

Todd County
Small Business/Non-Profit Grant Program Application

Please read the Todd County Grant Relief Program Guidelines attachment before completing this application.

Business/ Non- Profit Name _____

Business legal structure:

Sole Proprietorship_____ Partnership_____ Corporation_____ LLC_____

Do you have 50 or less Full Time Equivalent Employees: Yes ____ No ____ (If No, stop here as your application will be denied) Number of Employees: FTE: _____ PTE: _____

MN TAX ID: _____ FEDERAL ID: _____ NAICS Code: _____

MAILING ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

Is your business /non-profit located in Todd County? Yes ____ No ____ (If No, stop here as your application will be denied)

Does your Business/Non-profit have a tax lien with the MN SECRETARY OF STATE'S OFFICE? Yes ____ No ____ (If YES, stop here as your application will be denied)

Has your business or non-profit been negatively impacted (financially) by Executive Order (EO) 20-99 or any other EO that caused closures issued by Governor Walz in response to the covid-19 pandemic? Yes ____ No ____ (if no, stop here as your application will be denied)

Please explain how was your business/non-profit affected? _____

Your ESTIMATED FINANCIAL LOSS CAUSED BY THE Governor's EO: \$ _____

AMOUNT & SOURCE(S) OF COVID-19 RELATED GRANT/LOAN ASSISTANCE RECEIVED TO-DATE:

CITY: \$ _____ SOURCE(s): _____

COUNTY: \$ _____ SOURCE(s): _____

STATE: \$ _____ SOURCE(s): _____

Federal Govt \$ _____ SOURCE(s): _____

Other \$ _____ SOURCE(s): _____

“Required Documents” required to be submitted for grant consideration:

- A completed application (*all areas of the application must be completed*)
- Non-profits need to provide a copy of the IRS non-profit determination letter.
- Business corporations or LLC 's and non-profits submit a copy of registration and in good standing with the Minnesota Secretary of State.
- Copy of your 2019 federal tax return for businesses or most recent 990 for non-profits.
- Proof of 2020 gross income.
- Completed “Eligible Expenses” worksheet with supporting proof such as receipts, bank statements, paid invoices, etc., that validate your claims on the eligible expenses sheet. If you have submitted your eligible expense information to your accountant for tax purposes, a verified copy of your profit and loss statement from your accountant will be acceptable.

The application must be completed in its entirety submitted by February 19, 2021. Completed applications and required documents can be submitted through the following options:

- Email to: rick.utech@co.todd.mn.us (*Applications and required documents must be sent in a “PDF” or MS Word format! Other formats will be rejected*).
- Drop-off box at: Todd County Government Center, 347 Central Avenue, Long Prairie.
- U.S. Mail and postmarked no later than February 19, 2021 to:
TCDC, PO Box 247, Long Prairie, MN 56347

Questions? Please call 320-732-2128 or email rick.utech@co.todd.mn.us

The State of Minnesota funds have been made available to fund this Program. I/we understand that, in the event federal funding becomes available to fund this program, the funding source may change and Todd County and/or my business or nonprofit must comply with all terms of the federal funding source and any applicable Single Audit Act requirements, including the need for federal single audits.

Acknowledgements:

I attest that all information in this application is true to the best of my knowledge.

I acknowledge that Todd 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. Todd County reserves the right to reduce grant award amounts if the total requests exceed available funding.

I acknowledge that Todd 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 Todd County any documentation needed to complete an audit of funds awarded. Should Todd 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 Todd County within three months of notification.

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

Authorized Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

“Eligible Expense Sheet”

Please list any of the following eligible expenses such as invoices, statements, canceled checks etc. and include with this attachment as proof of claimed expenses. Expenses or losses already submitted and funded through previous city, county, state or federal grants cannot be resubmitted” for grant funding.

- **Businesses and Non-profits who previously received grants through Todd County, please list expenses from October 1, 2020 through December 31, 2020 or other expenses from March 1, 2020 through December 31, 2020 not submitted previously.**
 - **Businesses and Non-profits who did not apply for previous county grants, please list eligible expenses from March 1, 2020 through December 31, 2020.**
- The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing. Additionally, the conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating including tables and fencing. \$ _____
 - Signage – Acquisition of signage relating to the operation of the business or customer safety in accordance with the Covid-19 guidelines. \$ _____
 - Indoor modifications – Costs associated with the reduction of seating or cordoning customer space in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating or other materials. Checkout counter modifications such as screens and buffers to allow for proper social distancing practices. \$ _____
 - Computer Hardware and Software necessary to support remote work by employees or upgrades to existing hardware to support e-commerce. \$ _____
 - Personal Protection Equipment, Sanitation Stations – The cost to purchase masks, gloves, face shields or protective garments to protect against the spread of the virus. \$ _____
 - Sanitation Supplies to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees/customers \$ _____
 - Disinfection Equipment or Contracts needed to dispense the disinfection agents for safe operation of the business. \$ _____
 - Rent/Mortgage paid. \$ _____
 - Overhead paid. \$ _____ (See list of eligible overhead costs listed in Todd County Grant Relief Program Guidelines)
 - Payroll costs paid. \$ _____
 - Other related COVID-19 expenses (*please attach details*). \$ _____

Total Eligible Expenses claimed: \$ _____