



Reopen Safe, Reopen Strong Business Grant

GRANT PROGRAM OVERVIEW:

The City of Fort Morgan is launching a grant program to assist our local business community as they begin to reopen their doors under new guidelines and regulations. The grant program is intended to assist our businesses that have been negatively impacted by the COVID-19 Pandemic. Funds for the grant are being provided by the Coronavirus Relief Fund as part of the CARES Act.

The Reopen Safe, Reopen Strong Business Grant provides five different categories of grant funds; applicants may apply for more than one category.

GRANT CATEGORIES:

Loan Pay Off

Businesses that took out a loan in response to the COVID-19 Pandemic to meet operational expenses can qualify to have their loan paid off in full, with a maximum grant award of \$10,000. Qualifying loans must be from federally insured depository institutions, federally insured credit unions, and/or farm credit system institutions. Loans must have been underwritten between March 1, 2020- June 30, 2020. Applicants will be required to include proper documentation regarding loan terms, history of payments (if applicable), lender information, and pay off amount at the time the application is submitted. Applicants seeking grant funds must also provide documentation that demonstrates financial hardship that led to taking out a loan; **see section 3.**

PPE Purchase

Businesses in need of personal protective equipment (PPE) for their employees and patrons can qualify for a reimbursement grant of up to \$2,000. Grant funds can reimburse previous PPE purchases dating back to March 1, 2020, or be used for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for PPE purchases must include receipts at the time the application is submitted. Applicants seeking grant funds for future PPE purchases must provide an outline of qualifying expenditures; **see section 4.**

Example of qualifying PPE includes (list is not all inclusive)

- Gloves
- Medical Masks
- Respirators (N95, FFP2 standard, or equivalent)
- Eye protection
- Gowns/Aprons

Indoor and Outdoor Infrastructure Modifications

Businesses that have to do modifications to their commercial property in order to meet Public Health Order guidelines related to COVID-19 can qualify for a maximum grant award of \$10,000. Qualifying expenses include modification to interior/exterior seating and/or social distancing measures (i.e.- expansion of outdoor seating, lobby area, etc.). Grant funds can reimburse modifications completed back to March 1, 2020 or for proposed modifications that will be completed by December 1, 2020. Applicants seeking reimbursement for indoor and/or outdoor modifications must



include receipts at the time the application is submitted. Applicants seeking to do future indoor and/or outdoor modifications must provide an outline of their proposed plans; **see section 5**. Applicants are responsible for contacting the planning & zoning, and building department for applicable permits and inspections. Funds will not be granted should the applicant fail to meet City codes and requirements.

Operational Expenses

Businesses in need of working capital can apply for a maximum grant award of \$10,000. Qualifying expenses include lease/mortgage payments, utility expenses, employee payroll, inventory, marketing, liquor license fees (City/State fees only; yearly license renewal fees not eligible) etc. Grant funds can reimburse previous expenses back to March 1, 2020, or for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for operational expenses must include receipts at the time the application is submitted. Applicants seeking grant funds for future operational expenses must provide an outline of qualifying expenditures; **see section 6**.

At-Home Business Interruption

Businesses considered Home Occupations and Home Businesses per City Municipal Code, Section 20-5-10, can apply for a grant award of up to \$3,000. Home Occupations and Home Businesses are defined as a business that is operated from the home or residence of an individual. Home Occupations and Home Businesses must be registered through the Colorado Secretary of State and be in good standing. Applicant must also demonstrate that business is conducted from the home regularly and type of business. Qualifying expenses include employee payroll, business related expenditures (i.e.- internet, computer software, insurance, etc.) inventory, marketing, and PPE (depending on type of business). Grant funds can reimburse previous expenses back to March 1, 2020, or for future expenses and be reimbursed at the time of the expense through December 1, 2020. Applicants seeking reimbursement for At-Home Business expenses must include receipts at the time the application is submitted. Applicants seeking grant funds for future At-Home Business expenses must provide an outline of qualifying expenditures; **see section 7**.



