

# Application for COVID-19 RESPONSE PROGRAM TOWN OF NORTH JUDSON SMALL BUSINESS GRANT

APPLICATIONS ARE DUE BY FRIDAY, SEPTEMBER 18, 2020. Grant amount will be awarded based on demonstrated need. This is not a loan.

#### Eligibility:

Businesses eligible for a North Judson Small Business Grant must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses and code compliance.
- Must have been established and operational within four miles of the Town of North Judson since January 1, 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Eligible uses of funds: payroll (exclusive of owner compensation), utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale.
- Have 100 or fewer full and part time employees.
- Must not be a governmental unit.
- Owners of multiple businesses within the Town are eligible for *each* business that meets these criteria.
- Preference will be given to businesses that have:
  - o demonstrated a commitment to the community;
  - o plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
  - o unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
  - o made all reasonable efforts to keep employees employed during the recovery process.

The Grant program has limited funding, therefore not all grant requests may be approved or approved at the level requested. Applications will be reviewed and kept confidential by the selection committee, which will consist of the five members of the North Judson Redevelopment Commission.

Please email your completed grant application and supporting documents to <a href="mailto:info@townofnorthjudson.com">info@townofnorthjudson.com</a>, or deliver to the North Judson Town Hall at 310 Lane Street. Contact the Clerk-Treasurer's Office at 574-896-3340 with questions.

#### **Review Process:**

- Applications are due by 4:00 p.m.(cst) on Friday, SEPTEMBER 18, 2020 at 310 Lane St., North Judson, IN 46366
- Applications will then be reviewed by a selection committee and applicants will be notified if they have been approved or not approved for grant funding.

## TOWN OF NORTH JUDSON SMALL BUSINESS GRANT

### **Section 1: Business Description**

Business Name:	_
Business Address:Business Owr	ner:
Business Contact:	
Name:	-
Phone:	_
Email:	
EIN Number:	
Is this business Veteran-Owned / Minority-Owned / Women-Owned? (Specify)	
Type of Business/Target Market:	
Number of Full-Time Employees as of March 1, 2020:	
Number of Part-Time Employees as of March 1, 2020:	
Number of Full-Time Employees as of application submission date:	-
Number of Part-Time Employees as of application submission date:	_
Are you the sole proprietor of this business? If so, do you	have paid employees and are they
provided W-2's?	
Explain how your business has been affected by the impact of COVID-19 and how the purpose of the grant program.	your existing needs are consistent with
Do you plan to seek SBA disaster assistance loans, SBA emergency grants, other gloans from a bank?	governmental assistance or traditional

Has this pandemic forced you to shut down completely or for any length of time?

What percentage of your business has been affected by COVID-19?
One of the reporting requirements for this grant is job retainage; if you are awarded grant funds, would it help you retain and/or allow you to call desirable employees back into the workforce?
Have you received any SBA disaster assistance loans, SBA emergency grants, other governmental assistance (i.e. Paycheck Protection Plan) or traditional loans from a bank?
What portion of your revenue comes from your brick and mortar establishment in North Judson vs. external sources?
In what ways has your business reconfigured its business model during the public health emergency?
Do you have any outstanding state or local tax or fee obligations?  Do you have any outstanding liens or legal judgments?  Do you have any unresolved code compliance orders?  Do you have any unresolved financial matters with the Town of North Judson?
Please share other information that you would like selection committee to know about your business:

Section 2: Grant Request Information	
How do you plan to use the grant funding?	
How will these funds help your business move towards stability or sus	tainability?
Please include any formal or informal business plan/mission statemen your business.	t/sustainability & resilience plan associated with
Section 3: Certification Statement	
I certify that the information above is correct to the best of my knowled Grant selection committee to make inquiries as necessary to verify the application. I agree to indemnify and hold harmless the Town of North and volunteers from any and all claims, loss or other liability arising from provides before, during, and after the grant review process. I agree the consistent with my application and with the grant program rules.	e accuracy of the statements made by me in the n Judson, its officers, directors, employees, agent om or related to the services that committee
<b>Notice:</b> The Town of North Judson Small Business Grant selection componentiality of all private client information including proprietary but	
Owner or Authorized Representative Signature	 Date
Section 4: Documentation Check List	
In addition to this application, please submit the following:	

- Copy of driver's license or other form of ID
- \\/\_C
- Sustainability & Resilience Plan (Not a requirement)

If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules.

The Town of North Judson is conducting the following survey to obtain information necessary to this Community Development Block Grant.

		Job Type (i.e. Cashier, Server, Seamstress,	
Business Name	Employee initials (i.e OC)	etc.)	Avg. Yearly Income (i.e. \$12,500 per year)
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Business Name	Employee initials (i.e OC)	Job Type (i.e. Cashier, Server, Seamstress, etc.)	Avg. Annual Income from Position (i.e. \$12,500 per year)
Resturant	ОС	Server	6,000
	АВ	Hostess	12000
	MW	Server	3000
	JH	Owner	50000
Boutique	MJ	Cashier	47000
	KW	Designer	5000
,	JP	Owner	2000
Fitness Center	PI	Owner	36600
	LM	Custodian	13000
Microenterprise	JM (owner)	Owner	45000
	NU	Customer Service Associate	20000
	IJ	Customer Service Associate	16000
	BN	Customer Service Associate	12000
Hair Stylist (Owns a booth in a salon)	NB	Hair Stylist/Owner	40000