



St. Louis County, MN

Phase 3: St. Louis County Small Business COVID-19 Relief Grants

PROGRAM GUIDELINES

Form

9003

Rev. 1-15-2021

Purpose: St. Louis County COVID-19 Business Relief Grants provide economic relief to eligible businesses and non-profits adversely affected by the COVID-19 pandemic.

Grant Amounts	1. Qualified businesses and non-profits with under 20 full and part-time employees shall be eligible to receive up to \$15,000; 2. Qualified businesses and non-profits with 20 or more full and part-time employees but less than 100 full-and part-time employees shall be eligible to receive up to \$25,000; 3. Qualified businesses and non-profits with 100 or more full and part-time employees but less than 300 full-and part-time employees shall be eligible to receive up to \$35,000; and 4. Qualified businesses and non-profits with 300 or more full and part-time employees shall be eligible to receive up to \$45,000. <i>Note: St. Louis County reserves the right to adjust grant amounts based upon the number of applications and demonstrated need.</i>	
Funding Priorities	Funding will be prioritized based upon demonstrated need. Due to the anticipated high demand for grant assistance, not all applications will be funded.	
Match Funds Requirement	No matching funds are required. Grant funds must be paid back if eligibility requirements are not met or if proper documentation is not provided upon request.	
Eligible Use of Funds	Eligible Expenses	Ineligible Expenses
	Grant funds must be used by the eligible business or non-profit for operation expenses incurred during the COVID-19 pandemic, including: 1. Direct COVID-19 related expenses (i.e., Personal Protective Equipment (PPE), cleaning supplies, Plexiglas, etc.) 2. Operating expenses including rent, mortgage, utilities, real estate taxes, insurance, etc. 3. Payroll (Salaries/Wages)	Expenses reimbursed by other federal, state, local and/or other grant or loan programs, including the St. Louis County Phase 1 and Phase 2 Small Business COVID-19 Relief Grants.
Eligible Businesses	Businesses and non-profits* must meet <u>all</u> of the following criteria to be eligible: 1. Must be physically located in St. Louis County, Minnesota; and 2. Must have no current tax liens on record with the Secretary of State at the time of application; and 3. Must have been impacted by a Minnesota Executive Order related to the COVID-19 pandemic. *Non-profits that earn revenue similar to businesses, including but not limited to ticket sales and membership fees, are eligible to apply.	
Ineligible Businesses	Certain businesses or non-profits are ineligible, including: 1. Businesses that primarily derive income from lobbying, gambling or adult entertainment; and 2. Businesses that have filed for bankruptcy after March 1, 2020.	



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Application Documentation

1. A current completed and signed W-9 Form is required at the time of application in order for the application to be deemed complete. The current completed and signed W-9 Form must be attached to all online and email applications or included in all mail-in applications.
2. Applicants will not be required to provide documentation of eligible expenses at the time of application, however, they must do so upon request by St. Louis County and/or the State. Failure to submit required documentation upon request will nullify the grant and any or all grant funds received will need to be returned to St. Louis County within 30 days of notification.

APPLICATION PROCESS

Application Process

Completed application forms can be submitted using one of the following methods:

1. Online (**preferred**) at: www.stlouiscountymn.gov/CARES
2. By email at: CARES@stlouiscountymn.gov
3. By mail at: Planning and Community Development Department
Government Services Center
320 W 2nd Street, Suite 301
Duluth, MN 55802 (must be postmarked by 2/3/2021)

If you have any problems submitting your application, they must be fully resolved prior to the Phase 3 application deadline. No late applications will be accepted for any circumstance. As a result, you are encouraged to submit your application early in the application period.

Application Period

The application period will begin on January 19, 2021, at 9:00 a.m. and will remain open until February 3, 2021, at 4:30 p.m. No late applications will be accepted for any circumstance.

Notification

All official grant notifications will be made through the mail and/or email to the contact information submitted to St. Louis County as part of the Phase 3 Small Business COVID-19 Relief Grant application.

Disclaimer

Not all grant applications will be funded. St. Louis County reserves the right to revise these guidelines as needed to best address the impacts of the current COVID-19 pandemic. Further, St. Louis County reserves the sole right and discretion for program eligibility determination and final awarding of funds.

Contact Information

During the Phase 3 Small Business COVID-19 Relief Grant application period, St. Louis County staff will be available by phone or email at:

Phone: (218) 725-5000

Email: CARES@stlouiscountymn.gov