

# Lincoln County Business Assistance Program Grant Guidelines and Application

## PROGRAM INFORMATION

### Funding Information

- Eligible applicants may request **up to** \$20,000 in grant assistance **based upon need**. Actual grant award may be less than requested and will be based on several factors, including: number of employees; gross revenue or profit loss; impact to the business; and availability of funds.
- Applications will be considered and acted on by the Lincoln County Enterprise Development Corp. Board and/or the Lincoln County Board of Commissioners.
- The status of the data supplied for grant funding will be governed by MN Statute 13.591.

### Eligible Applicants

- Eligible recipients include businesses and nonprofits, nonprofit arts organizations, nonprofit museums, and nonprofit fitness centers that earn revenue similar to businesses, including, but not limited to, ticket sales and membership fees, and were impacted by an executive order related to the COVID-19 pandemic are eligible for grants.
- For-profit businesses and nonprofits operating as a business that can demonstrate business losses due to COVID-19 between March 1, 2020 and December 31, 2020.
- There are no limits on the size of the business or nonprofit, but priority will be given to small businesses.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Lincoln County. Home based businesses are eligible.
- Applicants must have no current tax liens on record with the Secretary of State as of the time of application.
- Businesses opening after March 1, 2020 are eligible. These businesses should fill out the revenue and expense information at the time of opening.
- Businesses must verify the NAICS Code for the industry of their primary operations.
- Businesses must disclose if they have received other state, federal or local grants for COVID related expenses.

### Eligible Uses of Grant Funds

- Grant funds can be used to cover eligible operations expenses identified by DEED, including property taxes, insurance costs, legal fees, payroll, rent, utilities, and repairs to the existing building and equipment.

### Ineligible Applicants

- Lending institutions, law firms, accounting firms, utility companies, chain convenience stores, production agriculture, insurance agencies, financial advisors, passive investments, cities, counties, townships, school districts and all subdivisions of local government.

### Application Requirements

- The Lincoln County Business Grant application must be completed in its entirety by the applicant through one of these methods:
  - On-line through the Lincoln County portal
  - Submitted to LCEDC electronically at [vince@lincolnterprise.org](mailto:vince@lincolnterprise.org);
  - Mailing to Lincoln County Enterprise Development Corp., PO Box 46, Ivanhoe, MN 56142
- Applications must be received by LCEDC on or before February 15, 2020, in order to be considered. Applications will be reviewed and grants awarded by March 15, 2021.
- Businesses need to provide income/expense statements for the period identified in the application if available. If income/expense statements are not available, the business can identify their income and expense numbers on the application. Businesses not providing a report may be asked to provide 2019 and/or 2020 tax statements or similar information to verify accuracy of data.
- Other items as requested by LCEDC.

\*GUIDELINES AND APPLICATION ARE SUBJECT TO CHANGE. BUSINESSES AND NONPROFITS MAY BE ASKED FOR ADDITIONAL INFORMATION AS PART OF THE REVIEW AND REPORTING PROCESS TO THE STATE\*

## APPLICANT INFORMATION

Legal Name of the Business, including assumed name, if any: \_\_\_\_\_

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years      Months	Fed Tax Id#	MN State ID
Business Code (NAICS)		Email Address	
Mailing Address		City	Zip
Location Address		City	Township
Business Phone	(    )	Cell Phone	(    )
Contact Name		Title	
Amount of Funding Requested	\$ _____	Number of FTE employees including owner(s):	
How have the Executive Orders and the COVID-19 pandemic financially affected your business and/or how has COVID-19 directly increased costs for your business?			
For what purpose will these funds be used? Please list any invoices/payables you are unable to pay due to the pandemic.			

**Other COVID-19 Funding Received:**

Program	Funding Received (Yes/No)	Amount of Funding	Does the income/ expense report include this funding (Yes/No)
Federal Paycheck Protection Program			
Federal Economic Injury Disaster (Grant Only)			
Minnesota Small Business Emergency Loan			
Minnesota Small Business Relief Grant			
Lincoln County CARES Act Grant			
Minnesota Relief Grant (Dec 2020 or Jan 2021)			
Other:			

**Financial Impact (period of March 1, 2020 through December 31, 2020). Attach Profit/Loss Statements if Available:**

Income 2019	\$ _____	Income 2020	\$ _____
Expenses 2019	\$ _____	Expenses 2020	\$ _____
Net Income 2019	\$ _____	Net Income 2020	\$ _____

**Principal #1**

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

**Principal #2**

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____%		

**GRANT PROGRAM POLICY  
AUTHORIZATION FOR RELEASE OF INFORMATION AND CERTIFICATIONS**

Applicant acknowledges that they are making application for a grant, and that Lincoln County Enterprise Development Corp. may rely on the Applicant's warranties and self-certification of eligibility in the approval process of a grant. Applicant certifies that only one application per business location was submitted. Lincoln County Enterprise Development Corp. reserves the right to verify whether duplicate applications were submitted, and to eliminate duplicate applications from consideration, at Lincoln County Enterprise Development Corp.'s sole discretion. The applicant acknowledges that representations made in this application will be relied on by Lincoln County Enterprise Development Corp. in its decision to award such grant and such information is true and complete to the best of my knowledge. The applicant will promptly notify Lincoln County Enterprise Development Corp. of any subsequent changes that would affect the accuracy of this information and the information provided on all accompanying documents. The applicant understands that it is a crime to make a false representation as to their or their company's financial ability for the purpose of securing a grant. The Applicant declares under penalty of perjury that all information provided herein and on accompanying documents is true in every detail and accurately represents the financial condition of the applicant and the Business on the date given below, and that the Applicant has authorization for the business to sign this form. The Applicant acknowledges that submittal of false or inaccurate information will result in the repayment of grant funds. The Applicant also acknowledges they will comply with any requests from the Lincoln County Enterprise Development Corp. to supply any necessary data or information that may be needed as part of the grant.

**CERTIFICATIONS**

**Please check all the boxes to certify your compliance with these statements:**

- The applicant is a business or nonprofit with a physical location in Lincoln County
- The applicant has been impacted by an Executive Order related to COVID
- The applicant has no current tax liens on record with the Secretary of State
- The applicant will use funds to cover eligible operations expenses identifies by DEED including property taxes, insurance costs, legal fees, payroll, rent, utilities, and repairs to the existing building and equipment.

I hereby make application to the Lincoln County Business Assistance Program. I acknowledge that this involves public dollars and I certify that I am eligible, my application is true and accurate and that I understand Minnesota Data Practices laws apply to this application and any grant agreement I may sign under it.

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The Lincoln County Board of Commissioners retains final authority to determine if a business is eligible or not, and whether to approve a grant or not. For questions, call Vince Robinson at (507) 530-1756 or Email him at [vince@lincolnEnterprise.org](mailto:vince@lincolnEnterprise.org)**