

CARES Small Business Grant Program Information Sheet

Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. On May 1, 2020, the Clay County Commission approved Resolution 2020-139, providing CARES funding to the City of North Kansas City for eligible expenses incurred between March 1, 2020, and December 30, 2020, to address the COVID-19 pandemic.

The City Council established the CARES Small Business Grant Program on June 2, 2020, to be administered by the Clay County EDC. This program will issue \$150,000 in grant funds to small businesses in North Kansas City. Small businesses can apply for a grant up to \$5,000 to reimburse business expenses related to COVID-19.

Eligible businesses include:

- Businesses physically located in North Kansas City.
- Businesses must have had a valid 2019 Business License.
- Public-facing businesses directly impacted by the 'Stay at Home' order such as retail, food service, arts and entertainment, hospitality, fitness, and personal services.

Businesses do not qualify if they are a:

- National franchise.
- Non-profit organization.
- Business or individual whose primary revenue is generated from rental properties.
- Business with current liens or fees owed to the City of North Kansas City.

Priority will be given to:

- Businesses that have 20 or fewer full-time equivalent employees, and;
- Businesses that have \$2.5 million or less in annual revenue.
- Businesses that have not received certain Federal COVID-19 related relief (excluding Payroll Protection Program funds). Please disclose if you have received any COVID-19 related relief funding.
- Restaurants and other food and beverage establishments that did not have a drive-thru window or offer curbside or delivery services before March 2020.

Eligible Use of Funds:

1. Grants can be used for expenses incurred from March 1, 2020, through June 30, 2020. Expenses can include but are not limited to payroll (provided federal funds have not already been received for this purpose), rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies.
2. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized.
3. Grant funds may not be used for repayment of any federal or state loan programs related to COVID-19 relief funding.

Additional Information:

- Grant applicants must provide documentation for eligible COVID-19 expenses.
- Grant fund information is considered public information will be published.
- Grant fund expenditures may be audited at a future date.

CARES Small Business Grant Applications accepted from June 3 to 11:59 p.m. on June 14, 2020.



CARES Small Business Grant Program Application Form

Requirements – These records must be presented with this application

- Two forms of ID (each signer) – one with picture other with name only
- Two years of personal tax returns (Schedules and 1099s, Income Statement & Balance Sheet)
- Two years of business tax returns (Schedules and 1099s, Income Statement & Balance Sheet)
- Six months of personal and business bank statements (March, April, May of 2019 & 2020)
- Copy of 2019 North Kansas City Business License

Legal Name of Company : _____

Physical Address: _____ City : _____ State: _____ Zip: _____

Length of time you have been in business in North Kansas City: _____

Name of Grant Applicant: _____

Business Phone Number: _____ Cell Phone Number: _____

Email address: _____

Type of Business: _____

Explanation of how funds will be used: Items can include specific cash flow gaps, payroll or any fixed operating costs required to remain solvent and/or scaling down, reducing expenses, purchasing cleaning and personal protection equipment, and any additional proactive measures due to the crisis (documentation required).

How will this grant help your business through the COVID-19 crisis: *(Please disclose if you have received any COVID-19 related relief funding).*

Amount of Grant Funding Requested: _____

I/We certify that the above information, including any attachments or exhibits provided herewith, are valid and correct to the best of my/our knowledge.

Signature: _____

Date: _____