

CITY OF SHELTON SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

Overview:

The federal Coronavirus Aid, Relief and Economic Security (CARES) Act provides grants for small business that have been affected by COVID-19, on a pass-through, reimbursement basis via local governments.

The City of Shelton has committed \$40,000 of its CARES Act funds to help small businesses. The City has contracted with the Economic Development Council of Mason County (“EDCMC”) (a Mason County Washington based non-profit organization), to operate the grant program and select grant recipients from the pool of eligible applicants.

The EDCMC will review all applications and score the ones that meet the basic criteria established by the Washington State Department of Commerce. Successful applicants will each receive a grant award of twenty-five hundred dollars (\$2,500).

FAQs

Who is eligible to apply for these grants?

Applicants must:

- Have been officially in business and licensed with the State of Washington at least since January 1, 2020;
- Be legal businesses under local, state, and federal law;
- Have a physical location in the City of Shelton;
- Have 20 or fewer employees, including the owner, prior to March 17, 2020;
- Be able to demonstrate economic losses due to the COVID-19 pandemic/shut down order;
- Be sole proprietorships, partnerships, LLCs, S-Corps, and contractors. Non-profits (any 501 organization) are also eligible for a portion of these funds.

Can I apply if I own multiple businesses?

Yes. However, only one business per owner has the potential of being selected.

How much are these grants for?

The total grant allotment through the City of Shelton grant program is \$40,000. Individual awards will be made to selected qualifying businesses for an award of \$2,500.00 per business. Businesses will need to be able to provide a proof of expenses for the specific amount of funding they are requesting that falls under the eligible uses for the grant.

What can I use a grant for?

Eligible uses include operating expenses, rent, marketing, supplies, utility bills, inventory, consulting/training.

Ineligible uses include: payroll and capital expenses (e.g. computer equipment, machinery, office equipment, vehicles, and software.)

What do I need in order to apply?

If you meet all qualifying criteria, you will need to answer all questions on the application through the application portal when it opens and submit all required documentation including:

- A copy of your eligible expense records
- A copy of your eligible expense payments

All financial statements must be complete, accurate, and easily comprehensible. Any documentation that does not meet these criteria will not be considered.

When can I apply:

The application will be *online only through the portal* once it opens. *No applications submitted by email will be accepted.*

The application portal will open to applicants starting at **9:00 AM PST on October 12, 2020.**

The **final deadline is 5:00 PM PST October 30th** at which time the application portal will be closed.

If there is money still available after all eligible applications have been reviewed and grant funds awarded, the EDCMC will reopen the application portal upon announcement to the public.

How are funding decisions made?

Applications will be reviewed after the deadline to ensure applications are complete and applicant businesses are eligible.

All eligible and complete applications will be reviewed and scored by two members of the five-member review panel with a focus distributing the funding across the entire city. The top 16 applications will be awarded a grant based on factors such as job retention, local ownership, and broad community benefit.

When will funding decisions be announced?

Funding decisions will be announced as soon as possible. Due to the anticipated volume of applications, decisions may not be announced until November 6, 2020. We anticipate awarding all funding to eligible applicants by November 6, 2020.

Due to the anticipated volume of applications, the EDCMC is asking applicants not to contact them via email regarding the status of their application. Everyone will be notified regarding the outcomes.

How will I receive the funding if I am awarded?

Awardees will be notified and award checks will be issued by Economic Development Council of Mason County once all expense reports and verification have been submitted.

What if I need help with or have questions about the application process?

Please send any questions you may have to karin@choosemason.com.

Where is the application?

The online application will be available through the portal once it opens at 9 AM on October 12, 2020. Until then, applicants are encouraged to review the application questions listed in the FAQs and prepare their financial reports (balance sheets and profit and loss statements).

