

**Benton Economic Partnership
CARES Business Assistance Grant Application**



Section 1 - Applicant Information

Business Legal Name

Business Operating Name/DBA

Business Street Address

City

State

ZIP Code

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Business Phone Number

Business Email Address

<input type="text"/>	<input type="text"/>
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Business Website

Section 2 - Person Completing Application

First Name

Last Name

<input type="text"/>	<input type="text"/>
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Title (Owner, CEO, General Manager)

Address

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City

State

ZIP Code

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Contact Phone Number

Contact Email Address

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Section 3 - Minimum Grant Requirements

Form tip:
Click on box to add a check mark; click again to remove it

1. Is the applicant a for-profit business?

Yes	
No (non-profit organizations are ineligible)	

2. Is the business an adult-oriented business or a business whose primary trade is in gambling, tobacco or tobacco-related product sales?

Yes (business is not eligible for funding)	
No	

3. Has the business been in operation since at least September 1, 2019

Yes	
No (business is not eligible for funding)	

4. Is your business located in Benton County?

Yes	
No (ineligible for funding)	

5. Does the business employ 50 or fewer people?

Yes	
No (more than 50 employees not eligible)	



6. Is your business registered with the Minnesota Secretary of State?

Yes	
No (must be registered to be eligible, except some types of business structures such as sole proprietors may not be registered and may still qualify for CARES grant funding; if your business is not registered, describe below the legal structure of your business)	

Business Structure

7. If your business is a "chain" or franchise, is it locally owned?

Yes	
No (nationally-owned chains not eligible)	

8. Is your business current on property taxes owed to Benton County for taxes payable before May 2020 (first half payable 2020 taxes)?

Yes	
No (ineligible if owing late property taxes)	

Section 4. Business Information

Own or lease business location?

Own	
Lease	

Provide a copy of lease, mortgage statement or property tax statement showing site control with Benton County



Business description (briefly describe your business, its products, customers, number of locations and its history)

Year your business began operating in Benton County

Section 5 - COVID-19 Impact

Was your business ordered closed or had to significantly reduce operations by Executive Order from the Minnesota Governor?

Yes	
No	

What is the current operating status of your business?

Open for business and/or operating online	
Open for business but with reduced hours	
Reduced operations and/or operating online	
Closed but still operating onsite, online or remotely	
Closed but products and/or services have been re-deployed to assist with the public health emergency	
Completely closed	



Other (please explain current status if none of the above apply)	
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Briefly explain how your business has been affected by the COVID-19 pandemic and/or related Executive Orders from the Governor.

What are your plans to re-open and/or resume operations following the COVID-19 crisis?

Grant amount requested:

Please tell us how you plan to use your CARES grant, if awarded:

Rent or business mortgage payments

Utilities (natural gas, electricity, water, telephone, internet/cable, waste collection, recycling, security system, etc.)

Insurance

Suppliers/Vendors



Other Expenses (Specify below)

Total Planned Uses (must match your request)

What other emergency federal, state or local grants or loans have you received due to the COVID-19 pandemic? List below a description, how it was used and the dollar amounts of each loan or grant.

Loan or Grant Program Name/How Used	Amount

Section 6 – Required Documentation

In order to consider your application for grant funding, the Benton Economic Partnership must receive the following with a completed application:

1. Evidence that you own or lease the space where your business is located. Acceptable forms of proof include a copy of your lease, a mortgage statement, a property tax statement or other official document showing proof of occupancy within Benton County.
2. Most recent federal income tax return for your business.
3. An income statement or profit/loss statement for the periods of January 1, 2019 through June 30, 2019, and January 1, 2020 through June 30, 2020 (must be shown as separate periods for comparison purposes).
4. A completed and signed W-9 form.



5. Evidence to support eligible expenses. This may include utility statements, mortgage or lease schedules, payroll reports, accounts payable records and other accounting records to validate your business expenses.

Section 7 – Acknowledgments and Signature

By signing this application, the applicant acknowledges the following:

1. Grant funds will be used to cover extraordinary business expenses or business income losses directly related to the COVID-19 public health emergency and related State of Minnesota Executive Orders.
2. Grant funds will not be used to pay rent, mortgages, payroll costs or other cost when such costs were reimbursed by federal Paycheck Protection Program loan funds.
3. Grant funds will not duplicate funding received from a City or Township.
4. Benton County retains final and sole authority to approve or deny applications for grant funds, based on the recommendation of the Benton Economic Partnership.
5. Grant recipient will allow an inspection and copying of business records reasonably required by the Benton Economic Partnership and Benton County to satisfy any subrecipient monitoring requirements.
6. Data Privacy Notice Benton County is subject to Minnesota Statutes Chapter 13, commonly known as the Data Practices Act. When businesses apply for a grant from the County, financial information about the business, including credit reports, financial statements, net worth calculations, business plans, income and expense projections, balance sheets, customer lists, income tax returns and design, market, and feasibility studies not paid for with public funds are all private data. However, once the business receives a grant from the County, certain information provided by the applicant will be public data, except the following data will remain private: business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market, and feasibility studies not paid for with public funds.
7. Tennessee Warning Notice Pursuant to Minnesota Statutes §13.04, Subd.2, this data is being requested from you to determine if you are eligible for grant assistance from Benton County. You are not required to provide the requested information, but your failure to do so may result in our inability to determine your eligibility for assistance. The data you provide that is classified as private or non-public will only be reviewed by the Benton Economic Partnership and Benton County staff who require the information to process your application. Otherwise, your data will not be shared with others without your permission, except as specified in state and federal laws.
8. Grant recipient acknowledges that if any CARES funding is later deemed ineligible during a post-receipt audit, the grant recipient shall be responsible for any costs associated with recovering ineligible CARES funds.



As a duly authorized representative of the Applicant, I hereby certify that the information contained in this application is true, correct and complete as of the date hereof and the Applicant agrees to comply with the term and conditions of the Benton County CARES Business Assistance Grant Program.

Applicant Signature

Date

Section 8 – Application Submittal

Applicants are encouraged to email a completed application and all required supporting documents to bentoneconomicpartnership@gmail.com, or US Mail to:

Benton Economic Partnership
183 Cedar Drive
Foley, MN 56329

Applications must be received or postmarked by September 30, 2020. Late submissions will not be accepted.

Not a member of the Benton Economic Partnership? Please consider joining. For information on the benefits of membership, email us at bentoneconomicpartnership@gmail.com or call 320.968.6197. Visit our website bentonpartnership.org. The Benton Economic Partnership is a 501(c)(3) organization formed in 2016 and brings together businesses, cities, townships, education, non-profits and the county to create a more prosperous Benton County.