



## ***2021 Aitkin County COVID-19 Business Relief Payments Application***

Aitkin County has received funds through the State of Minnesota for the purpose of providing business relief grants to businesses and nonprofit organizations negatively affected by COVID-19 related Executive Orders.

Grants must be used by eligible businesses and nonprofit organizations for operations expenses incurred during the COVID-19 pandemic. Examples of eligible expenses include:

- Property Taxes
- Fees for Liquor, Food, Beverage, and Lodging
- Insurance Costs
- Legal Fees
- Payroll
- Rent
- Utilities
- Repairs to existing building & equipment

The following State criteria must be met for eligibility:

- The business or nonprofit must have a physical establishment in Aitkin County
- No current tax liens with the Secretary of State
- Have been impacted by a COVID-19 related Executive Order

A Business must be current on their property taxes as of March 31, 2020 or any other obligations to Aitkin County.

A Business must submit a full application with signatures and complete the attached W-9 Form. Submittal of a completed application does not guarantee funding.

A Business owner agrees that by signing and submitting the Aitkin County COVID-19 Business Relief Payments application they will be subject to a random audit by Aitkin County for accuracy in information requested. They also agree to provide additional documentation that may be requested by Aitkin County or their representative to determine eligibility and award amount or to complete an audit of funds awarded. If it is determined that false or misleading information is provided on the Aitkin County COVID-19 Business Relief Payments application, the Business will be required to repay Aitkin County the entire grant amount.

Maximum Grant amount is \$10,000.00 based upon need and funds available.

**Grants will be awarded based on eligibility, need, and prioritized as follows:**

1. Bars, restaurants, and lodging
2. Other businesses meeting eligibility criteria
3. Nonprofit organizations that earn revenue in a similar manner to businesses such as through entry fees or pay for service

Applications will be made available on January 28, 2021. Applications will be reviewed on February 12, 2021. Applications received after 4:30 p.m. on February 11, 2021 may be considered if funds remain after first review. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

Ineligible businesses and nonprofits include:

Agriculture crop and livestock operations; corporate/multi-state chains (except those owned by local franchisee); businesses in default conditions prior to March 31, 2020; businesses with IRS debt prior to March 31, 2020; finance, insurance and real estate businesses; banks; financial advisors; property rentals or property management; billboards; retail/off-sale only liquor stores; lobbyist; government entities; home-based businesses; and businesses that earn a majority of their income from online transactions. Aitkin County reserves the right to determine other businesses and nonprofits as ineligible.

Grant applications will be available on the Aitkin County website and by request and may be submitted by mail to Aitkin County Government Center, ATTN: Jessica Seibert, 307 2<sup>nd</sup> Street NW #310, Aitkin, MN 56431 or delivered to the Aitkin County Government Center Administration Office.

For any questions or clarifications, please contact Jessica Seibert at 218-927-7276 or [jessica.seibert@co.aitkin.mn.us](mailto:jessica.seibert@co.aitkin.mn.us)

Aitkin County reserves the right to reject or modify any application or portions thereof it feels does not meet the guidelines or application process requirements. Businesses may be prioritized based on need.

**Aitkin County COVID-19 Business Relief Payments Application**

**APPLICANT INFORMATION**

1. Legal Name of Business/DBA (if different): \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Business Phone #: \_\_\_\_\_
4. Best Daytime Phone #: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Name of Person responsible for this application and information provided: \_\_\_\_\_
7. Federal Tax ID# or SSN#: \_\_\_\_\_
8. State of MN Business Tax ID#: \_\_\_\_\_
9. NAICS Code: \_\_\_\_\_
10. Number of current Full Time or Full Time equivalent employees: \_\_\_\_\_
11. Number of current Part Time employees: \_\_\_\_\_
12. Month/Year you took ownership of business: \_\_\_\_\_
13. Is your business located in Aitkin County?  Yes  No
14. Is your business property classified as commercial?  Yes  No Parcel ID #: \_\_\_\_\_
15. Is your business still active?  Yes  No
16. Do you certify that you will continue to own and operate this business through December 31, 2021?  
 Yes  No
17. Is your business open year-round to the public?  Yes  No  
If no, list regular annual dates of operation: \_\_\_\_\_
18. Has your business been impacted by an Executive Order related to COVID-19?  Yes  No
19. Do you have any liens with the MN Secretary of State?  Yes  No
20. Were business property taxes paid in full as of March 31, 2020?  Yes  No
21. Is this business your primary source of household income?  Yes  No
22. Have you been notified by the Department of Revenue that you will be receiving funds?  Yes  No

