



2021 ARPA City of Jennings Small Business Recovery Grant Guidelines and Application

Eligible Grant Uses

Grant funds must be expended in compliance with State and Federal law. Funds must address costs associated with adjustments in operations and/or services due to COVID impacts not otherwise addressed by current programs through the Federal or State governments. Funds can only be used for future expenses.

Eligible Expenses may include:

- Equipment and inventory purchases that respond to a shift in market conditions (e.g., purchase of equipment that will allow a restaurateur to offer outdoor dining);
- Employee retention efforts for front-facing employees (e.g., licensed practical nurses, register workers) *remote workers are not eligible.*
- Purchase of equipment or services to shorten or alleviate inventory or supply chain issues (e.g., shipping);
- Deep cleaning services, purchase of PPE, installation of protective barriers, etc.

Eligibility Criteria

Jennings businesses meeting **ALL** of the following criteria are encouraged to apply:

- Demonstrate that they were in operation pre-Covid (March 1, 2020)
- Must be an existing for-profit business located in the City of Jennings
- Must have at least one (1) Full Time Employee (owner included) but less than 250 (defined as at least 30 hours of service per week, or 130 hours per month per IRS regulations - <https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees>)
- Must possess a valid City of Jennings business license and certification by the Missouri State Corporate Commission (as required)
- Must demonstrate impacts due to COVID-19 (e.g., revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption or other)
- Must demonstrate how grant funds will be used to make adjustments to operations (new operations or addition/expansion to existing operations are permissible)
- Must demonstrate a sustainability plan for maintaining the business in the City of Jennings
- Must be current on all taxes and fees owed to the City of Jennings

*** Return application to the City of Jennings Economic Development Department**



Grant Guidelines

The City of Jennings will award grants and will be awarded after entering into a Memorandum of Understanding agreement with the City. Payments will be made directly to the selected vendor.

This process will occur as follows:

1. Completion of this Grant Application outlining the use of funds.
2. One (1) grant per business, regardless of number of locations within the City of Jennings.
3. The following items must also be included with application:
 - Three (3) estimates/bids from licensed businesses for the work to be completed.
 - Federal tax return for Tax Year 2020 or copy of Applicant's 2020 IRS Form 1040 Schedule C,
 - Copies of City of Jennings 2020 and 2021 Businesses Licenses, and
 - Current IRS Form W-9 Request for Taxpayer Identification Number & Certification

The following businesses are not eligible:

- Businesses not currently in operation as of the date of this application
- Banks and financial services companies
- Seasonal businesses, which operate for only part of the year
- Franchises or chain businesses
- Businesses temporarily or permanently closed due to illegal activity
- Businesses engaged in illegal activity
- Non-profit organizations
- Businesses opened after March 1, 2020
- Businesses owned by City Officials and/or their relatives to the 4th degree

Use of Funds Restrictions

- Funds cannot be used to pay taxes, fees, or any other payments due to the City of Jennings.
- Businesses shall not be permitted to use funds received from this grant program for expenses that already or will be covered by any other local, state, or federal assistance program.

Expenses for which applicants are seeking a grant must be:

- Necessary due to the public health emergency known as the Coronavirus Disease 2019 (COVID 19).
- Were incurred after approval by the EDA of the business's grant application.

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Small Business Assistance Application

Name of Business: _____

Business Address: _____
Street Address *Unit#*

Business License No. _____

Owner Full Name: _____ Date: _____
Last *First* *M.I.*

Owner Permanent Address:

Street Address *Apartment/Unit#*

City *State* *Zip Code*

Owner Mailing Address:

Street Address *Apartment/Unit#*

City *State* *Zip Code*

Phone: _____ Email: _____

Driver's License No.: _____

General Business Information (Check One):

- | | | |
|--|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> LLC | <input type="checkbox"/> Franchise |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Other |

Is your business a SWAM? (Small, women owned or minority business)

- Yes (*Please attach documents certifying such status*) No

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What year was your business established in the City of Jennings? _____

Why did the demand for business slow (fully or partially) during COVID-19 health emergency? *(check all that apply)*

- | | | |
|---|---|--|
| <input type="checkbox"/> State Mandate | <input type="checkbox"/> Not Enough Customer Demand | <input type="checkbox"/> Supply Chain Disruption |
| <input type="checkbox"/> Workforce Availability | <input type="checkbox"/> Health & Safety Concerns | <input type="checkbox"/> Other _____ |

Signature _____ Date _____

Business Function (Select One):

Primary Business Type:

- | | |
|---|---|
| <input type="checkbox"/> Arts, Entertainment, Recreation | <input type="checkbox"/> Personal Services (Barber Shop, Nail Salon, Fitness, Dry Cleaners, etc.) |
| <input type="checkbox"/> Child Care, Education, Instruction | <input type="checkbox"/> Private Household Services |
| <input type="checkbox"/> Construction, Engineering, Design Services | <input type="checkbox"/> Professional, Technical, Business Services |
| <input type="checkbox"/> Distribution, Logistics, Warehousing | <input type="checkbox"/> Repair & Maintenance Services |
| <input type="checkbox"/> Finance, Insurance, Real Estate | <input type="checkbox"/> Restaurant, Food Services |
| <input type="checkbox"/> Health & Medical Services | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Hotel & Accommodation | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Information Technology, Broadcasting, Publishing | <input type="checkbox"/> Other |
| <input type="checkbox"/> Manufacturing | |

Type of Assistance Applying for: (Please Select One)

Curb Appeal

- Awning (up to \$3,250) (50 biz)
- Glass Replacement (up to \$1,000) (50 biz)
- Fencing or Gating to assist with security (up to \$2,250) (25 biz)
- Parking lot repairs (striping and pothole repairs) (up to \$3,250) (5 biz)

Signage

- Exterior Signage (up to \$1,000) (50 biz)
- Security Cameras (up to \$250) (50 biz)
- Lighting (up to \$300) (50 biz)

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Final Application Checklist:

Please attachments these documents with your application:

- Three (3) Estimates from businesses
- Copies of your City of Jennings 2020 and 2021 Business License
- Current IRS Form W-9 Request for Taxpayer Identification Number & Certification
- Copy of your Federal tax return for Tax Year 2020 or IRS Form 1040 Schedule C

I certify that my business: *

- Is a for-profit enterprise located in the City of Jennings with fewer than 250 employees?
- Suffered negative impacts as a result of the COVID 19 pandemic, including reduction in business or closure (mandated or voluntary, full or partial).
- Was operational as of March 1, 2020.
- Had at least one full-time equivalent (FTE) employee (including owner) prior to March 1, 2020.
- Is current on all fees, taxes and permits with the City of Jennings.
- Have not received funding from any other local, state or federal assistance program for the same expenses I am requesting for this application.