

# EXHIBIT A

## 2020 Jo Daviess County Small Business Stabilization Grant Program

### Guidelines and Application

Application process open: April 29, 2020

Applications due: Friday, May 15, 2020 @ 4:00 pm

The Jo Daviess County Planning & Development Department, with assistance of Northwest Illinois Economic Development, will review applications and recommend awarding of grants based on the availability of funding and evaluation of the eligibility criteria and required submissions set out below. Please complete the entire application.

Applications will be accepted beginning April 29, 2020. For consideration applications must be received by Friday, May 15, 2020, @ 4:00 pm

#### **Program Overview**

The purpose of the Jo Daviess County Small Business Stabilization Grant program (SBSG) is to help small businesses deemed “non-essential” pursuant to Governor Pritzker’s “Stay at Home” executive order that are located within Jo Daviess County to remain viable during and following the COVID-19 pandemic. The Jo Daviess County Board has authorized funding of this grant through the Economic Development Fund of the County. The County believes small, “non-essential” businesses are, in fact, an essential part of our business and culture community and realizes the significant financial impact COVID-19 has had on them. Simply put, they are our most vulnerable businesses and in need of financial assistance.

This grant is intended to pay for qualifying expenses not covered by the federal government’s “Paycheck Protection Program” or other sources of State or Federal COVID-19 relief funding. The maximum award a business can received is \$5,000 for one-month of qualifying expenses. The Jo Daviess County Board may extend this grant program by one (1) month if the economic circumstances surrounding COVID-19 deem it necessary.

#### **Definitions**

**Non-essential businesses:** Business determined “non-essential” by Governor Pritzker’s “Stay at Home” executive order.

**Small business:** Generally, a small business is defined as a business who employs less than 12 full-time employees or the equivalent weekly hours of 12 full-time employees.

**Brick and Mortar:** A physical business address that is a separate location than the primary residence of the business owner.

## **Eligibility**

To be eligible for the SBSG program, a business (profit or non-profit) must meet the following criteria:

- Deemed a “non-essential” business under the “Stay Home” order or a restaurant that is now limited to serving food for consumption off-premises.
- Operate out of a brick-and-mortar location and the business is not able to pay for rent, mortgage or utilities. One grant per brick and mortar location.
- Meet the definition of small business.
- Must be legally capable of entering into a binding contract. A Grant Agreement with Recapture will be required that will obligate the business to repay the grant if program rules are not followed.
- Must remain open for one-year following the grant award.
- If a business qualifies for the federal “Paycheck Protection Program,” the business owner must have applied for a loan under the Paycheck Protection Program and been denied in writing.
- The Grant Committee will consider, in appropriate cases, the applications of businesses for which the Paycheck Protection Program is impractical or in the event of the illiquidity or termination of the Paycheck Protection Program. Such businesses are encouraged to contact the Planning & Development Department or Northwest Illinois Economic Development prior to applying.

## **Qualifying Expenses**

- Rent or mortgage
- Utilities
  - Electric
  - Gas
  - Telephone
  - Internet
  - Water service
  - Garbage service

## **Funding**

- A grant in the maximum amount of \$5,000 may be awarded to pay one month of qualifying expenses that are not anticipated to be covered by any other sources of State or Federal COVID-19 relief funding, during the 8-week “covered period” under the Paycheck Protection Program guidelines.
- The grant is intended to be funding of last resort. An applicant’s other sources of State or Federal COVID-19 relief funding, such as a grant denied pursuant to the Illinois Downstate Small Business Stabilization Program, will be evaluated.

## **Funding Source**

- Jo Daviess County is allocating \$250,000.00 to this grant. These funds may only be disbursed to businesses located within Jo Daviess County.

## **Application Review**

Applications will be reviewed for recommendation by a Small Business Stabilization Grant Program Committee, consisting of seven (7) members, comprised of the County Board Chair, two (2) additional County Board members, the County Administrator, the County Treasurer, the Planning & Development Administrator, and the Executive Director of Northwest Illinois Economic Development. Grant applications must meet the “eligibility” requirements and receive a majority “yes” vote from the committee.

### **FOR FURTHER INFORMATION and TECHNICAL ASSISTANCE:**

Please contact Eric Tison, Planning & Development Administrator; [etison@jodaviess.org](mailto:etison@jodaviess.org) or Emily Legel, Executive Director of Northwest Illinois Economic Development; [elegel@mwiled.org](mailto:elegel@mwiled.org).

To be considered, applications must be received in the Jo Daviess County Planning & Development Office, 1 Commercial Drive, Suite 1, Hanover, IL 61041 no later than 4:00 pm, on Friday, May 15, 2020. Applications may also be emailed to: [etison@jodaviess.org](mailto:etison@jodaviess.org).

Thank you !

# 2020 Jo Daviess County Small Business Stabilization Grant Program Application

**Please complete the entire application and attach additional documents as needed. The completed application should be returned to: [etison@jodaviess.org](mailto:etison@jodaviess.org)**

Applicant Name / Title	
Business Name	
EIN Number	
Business Address	
Phone Number	
Email	
Grant Amount Requested (Not to exceed \$5000)	

Describe your funding objective. Include a detailed narrative on why the applicant is requesting funding assistance and how the award of this grant will impact future business endeavors and profitability. (Attach additional pages to this application if needed)

Give a brief narrative of your business operations.

Has your business been forced to close as a “non-essential” business or are you a restaurant now limited to serving food for consumption off-premises?

- Yes       No

Do you operate your business out of a brick-and-mortar facility separate from your primary residence?

- Yes       No

Do you have less than the equivalent of 12 full time employees?

- Yes       No

Have you applied for a Paycheck Protection Program loan or any other State or Federal COVID-19 Relief funding programs? If yes, please specify which.

- Yes       No

Have you received approval for any of the above funding programs? If yes, please provide specific details.

- Yes       No

If you receive this grant, do you feel you will be able to remain open for at least 1 year? Use the space below if you need to explain further

- Yes       No

If you receive this grant, which of the following qualifying expenses will the funds be used for?

Rent or Mortgage

Yes       No

Electric Bill

Yes       No

Gas Bill

Yes       No

Water Bill

Yes       No

Telephone Service

Yes       No

Internet Service

Yes       No

Garbage Service

Yes       No

Please include the following with your application:

1. Applicant W-9
2. Paycheck Protection Program denial letter from lender.
3. A copy of the Paycheck Protection Program application, including all supporting documentation.
4. An anticipated budget showing use of the proceeds for the 8-week "covered period" under the Paycheck Protection Program guidelines. Expenses that will be paid with grant funds if approved must be shown. PLEASE USE WHOLE DOLLAR AMOUNTS ONLY.
5. Most recent documentation, such as payroll ledgers, bills and invoice, for items shown on the budget, including qualifying expenses that will be paid with grant funds if approved.