

MontcoStrong Small Business Grant Program

Program Guidelines – April 2020

Purpose

To provide small businesses in Montgomery County with financial support as relief due to disruptions caused by the COVID-19 global pandemic.

County COVID-19 Business Grant Funding

Montgomery County has made available \$1,000,000 in funds for the initial round of grant applications. If there are additional funds available, further application rounds may be opened. Grant applications for the initial round of funding will be formally accepted beginning **Wednesday, April 8th, 2020 at 11am**. Applications will be accepted until all grant funds are awarded and/or the number of applications received significantly surpasses all available grant funds to be awarded in an application round. If additional funding is available, applicants will need to reapply for consideration.

Grant Awards and Allowable Costs

Eligible Applicants may apply for up to \$25,000; grant funding may be used for the following costs:

- Rent/Mortgage Payments due from March 23, 2020 through July 31, 2020.
- Payroll expenses from March 23, 2020 through July 31, 2020 – no more than 15% of eligible payroll costs can be used to pay any owner with more than 5% ownership of the applicant entity.
- Utility costs due from March 23, 2020 through July 31, 2020. Utilities must be directly tied to the business operations and/or physical location.
- Debt service payments such as credit cards and loans in the businesses name (no more than \$5,000 of total allowable costs) from March 23, 2020 through July 31, 2020

Grant proceeds cannot be used for the following costs:

- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise (other than for eligible payroll expenses, as described above).
- To finance a business, project, or location primarily located outside the geographic boundaries of Montgomery County, Pennsylvania.
- Any business activities not otherwise specified as allowable costs per the grant agreement.

Eligibility

Applicants must meet the following criteria to be eligible to apply:

- Be a for-profit business with a physical location in Montgomery County, Pennsylvania that was in operation on or before March 23rd, 2020 and can be identified as a business impacted by economic disruptions caused by the COVID-19 global pandemic and/or is a business that has closed as a result of the Governor of the Commonwealth of Pennsylvania order relating to “non-life sustaining business” effective March 23rd, 2020.
- Employed no more than fifty (50) individuals total (including all full time and all part-time staff) as of March 23rd, 2020 and currently employ no more than fifty (50) individuals total (including all full time and all part-time staff). Priority consideration for funding will be given to those businesses that certify they are continuing to pay employees even while closed or significantly disrupted by the COVID-19 global pandemic.
- Must be an incorporated business in and/or registered with the Commonwealth of Pennsylvania.
- 501c3, 501c4, and 501c6 entities are not eligible.

Application Process

To apply, businesses will be required to complete an online application – the online application and other program information can be found here <https://www.montcopa.org/MontcoStrongSBGP>.

Applicants will be requested and/or required to provide the following information:

- Amount of funds requested and requested use of funds.
- Physical location, address, and business contact information.
- Narrative describing the disruption the COVID-19 global pandemic has caused for your businesses (1000 words maximum).
- Description of business operations (including type of business, number of employees as of March 23 and currently, current status of operations, typical expenditures, ownership composition, financial status).
- Whether any employees have been terminated or furloughed as a direct result of COVID-19.
- Grant budget and detailed supporting expenditure documentation.
- W-9 form.
- Most recently signed and filed business federal tax return.
- Accountant prepared financials (if available).

Grant applications also requires acknowledgements and certifications in order to be considered a completed application for submission and review.

Award of Grant and Grant Contracting

Completed applications will be reviewed on a rolling basis and will be awarded based on satisfaction of eligibility criteria and demonstrated need in the grant application. Applicants awarded grant funding will be required to sign a grant contract that reflects the grant budget and documentation provided as part of the application process. Upon execution of the contract, efforts will be made to disburse funds within approximately 7-10 business days. Grant administration, grant contracting, and fund disbursement will be done by the Redevelopment Authority of Montgomery County.

Additionally, at least one individual or entity having ownership in the business will be required to sign an affidavit at the time of grant contract execution requiring that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, the affidavit will acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in prosecution. Additional individuals may be required to sign as well depending on the ownership structure of the business and the determination of the program administration entity.

Grantees will be required to report on the use of funds as stipulated in their grant contract.

Additional Information

Submission of a grant application is not a guarantee of funding. Businesses, residents, and organizations in need support and guidance of can find additional resources and information as follows:

- For information on COVID-19 and Montgomery County's response to the global pandemic, visit www.montcopa.org/COVID-19.
- For information on Federal Government resources to help businesses address the COVID-19 global pandemic, visit <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>.
- For information on the Commonwealth of Pennsylvania's response to the global pandemic, visit <https://www.pa.gov/guides/responding-to-covid-19/>.