ELIGIBILITY REQUIREMENTS:

Eligible businesses must meet ALL requirements below-

- ✓ Must be located within the City of Fort Morgan limits (businesses located within the unincorporated boundaries of Morgan County must apply for the Morgan County business grant program; [click here](#) for information)
- ✓ Employ 100 or less
- ✓ For-Profit
- ✓ Business has been in operation prior to March 1, 2020
- ✓ Business has been forced to temporarily close or modify/limit operations due to the Public Health Orders related to COVID-19

Prohibited Use of Funds-

- ✗ Grant funds may not be used to pay Morgan County Real Property taxes
- ✗ Grant funds may not be used to pay City of Fort Morgan and/or State of Colorado Sales Tax
- ✗ Wages to any member of the owner's family who is not a bona fide employee
- ✗ Salary to the owner that exceeds the average amount paid on a weekly or monthly basis in a similar period
- ✗ Any expense not considered an eligible business expense by IRS rules

Ineligible Businesses Include-

- ✗ Businesses that continued to operate without restrictions during COVID-19 Pandemic (i.e.- essential businesses)
- ✗ Non-Profits
- ✗ Marijuana (medical and recreational)
- ✗ Liquor Stores
- ✗ Publicly traded businesses
- ✗ Corporately owned national chains (unless you are an individually owned franchise operator residing in Colorado and can demonstrate lack of franchisor support)
- ✗ Businesses employing more than 100 employees prior to COVID-19 or currently

APPLICATION PROCESS:

The application process for the City of Fort Morgan: Reopen Safe, Reopen Strong Business Grant will open July 22, 2020. The application process is designed to be quick and simple in order to facilitate a quick turn-around in reviewing, notifying, and disbursing grant funds. Applications will only be accepted via email to sarah.crosthwaite@cityoffortmorgan.com no later than midnight on August 7, 2020. Applications will NOT be accepted via postal or in person. Only complete applications will be accepted so please read the application rules thoroughly and complete all required sections.

Applications will be reviewed by the City of Fort Morgan Economic Development Department, City Manager's Office, City Clerk's Office, and Finance Department. Awards will depend upon the number of applicants, availability of funds, and demonstrated need. Applications will NOT be weighted on a first come, first serve basis. Once all applications are reviewed, all applicants will be notified on August 14, 2020 of their award status. Grant funds will begin to be disbursed via check on August 17, 2020 to those seeking reimbursement for current expenses. Applicants seeking reimbursement for future expenses will need to submit all required documentation in order to have their funds released. Funds will be



earmarked for applicants seeking future reimbursement. All checks will be mailed to the address provided on the application. Please ensure this information is correct so as to avoid any delays in receiving your grant award.

All applicants who receive grant funds must follow the grant rules and submit required documentation. Failure to submit proper documentation by established deadlines will result in disqualification from applying for future City grants and any funds earmarked will be released back into the grant pool for other applicants. Should unforeseen circumstances come up please contact our Economic Development Department at 970-542-3924.

Recipients of the grant will be given a window decal to display at your business. Decals can be removed after October 31, 2020.

Should there be remaining funds after the first round, the City will reevaluate the program and begin accepting applications. Please check out our [COVID-19 Business Resource webpage](#) to stay up to date on the status of the grant program.

REQUIRED DOCUMENTATION:

All applicants must include in their application submittal-

- ✓ Completed and signed W-9 form

All required documents must be submitted together via email to sarah.crosthwaite@cityoffortmorgan.com. Incomplete or partial application submittals will NOT be accepted.



SECTION 1: CONTACT INFORMATION

NAME

PHONE

EMAIL

SECTION 2: BUSINESS INFORMATION

BUS. NAME

ADDRESS

BUS. TYPE (SALON, BAR, AUTO SHOP)

2018 AVERAGE ANNUAL INCOME

2019 AVERAGE ANNUAL INCOME

ESTIMATED INCOME LOSS FROM MARCH 1, 2020 – JUNE 30, 2020

OF EMPLOYEES (PT/FT) PRIOR TO COVID-19

OF EMPLOYEES (PT/FT) CURRENTLY

When did your business open (*Business must have been open prior to March 1, 2020*)

List any assistance you received in response to COVID-19 including service provider, dates and dollar amounts (if applicable). Please provide detailed information as it will assist in determining need and grant award. Incomplete, partial, or minimal information will not be accepted.

Ex. I received consultation services from SBDC on April 10, 2020. I applied for the City of Fort Morgan Business Recovery grant on April 22, 2020 and received funds on May 4, 2020 for the amount of \$2,000. I applied for the PPP on May 10, 2020 and received funds on June 1, 2020 for the amount of \$5,000.



