



GRANT APPLICATION FOR THE CITY OF KNOX OCRA COVID-19 RESPONSE PROGRAM

Applications are due by Friday, May 29th. Grant amount will be awarded based on demonstrated need.

Eligibility:

Businesses eligible for the City of Knox OCRA COVID-19 Response Program must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses and code compliance.
- Must be in good standing with the Indiana Secretary of State.
- Must have been established and operational in the City of Knox since January 1, 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Eligible uses of funds: payroll (exclusive of owner compensation), utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale.
- Have 25 or fewer full and part time employees.
- Must not be a governmental unit.
- Owners of multiple within the City of Knox are eligible for *each* business that meets these criteria.
- Preference, but not final determination, will be given to businesses that have:
 - demonstrated a commitment to the community;
 - plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
 - length of time within the City of Knox;
 - unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
 - made all reasonable efforts to keep employees employed during the recovery process.

This program has limited funding, therefore not all grant requests may be approved. Applications will be reviewed and kept confidential by the selection committee, which will consist of the Mayor of the City of Knox, three (3) members of the Knox City Council, and one (1) representative from the Starke County Chamber of Commerce.

Your completed grant application and supporting documents may be emailed to (mayor@cityofknox.net), faxed to (574-772-5669), or dropped off at the Knox City Hall, 101 W. Washington Street, Attn: Mayor's Office. Applications and supporting documents may also be completed online at www.cityofknox.net.

Review Process:

- Applications and supporting documents are due by 4:00 p.m. CST on Friday, May 29th.
- Applications will then be reviewed by a selection committee and you will be notified if you have been approved or not approved for the grant.



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OCRA COVID-19 RESPONSE PROGRAM**

Section 1: Business Description

Business Name: _____

Business Address: _____ Business Owner: _____

Business Contact: _____

Name: _____

Phone: _____

Email: _____

EIN Number: _____

Type of Business/Target Market: _____

Number of Full-Time Employees as of March 1, 2020: _____

Number of Part-Time Employees as of March 1, 2020: _____

Number of Full-Time Employees as of application submission date: _____

Number of Part-Time Employees as of application submission date: _____

1. Are you the sole proprietor of this business? _____

2. If so, do you have paid employees and are they provided W-2's? _____

3. Explain how your business has been affected by the impact of COVID-19 and how your existing needs are consistent with the purpose of the grant program.

4. Has this pandemic forced you to shut down completely or for any length of time? _____
5. What percentage of your business has been affected by COVID-19? _____
6. One of the reporting requirements for this grant is job retainage. If you are awarded funds from this grant, would it help you retain and/or allow you to call back desirable employees into the workforce?

7. If no funds are awarded from the City of Knox, please explain why jobs would need to be eliminated if not for this grant. Please attach a separate letter to this application.
8. Have you received any SBA disaster assistance loans, SBA emergency grants, other governmental assistance (i.e., Paycheck Protection Plan) or traditional loans from a bank?

9. Do you currently have or are you in the process of creating a sustainability and resilience plan? _____
Please provide that plan if one is in existence.
10. If no funds are awarded from the City of Knox, what is the likelihood you will be able to pay May and June rent or mortgage payments?

11. What portion of your revenue comes from your brick and mortar establishment vs. external sources? _____

12. In what ways has your business reconfigured its business model during the public health emergency? _____

13. Do you have any outstanding tax (property, state, or local) or fee obligations? _____
14. Do you have any outstanding liens or legal judgments? _____
15. Do you have any unresolved code compliance orders? _____
16. Do you have any unresolved financial matters with the City of Knox? _____
17. Please share other information that you would like selection committee to know about your business:

Section 2: Grant Request Information

1. How do you plan to use the grant funding? _____

2. How will these funds help your business move towards stability or sustainability? _____

Section 3: Certification Statement

I certify that the information above is correct to the best of my knowledge. I authorize the City of Knox OCRA COVID-19 Response Program selection 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 City of Knox, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that committee provides before, during, and after the grant review process. I agree that I will use any funds received for purposes consistent with my application and with the grant program rules.

Notice: *The City of Knox OCRA COVID-19 Response Program selection committee is dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers.*

Owner or Authorized Representative Signature

Date

Section 4: Documentation Check List

In addition to this application, please submit the following:

- Copy of driver's license or other form of ID
- W-9
- W-2's
- Sustainability and Resilience Plan
- Letter of explanation as to why jobs would need to be eliminated if not for this grant.

If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules.