



Utah County CARES Small Business Grant Program

Guidelines

The Utah County CARES Small Business Grant Program is offered pursuant to funding received by Utah County through the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Funding will be made available to a limited number of businesses, with 100 employees/FTEs or less that meet specific requirements set by the Utah County COVID-19 Economic Recovery Committee.

The Utah County CARES Small Business Grant Program will provide grants from \$1,000 up to \$20,000, dependent on the number of employees. The applicant business must demonstrate a significant impact as a result of the COVID-19 pandemic to be considered for funding.

Applications will open on August 3, 2020 at 12:00AM and close on August 10, 2020 at 11:59PM. Funds will be disbursed until the funds are exhausted. Due to the anticipated number of submissions and limited funding, applications will be ranked based on predetermined priorities.

Eligibility Requirements

1. Business must have been licensed in Utah County on or before January 1, 2019.
2. Business had 100 full-time equivalent employees or less as of March 1, 2020.
3. Business must be located in Utah County.
4. Business experienced a significant negative impact from the COVID-19 Pandemic
5. Business can provide documentation showing a financial loss of at least a \$5,000 or a 15% loss of profit between March 16 and June 30, 2020.
6. Business must be open, or plan to reopen, as of the date of application submission.
7. Owner must be 18 years or older and have a valid EIN or Social Security Number if a Sole Proprietor.
8. Business must be able to spend the entire grant award by December 31, 2020.
9. Business owners must have the ability to document and report on use of funds.

Terms

Funds are provided as a grant. Repayment is only required if the grant agreement is violated or the County determines a duplication of benefits has occurred. Grants will be awarded based on the number of employees as of March 1, 2020, as outlined below, with a minimum award of \$1,000.

Up to \$10,000 for Sole Proprietor or 1-10 Fulltime Employees or FTEs

Up to \$15,000 for 11-25 Fulltime Employees or FTEs

Up to \$20,000 for 26-100 Fulltime Employees or FTEs

Program Service Area

Businesses must be located in Utah County to be eligible for funding.

Duplication of Benefits

Businesses may not receive federally-subsidized disaster assistance that duplicates any part of their disaster loss covered by insurance or another source, such as the Small Business Administration (SBA) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance). Applicants for the Utah County CARES Small Business Grant Program must disclose any funds applied for or received from these sources or other federal and state assistance programs. It is the County's sole discretion to determine if funds received from any of these sources constitutes a duplication of benefits. If a duplication of benefits determination is made after the County funds have been disbursed, the amount of funds that were determined to be duplicative must be repaid to the County.

Eligible Use of Funds

Grant money may be used to pay for operating expenses related to COVID-19:

- Payroll
- Rent or Mortgage
- Utilities
- Insurance
- Inventory

Grant money may also be used for additional COVID-related expenses Including:

- Expenses related to business premises modifications to promote social distancing.
- Expenses related to continuing business operations from home or online.
- Expenses related to business premises modifications to protect employees or customers, such as barriers, distancing signs, hand sanitization centers, etc.
- Expenses related to protective gear and sanitization such as masks, hand sanitizer, and disinfectant, including increased costs for utilizing these items.
- Other expenses that are business-related and would not have been necessary if not for the COVID-19 pandemic.

Required Documentation

The following documents are required for each application:

- Business Federal Tax Returns:
 - 2019 Business Federal Tax Returns or 2019 1040 with Schedule C for self-employed/sole proprietor **OR** if 2019 tax return is not yet filed, 2018 Business Federal Tax Returns or 2018 1040 with Schedule C.

for self-employed/sole proprietor • 1st and 2nd Quarters of 2019 Profit and Loss Statement

- 1st and 2nd Quarters of 2020 Profit and Loss Statement
- Copy of Driver's Licenses of all owners
- Copy of Business License

Prioritization

It is anticipated that there will be more funding requests than money available for the Utah County CARES Small Business Grant Program. The County will review and rank applications to prioritize disbursement of the funds. The applications will be ranked according to the following priorities:

1. Businesses that applied but did not receive funding from the Small Business Administration and/or the Governor's Office of Economic Development loan programs.
2. Businesses that were unable to practice safe social distancing and needed to close, in accordance with state and local guidance (e.g. personal services, gyms, spas, etc.) or businesses that voluntarily closed or partially closed to promote social distancing measures, in accordance with state and local guidance.
3. Businesses with an average monthly revenue/income loss greater than 50% due to COVID-19.
4. Businesses that have been open for at least two years.
5. Businesses that did not receive any other federally-subsidized disaster assistance such as the Small Business Administration (SBA) programs (PPP and EIDL), the Federal Emergency Management Agency (FEMA), and state programs (Commercial Rental Assistance).

* These prioritizations are not mandatory. Businesses that do not meet all of the priorities are still eligible to receive a grant award.

Technical Assistance

Businesses needing technical assistance with the Utah County CARES Small Business Grant Program can call (801) 229-3678 or email grants@mountainland.org