



Small Business COVID-19 Grant Program

Background:

The Town of Cicero received funding through the Office of Community and Rural Affairs' (OCRA) COVID-19 Response Program. OCRA's funding is through the agency's Community Development Block Grant (CDBG) program, which they receive through the federal Housing and Urban Development (HUD). These funds must meet a National Objective to qualify and to be eligible, so there is no guarantee of funding once your application is submitted.

The intended purpose of the Cicero Small Business COVID-19 Grant Program is to assist our local businesses during this pandemic. The funding has been broken down into three areas, which have been outlined within this application. The Cicero Small Business COVID-19 Grant Program will have limited funding; therefore, not all grant requests may be approved or approved at the level requested.

Ineligible Industry Sectors:

If you are in industry sectors not significantly affected by the public health crisis related to COVID-19, or not meeting other requirements listed herein, are unlikely to be funded through this grant program. Examples of those industry sectors would include, but is not limited to; gas stations, grocery stores, temporary online residential rentals such as VRBO and/or Air BnB, apartment buildings, construction businesses, and marinas.

Eligible Businesses/Industry Sectors:

If you are an eligible business and are able to apply, the following information outlines the process of this grant and what to expect through this process.

Eligible Business Requirements to Apply:

1. Must be in good standing with regard to state and local taxes, licenses, and code compliance.
2. Must be in good standing with the Indiana Secretary of State.
3. Must have been established and operational in the Town of Cicero since January 1, 2020.
4. Businesses that have expanded to a storefront from another business are eligible (for example, an online retailer who opened a boutique or a pop up shop that opened a brick and mortar business).
5. Each application will be reviewed to determine eligibility through the CDBG's National Objective.
6. Must agree to continue business operations in the Town of Cicero for at least two (2) years after grant date.



Eligible Uses of Funding:

1. **Rent and Utility Assistance:** A grant of up to \$1,500.00/month for a 3 month period of time that would go directly towards rent and utility costs for the business.
2. **Payroll Assistance:** This program would assist businesses that have been able to move to a no contact or curbside service while continuing to employ their store clerks, inventory specialists, wait staff, etc. by assisting with payroll for those LMI jobs in our restaurant and retail industry. Businesses can apply for grant assistance for up to \$1,000.00/month for up to 5 employees (who would qualify under the CDBG National Objective of eligibility).
3. **Expansion of Business Services:** This will provide funding for businesses to expand their current business model that can better utilize technology in today's business climate. This would include, but would not be limited to, the purchase of new hardware or software, the development of new sales and delivery methods, or other operation needs that would expand the services of the business. Funding would be for up to \$2,500.00.

Maximum Grant Amount: The maximum grant amount is \$8,000.00 per business. Funding can be through 1 of the 3 eligible activities or a combination of all three, but the amount is not to exceed \$8,000.00. There will NOT be a grant match for this program.

Application and Review Process:

1. The Cicero Small Business COVID-19 Grant application will be available beginning Thursday, May 14, 2020.
2. All applications will be due by Monday, June 1st by 3:00pm.
3. To access applications, please visit the Town of Cicero website at www.ciceroin.org. Businesses may request a hard copy by emailing Shae Kmicikewycz, Town of Cicero Community Development Coordinator at shaek@townofcicero.in.gov or emailing Town Council President, Dan Strong at dstrong@townofcicero.in.gov.
4. To submit your application:
 - a. You may email it to Shae Kmicikewycz shaek@townofcicero.in.gov or Dan Strong dstrong@townofcicero.in.gov.
 - b. Or you may mail it to the below address, but it must be postmarked by May 30, 2020 to:
Town of Cicero
P.O. Box 650
Cicero, IN 46034
5. Applications will be reviewed and scored by the Cicero Small Business Grant Committee, comprised of Council Members Dan Strong and Chad Amos, Dea Holt (Our Town Cicero), Shae Kmicikewycz (Town of Cicero), Sarah Buckner (Cicero Economic Development Committee), and Rhonda Gary (Cicero Clerk Treasurer, non-voting).
6. The Office of Community and Rural Affairs will review the recommended applications from the Town of Cicero to determine eligibility as well as meeting the National Objective for Low to Moderate Income (LMI).



