

2020 Jo Daviess County Small Business Stabilization Grant Program

Guidelines and Application

Application process open: June 19, 2020

Applications due: Friday, July 10, 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 for Round 3 will be accepted beginning June 19, 2020. For consideration applications must be received by Friday, July 10, 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 with the exception of Bed & Breakfast, home based salon & spa/barbershop, home based daycare

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, Bed & Breakfast, home based salon & spa/barbershop, home based daycare
- 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, been denied in writing or received less than \$5,000 in PPP funds.
- Any “non-essential” business that has applied for the federal “Paycheck Protection Program” and has not yet received notice of award is eligible to apply for the SBSG program. If applicant is awarded funding through the federal “Paycheck Protection Program”, any SBSG grant funds received from Jo Daviess County must be repaid.
- 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 or Emily Legel, Executive Director of Northwest Illinois Economic Development; elegel@nwiled.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, July 10, 2020. Applications may also be emailed to: 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

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.

JO DAVIESS COUNTY BUSINESSES

GRANT AGREEMENT WITH RECAPTURE

THIS AGREEMENT (this “Agreement”) is made and entered into this ____ day of _____, 2020 (the “Effective Date”), by and between JO DAVIESS COUNTY, an Illinois municipal corporation (the “County”) and _____ (the “Recipient”).

RECITALS:

WHEREAS, an outbreak of a novel coronavirus, referred to as COVID-19, has emerged globally and spread throughout the United States of America and the State of Illinois, resulting in the declaration of a pandemic by the World Health Organization; and

WHEREAS, in response to the pandemic, the Governor of the State of Illinois has declared a state of emergency and has further issued a series of executive orders directing the closure of all “non-essential” businesses within the State of Illinois and mandating a general “stay-at-home” order to the populace; and

WHEREAS, the Jo Daviess County Board are mindful of the economic impact of COVID-19 on small businesses within the County deemed as “non-essential” and have created a Small Business Stabilization Grant Program (the “Program”) to aid such businesses with certain Qualifying Expenses (as such term is described in the Program Guide, a copy of which is attached to this Agreement); and

WHEREAS, Recipient is the owner of a qualifying small business located within the County (the “Business”) and has applied for a grant through the Program, and the County has approved such application.

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Incorporation of Recitals.** The Recitals set forth in the preambles to this Agreement are true and correct and are hereby incorporated into this Paragraph 1 as if fully set forth herein.

2. **Term; Grant Amount.** The term of this Agreement (the “Term”) shall commence on the Effective Date and continue for a period of one (1) year. Upon the execution of this Agreement, the County shall cause the disbursement of the proceeds of a grant to Recipient in the amount of \$ _____ (the “Grant”). Payment shall be made by check payable to the order of the Recipient.

3. **Grant Requirements.** Recipient agrees that it shall utilize the Grant solely for the payment of Qualifying Expenses in connection with the “brick and mortar” location of the Business as described in the Program Guide.

4. **Representations of Recipient.** In connection with the Grant, Recipient represents and warrants that:

(a) the Business is a small business that employs less than twelve (12) full-time employees or the equivalent weekly hours of twelve (12) full-time employees;

(b) the Business has a physical “brick and mortar” location within the County that is other than the primary residence of the owner of the Business;

(c) the Business has been deemed “non-essential” pursuant to Executive Order No. 10 issued by the Governor of the State of Illinois on March 20, 2020, and as extended on April 1, 2020, or is a restaurant that is now limited by such Executive Order to serving food for consumption off-premises;

(d) the Qualifying Expenses are not otherwise covered by proceeds received from a Paycheck Protection Program loan or other sources of State or Federal funding made available for COVID-19 relief during the eight (8) week “covered period” described in the Paycheck Protection Program rules and regulations;

(e) the Grant is necessary for the payment of Qualifying Expenses and that, absent the Grant, Recipient would be unable to make such payments;

(f) following the execution of this Agreement, Recipient will keep the Business open for a continuous period of at least one (1) year; and

(g) the Business shall provide such information as may be requested by the County to document compliance with the requirements set forth in the attached Program Guide and the terms of this Agreement.

5. Breach of Grant Requirements; Recapture. In the event of Recipient’s breach of this Agreement or of any of the representations and warranties of Recipient made herein, Recipient agrees to pay the County, within thirty (30) days of demand, the sum equal to 1/12th of the Grant amount multiplied by the total number of months (including partial months) remaining on the Term (the “Recapture Payment”). The Recipient shall also pay to the County within thirty (30) days of demand the amount of all expenses paid or incurred by the County, including reasonable attorneys’ fees and court costs, in pursuit of the Recapture Payment. The provisions of this section shall survive the termination of this Agreement and the payment of the Recapture Payment.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

JO DAVIESS COUNTY

By: _____
Its: _____

RECIPIENT:

By: _____
Its: _____