business within 6 months of being awarded the grant.
* Awarded grants may be used for economic support in the absence of a stay-at-home order. This may include small businesses that closed voluntarily to promote social distancing measures aﬀected or that are by decreased customer demand as a result of the COVID-19.

***Please select which grants you are applying for:***

 ⬜ Lake County CARES Act Grant\*\*

 ⬜ City of Silver Bay CARES Act Grant\*

 ⬜ BOTH Lake County and City of Silver Bay CARES Act Grants

*\*Business address must be within Silver Bay city limits to qualify for Silver Bay Grant*

*\*\*Business must be located in Lake County to qualify for Lake County Grant*

1. Please share a detailed explanation of how your business has been negatively aﬀected by the pandemic and describe your current financial needs.
2. What changes or adjustments to your business have you had to make due to the impact of COVID-19?
3. Have you applied for other relief funds in the last 6 months? If so, please list which ones and how they successfully helped you.
4. If awarded this grant, what will you be using it for?
5. Where do you see your business in 1 year?
6. What kind of support could the City, County, or Chamber provide your business in the future to help

**Required Attachments:**

* Proof of hardship due to Covid-19
* Proof that business was established with State of MN before March 1, 2020
* 1st Quarter Minnesota Unemployment report reflecting number of employees
* Relief Fund Application

**Agreements:**

I hereby affirm that the statements in this application are correct and that I do not have the personal resources to pay for the requested assistance without causing personal hardship. I agree to provide additional financial verification if requested. The information in this application is true and correct.

I understand the Lake County Chamber of Commerce, the Lake County Board of Commissioners, and the City of Silver Bay have the right to accept or deny any application based on available funding and their objectives**.**

***Incomplete applications will not be accepted***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Legal Business Name Date Established

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name (Print) Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN #

Date Received\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Office Use Only)

Type of Business: Sole Proprietorship \_\_\_ Corporation\_\_\_ LLC\_\_\_ Partnership\_\_\_

Business Name

Business Address City Zip

Owner(s) Name

Owner(s) Home Address City Zip

Business Phone Personal Phone

Date Established # Full Time Employees # Part Time Employees

Email Address

***\*I declare that this application and information provided is complete and true to the best of my knowledge.***

Name of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Attest:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Submission and Deadline:**

Applications will be accepted until all funds allocated for this program have been expended. Application review will take place monthly until funds are depleted. Deadline for the second round of grants is October 20, 2020.

 Please submit applications to Janelle Jones, Lake County Chamber President/CEO.

**By e-mail:** janelle@lakecounty-chamber.com

**By mail or in-person**: 1330 Highway 61, Two Harbors, MN 55616

**Review Selection:**

Funding decisions will be made by a committee, which is made up of the Lake County Chamber of Commerce Finance Committee, the Lake County Chamber of Commerce CEO, and a representative of the Lake County Board of Commissioners. This committee will evaluate all complete applications received and notify applicants of grant awards.

Award decisions are final and are not subject to appeal. Incomplete applications and applications that do not meet the required criteria may be denied. The submission of inaccurate or misleading information may be grounds for disqualification from the award.

**Accountability and Reporting Requirements:**

All grant recipients must submit a grant report on or before December 1st, 2020, which should itemize how funds were spent. All expenses eligible through this grant must have occurred between 3/1/2020 - 12/1/2020. Lake County & the City of Silver Bay may request additional verification (invoices, receipts, etc).

Funds not spent by December 1, 2020 must be returned to Lake County. If a grant recipient has used funds for purposes not authorized under this program, Lake County and/or the City of Silver Bay may recover any money previously paid and used for an unauthorized purpose from the recipient or pursue any other remedy available under law.

Grant recipients that receive funds from another source for the same costs of planning for or responding to COVID-19 after receiving funds through this program must notify the committee of the amount received from the other sources. Grant recipients must repay the amount of duplicate grant funds, as determined by Lake County and or City of Silver Bay.