



## **GRANT APPLICATION FOR THE CITY OF KNOX OCRA COVID-19 RESPONSE PROGRAM – PHASE 3 Revised**

Applications are due by June 25, 2021. 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, 2021. 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 businesses 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 related to COVID19.
  - made all reasonable efforts to keep employees employed during the recovery process.
  - consistently followed the CDC Guidelines for the social distancing, mask mandates and sanitation requirements.

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 and the Knox City Council.

Your completed grant application and supporting documents may be emailed to ([mayor@cityofknox.net](mailto: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](http://www.cityofknox.net).

### **Review Process:**

- Applications and supporting documents are **due by 4:00 p.m. CST on June 25, 2021.**
- 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.



## GRANT APPLICATION FOR THE CITY OF KNOX OCRA COVID-19 RESPONSE PROGRAM – PHASE 3

### 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 (the beginning of COVID19): \_\_\_\_\_

Number of Part-Time Employees as of March 1, 2020 (the beginning of COVID19): \_\_\_\_\_

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.

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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 COVID19 related SBA disaster assistance loans, SBA emergency grants, other governmental assistance (i.e., Paycheck Protection Plan) or traditional loans from a bank?
- \_\_\_\_\_
- \_\_\_\_\_
9. If no funds are awarded from the City of Knox, what is the likelihood you will not be able to pay rent or mortgage payments?
- \_\_\_\_\_
10. What portion of your revenue comes from your brick and mortar establishment vs. external sources? \_\_\_\_\_
- \_\_\_\_\_
11. In what ways has your business reconfigured its business model during the public health emergency? \_\_\_\_\_
- \_\_\_\_\_
12. All businesses and entities have been directed to take proactive measures to ensure compliance with the social distancing, mask mandate and sanitation requirements. How have you consistently made sure these guidelines have been followed at your place of business?
- \_\_\_\_\_
- \_\_\_\_\_
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:

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## 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
- Income Verification Form

**If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will be required to complete annual reports after the receipt of these funds for two years after the grant award. This is subject to change based on Indiana Office of Community and Rural Affairs guidance.**

# Guidance related to filing 1099s

In response to numerous questions from stakeholders regarding tax situations and the COVID-19 Response Program, OCRA has consulted with multiple state and federal sources to get the most current information available. Based on those discussions, OCRA is updating its guidance on 1099s for communities that awarded grants to small businesses as part of the COVID-19 Response Program. The updated guidance is as follows:

- Local units of governments, or, if applicable, their sub-recipient should issue 1099-G's to any business that received a grant as part of the implementation of an awarded COVID-19 Response Program application. The 1099-G must originate from the entity that distributed the funds.

Due to the program's structure, grants to a business must be based on need. OCRA anticipates that awarded businesses should have expenses equal to or greater than the grant amount, which should offset the grant's tax impacts. However, every tax situation is different. It is the agency's recommendation for businesses to consult with their local tax professionals for advice on how to properly report both the grant and any expenses.

OCRA understands this program is unique due to the nature of the pandemic. Stakeholder communication remains a high priority, and we will continue to work closely with all our state and federal contacts to respond to questions and feedback shared in a timely manner.

DE/pjt/mayor/COVID19/knox ocra COVID19 response grant application phase 3

## Employee Income Form

[illegible]