23. Please list the dates & amounts received of any other COVID-related relief funds including, but not limited to, Paycheck Protection Program, DEED programs, or Aitkin County Business Cares funds, etc. **Note: Receipt of prior funding does not automatically exclude you from this application.**

<u>Program</u>	<u>Date Received</u>	<u>Amount Received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ASSISTANCE REQUEST**

24. Amount of grant request (not to exceed \$10,000): \_\_\_\_\_

25. Please describe how COVID-19 Executive Orders have negatively impacted your business. Please be thorough in your response as this information will play an important role in the distribution of funds (500 words or less).

26. How will these grant funds be used and what impact will they have on the future of your business?

**SUPPORTING DOCUMENTS ATTACHED**

- W-9 Form
- Signed Authorization for Release of Information and Acknowledgments

## **2021 Aitkin County COVID-19 Business Relief Grant Program**

### **AUTHORIZATION FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS**

**1.** The Applicant shall hold Aitkin County, MN, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the 2021 Aitkin County COVID-19 Business Relief Grant Program or its Application (Grant Application), including but not limited to, any legal or actual violations of any State or Federal laws.

**2.** The Applicant recognizes and agrees that Aitkin County retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.

**3.** The Applicant acknowledges that they have read the 2021 Aitkin County COVID-19 Business Relief Grant Program eligibility requirements and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses. Applicant is exclusively responsible for the lawful use of any funds awarded under the 2021 Aitkin County COVID-19 Business Relief Grant Program.

**4.** The Applicant acknowledges that they understand data submitted in relation to this application will become government data and is subject to federal and state data laws. Some of the data may be considered private or nonpublic prior to the award of financial assistance, while some limited data may be considered private or nonpublic even following the award. The County will not publicize your business plans, customer lists, income tax returns, design / market / feasibility studies, income and expense reports, or any other data classified as private or nonpublic under Minn. Stat. §13.591. Application data submitted by organizations that are not selected for grant funding will only be released upon request and as required by Minn. Stat. Chapter 13 or other applicable state/federal law. Application or evaluation data may also be shared with any entity that has a legal right to the data under Minnesota or federal law, including under court order. You can refuse to supply any or all of the requested information, which you are not legally required to provide.

**5.** A recipient found to have misrepresented themselves or their business is responsible for repaying funds to the Aitkin County.

**6.** Additional acknowledgements.

I acknowledge that Aitkin County retains final authority to determine if a business or nonprofit is eligible for funding, whether to approve a grant and the final grant amount. Aitkin County reserves the right to reduce grant award amounts if the total requests exceed available funding.

I acknowledge that Aitkin County has the right to verify any information contained in this application. Additional information and documentation may be requested at a later date. Failure to provide the information required may result in ineligibility for grant program or repayment of the funds. I agree to provide Aitkin County any documentation needed to complete an audit of funds awarded. Should Aitkin County be audited and it is found that the business payment is not allowable under federal or state guidelines, such business shall repay the funds to Aitkin County within three months of notification.

I acknowledge that Aitkin County will issue grant recipients an IRS Form 1099 and that these grant funds are taxable.

**7. Financial Assistance Certification:** I hereby certify that the 2021 Aitkin County COVID-19 Business Relief Grant Program is necessary and due to adverse effects related to an Executive Order issued by the State of Minnesota in response to the COVID-19 Pandemic.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- The business is located within the political boundaries of Aitkin County;
- There are no outstanding tax liens with the Office of the Minnesota Secretary of State;
- All proceeds from the grant will be used for eligible business expenses under the 2021 Aitkin County COVID-19 Business Relief Grant Program;
- Applicant shall be bound by all terms and provisions of the 2021 Aitkin County COVID-19 Business Relief Grant Program
- Applicant will provide a Department of Revenue Form Rev185b if required for verification of Department of Revenue grants only.

Applicant Signature:

Date:

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