7. An award announcement will be made the week of June 22, 2020.
8. Financial data will be kept confidential to the extent permitted under the law.
9. Applicants understand and accept that the Town of Cicero is a public entity subject to various laws and regulations requiring disclosure of documents and records such as the Indiana Access to Public Records Act. By submission of an application, the applicant is thereby consenting to Cicero making any and all required disclosures of the data within said application.
10. Preference will be given to businesses that have:
 - a. Demonstrated a commitment to the community, through the support of local youth or charitable programs, good corporate citizenship, participation in community and business support organizations.
 - b. Plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 emergency.
 - c. Needs that have not been or are not anticipated to be addressed through other government assistance programs like the Small Business Administration or the Indiana Small Business Development Center.
 - d. Has not received abatements from the Town previously.
 - e. Has made all reasonable efforts to keep employees employed during the recovery process.
 - f. Is in an industry sector particularly affected negatively by COVID-19 and public safety measures associated with the outbreak (for example: retail, dine in restaurant, salon).
 - g. Are not part of a franchise network.
 - h. Have a physical location in the Cicero Town limits.
 - i. Had 50 or fewer employees as of March 1, 2020.



Cicero Small Business COVID-19 Grant Program Application

1. Name of Owner: _____
 - a. Phone Number: _____
 - b. Email address: _____
2. Name of Business: _____
 - a. Business Tax ID #: _____
 - b. Business Address: _____
3. Business Type (retail, restaurant, salon, etc.): _____
4. Number of employees (include owner if you are paying yourself):
 - a. Part Time: _____ Full Time: _____
5. Average monthly revenue last 12 months? _____
6. Average monthly expenses last 12 months (please break down into rent/mortgage, water/sewer, electric, gas, telecom, payroll, etc.). *To verify, please include copies of bills for the past 2 months to verify the average amount per month.
 - a. Rent/Mortgage: \$_____ Water/Sewer: \$_____
 - b. Gas: \$_____ Electric: \$_____
 - c. Telecom: \$_____ Payroll: \$_____
 - d. Other (please specify): \$_____
7. Requested grant amount (maximum of \$8,000.00): \$_____



8. How do you think this grant of \$8,000.00 or less will help keep your doors open or eventually re-open? Please explain and support your answer. Additional pages may be attached to fully answer this question.

9. How will you use the funds you have requested? Additional pages may be attached to fully answer this question.



10. If you have closed or restricted your business operations because of the current COVID-19 pandemic, do you plan to return to full operation when the crisis has passed? Please explain. Additional pages may be attached to fully answer this question.

11. Have you or do you plan to apply for any other state or federal assistance through Economic Injury Disaster Loans (EIDL), EIDL advance, or Paycheck Protection Program? If so, have you received any funds yet from these resources? Additional pages may be attached to fully answer this question.

12. If the Town were able to create a small business loan program, would you apply for those funds?

Yes: _____ No: _____



13. Additional comments. Is there anything else you believe we should know about your business or the challenges you face as the owner? Please feel free to use an additional page to fully answer your question.



I certify that the information above is correct to the best of my knowledge. I authorize the Town of Cicero Small Business COVID-19 Grant Program scoring committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless the Town of Cicero, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that the committee provides before, during, and after the grant review process. I agree that I will use any and all funds received for purposes consistent with my application and with the grant program guidelines and rules. I agree that if I use the funds for purposes not outlined and approved, I may have to pay back the Town's grant program. I understand that these funds are to help businesses who plan to continue to operate in the Town of Cicero for a period of at least two (2) years or I will have to re-pay my grant to the Town of Cicero. I also understand and accept that the Town of Cicero is a public entity subject to various laws and regulations requiring disclosure of documents and records such as the Indiana Access to Public Records Act. By submission of an application, the applicant is thereby consenting to Cicero making any and all required disclosures of the data within said application.

Owner or Authorized Representative Signature

Date

Owner or Authorized Representative Printed Name

Date