

Owatonna CARES: Business Grant Program

Application Questions

1. Legal Name of Business _____

DBA if different _____

Address _____

Phone _____ Website address _____

2. Owner of the business _____

Address of the owner _____

3. Applicant name _____

Address _____

Contact information: phone number _____ e-mail _____

Relationship to business _____

4. What is the business structure? Check any that may apply:

- Corporation
- Partnership
- Proprietorship
- Other: _____

5. Do you own or lease your business space?

- Own Lease

6. Was your business ordered to close by Governor Walz's Executive Orders?

- Yes No

7. Please describe the operating status of your business:

- Open for business and/or operating online similar to pre-COVID
- Partially open and operating (example: reduced hours or online only)
- Closed

8. Was your business restricted from operating above 50% capacity by Executive Orders in effect May 18, 2020?

- Yes No

9. Please describe how the business was adversely affected by COVID-19 health pandemic or Executive Orders related to the public health emergency?

10. Annual gross receipts or sales from most recent tax return?

11. Average monthly gross receipts or sales prior to March 16, 2020? _____

12. Average monthly gross receipts or sales from March 16 to present? (Average of March, April, May, & June)

13. Projected monthly gross receipts or sales? (Average of next three months; August, September, and October)

14. Estimated monthly gross receipts or sales loss due to COVID-19? (Average of next three months; August, September, and October)

15. Have you received other Federal COVID assistance such as PPP or EIDL?

Yes

No

16. Does the business derive income from passive investments without operational tie to an operating business in Owatonna; real estate transactions; property rentals or property management?

Yes

No

17. Does the business focus on speculative activities based on fluctuations in price rather than the normal course of trade?

Yes

No

18. What will the funds be used for? Please provide information on the intended use of the grant funds. Funds may be used for previously incurred expenses beginning March 1, 2020 and up to November 15, 2020.

Lease or Mortgage Payments:	
Payroll (Wages excluding Federal and State withholdings):	
Utilities:	
Insurance:	
Payments to Suppliers:	
Business consulting to modify operations due to COVID:	
Other Business Expenses (please list below):	
TOTAL GRANT REQUEST:	

19. Are the all of the expenses you are seeking funding incurred after March 1, 2020 and prior to August 31, 2020?

Yes

No

Required Submittal documents:

- W-9 with signature
- Most recent year tax return. 2019 Federal Business Returns or appropriate business tax schedule based on entity type. If 2019 tax return is not available, 2018 is acceptable.
- Monthly Profit & Loss Statements for the following months: March, April, May, and June 2020
- If you lease your business space, please provide a letter from your landlord stating you were current on rent prior to March 16, 2020, or provide a statement showing rent was current prior to March 16, 2020.
- Proof of eligible expenses from March 1, 2020 to November 15, 2020 seeking funding for: Examples may include payroll documentation; mortgage/rent statements; utility statements; insurance statements or invoices; other invoices and/or receipts for qualified business expenses. All eligible expenses are a result of the response to the public health emergency, must be properly documented, and meet federal requirements for qualified CARES expense.

NOTE: Grant funds are not a revenue replacement and need to be specifically tied to operating expenses. Taxes are not a qualified expense. Expenses incurred outside of the March 1, 2020 to November 15, 2020 window are also not eligible. Purchase of capital such as equipment is not eligible. Business owner/managers personal expenses are ineligible uses of grant funds.

- Form 941 for 2020: Employer's Quarterly Federal Tax Return: Quarter 1 (January, February, March), or another form of documentation to determine number of employees.
- Acknowledgement Form (attached)

Applicant Acknowledgements

1. The Applicant shall hold the City of Owatonna, MN, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Owatonna CARES Business Grant Program or its Application (Grant Application), including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the City of Owatonna retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that they have read the Owatonna Cares Business Grant Program eligibility requirements and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. The Applicant acknowledges that they understand data submitted in relation to this application will become government data and is subject to federal and state data laws. Some of the data may be considered private or nonpublic prior to the award of financial assistance, while some limited data may be considered private or nonpublic even following the award. The City will not publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. §13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order. You can refuse to supply any or all of the requested information, which you are not legally required to provide.
5. **Financial Assistance Certification:** I hereby certify that the Owatonna CARES Business Grant Program is necessary and due to direct and adverse effects related to Executive Orders 20-04 and 20-08 and/or to the COVID-19 Pandemic.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- All proceeds from the grant will be used for eligible business expenses under the Owatonna CARES Business Grant Program including compliance with Federal CARES Act program requirements;
- If grant funds are used solely for expenses previously incurred, the applicant will file a Certification of Expenses with the City of Owatonna prior to funds being released. If grant funds are used for expenses yet to be incurred but no later than November 15, 2020, the applicant will file a Certification of Expenses form with the City of Owatonna no later than November 30, 2020 indicating how funds were spent;
- Applicant shall be bound by all terms and provisions of the Owatonna CARES Business Grant Program.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date