SECTION 3: LOAN PAYOFF

ARE YOU APPLYING FOR THE LOAN PAYOFF GRANT? *CIRCLE ONE*

YES complete section 3

NO proceed to section 4

Provide in detail reason for taking out loan by explaining financial impact due to COVID-19; documentation to substantiate impact is required and must reflect timeframe that loan application was submitted and funds received.

Date of Loan Underwriting

(must be between March 1, 2020- June 30, 2020)

Loan Amount

Loan Type *(i.e.- line of credit, signature loan, PPP, EIDL)*

Is your loan eligible for forgiveness? Yes/No; explain.

Name of Lender or Financial Institution

Address

Name of Bank Representative (if applicable)

Phone

The Loan Payoff Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- Loan term/contract
- History of payments, if applicable (i.e.- bank statement)
- 15 and 30 day pay off amount
- Documentation substantiating financial impact (i.e.- income/profit loss reports, employee layoff letters, outstanding/delinquent payments)



SECTION 4: PPE PURCHASE

ARE YOU APPLYING FOR THE PPE PURCHASE GRANT? *CIRCLE ONE*

YES *complete section 4*

NO *proceed to section 5*

Reimbursement for previously purchased PPE? If yes, please list previously purchased PPE that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list PPE purchases that have already been claimed in other grant and/or loan applications (i.e.- City of Fort Morgan Business Recovery Grant or PPP Loan).

Requesting funds for future PPE expenses? Please list expenses including dollar amount. Qualifying expenses will be covered up to December 1, 2020.

The PPE Purchase Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- Receipts (if requesting reimbursement)



SECTION 5: INDOOR AND OUTDOOR MODIFICATION

ARE YOU APPLYING FOR THE INDOOR AND OUTDOOR MODIFICATION GRANT? *CIRCLE ONE* **YES** *complete section 5*
NO *proceed to section 6*

Reimbursement for modifications already completed? Was your modification indoor, outdoor, or both? Date modification began and completed? Please provide in detail existing indoor and/or outdoor modifications that have been completed to meet Public Health Orders guidelines related to COVID-19. Include materials, furniture, labor (other than the applicant), and any other expenses incurred to complete the modification.

Requesting funds for future modifications? Will the modifications be indoor, outdoor, or both? Proposed completion date (must be completed by December 1, 2020)? Please describe in detail your plans. Include projected costs for materials, furniture, labor (other than the applicant), and any other expenses that will be incurred.

The Indoor and Outdoor Modification Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- If applicable, Copy of Revocable Right of Way permit (permit must be submitted to the City Clerk's Office before applying for the grant) [click here](#) for permit application
- Receipts (if requesting reimbursement)

Applicant is responsible in contacting the planning and zoning and building department to meet compliance standards. Please keep in mind funds will NOT be granted should the applicant fail to meet City codes and requirements.



SECTION 6: OPERATIONAL GRANT

ARE YOU APPLYING FOR THE OPERATIONAL GRANT? *CIRCLE ONE*

YES *complete section 6*

NO *proceed to section 7*

Reimbursement for previously paid operational expenses? Please list operational businesses expenses that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list operational expenses that have already been claimed in other grant and/or loan applications (i.e.- City of Fort Morgan Business Recovery Grant or PPP Loan).

Requesting funds for future operational expenses? Please list expenses including dollar amount. Qualifying operational expenses will be covered up to December 1, 2020.

The Operational Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- Receipts (if requesting reimbursement)



SECTION 7: AT-HOME BUSINESS INTERRUPTION

ARE YOU APPLYING FOR THE AT-HOME BUSINESS INTERRUPTION GRANT? *CIRCLE ONE*

YES *complete section 7*
NO *proceed to section 8*

Reimbursement for previously paid Home Occupations and Home Businesses expenses? Please list At-Home Business expenses that you are seeking reimbursement from March 1, 2020 until now; include dollar amount. Do not list expenses that have already been claimed in other grant and/or loan applications (i.e.- EIDL or PPP Loan).

Requesting funds for future At-Home Business expenses? Please list expenses including dollar amount. Qualifying expenses will be covered up to December 1, 2020.

The At-Home Business Interruption Grant requires the following documentation to be included in your grant submission. Incomplete submissions will not be accepted.

- Receipts (if requesting reimbursement)
- State of Colorado, Secretary of State Business License



Section 8: Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If my grant application is approved, I understand that I must comply with all applicable rules and submit all necessary documentation within the stated timeframes. Failure to do so will result in forfeiture of grant funds.

Signature_____

Date_____