



Aitkin County CARES for Business Grants

Aitkin County has received Federal CARES Act Funds through the State of Minnesota for the purpose of providing business assistance grants to for profit businesses negatively affected by the COVID Pandemic either through mandatory shut down or restrictions or lack of business or revenue also as a result of the Pandemic.

Due to the restrictions placed on Aitkin County's receipt of the CARES Act funds, eligible expenses reimbursable by this grant must comply with all Federal and State Guidelines. Reimbursement will be only for eligible expenses.

Businesses eligible for the Aitkin County CARES Grant, must have a physical location in Aitkin County, be in operation as of December 31st, 2019 and are currently open for business with one or more full time employee, which can be the business owner. A business must have a structure in which they operate, home based businesses such as Mary Kay are not eligible.

A Business must be current on their property taxes through 2019 or any other obligations to Aitkin County.

A Business must submit a full application with signatures and complete the attached Eligible Expense Worksheet to determine their grant request. Expenses that are listed must not have been reimbursed by or purchased by other COVID Relief Funds such as the PPP Loan.

A Business owner agrees that by signing and submitting the Aitkin County CARES Business Grant application they will be subject to a random audit by Aitkin County for accuracy in expenses, demonstration of business loss or any other statements or information requested. If it is determined that false or misleading information is provided on the Aitkin County CARES Grant Application, the Business will be required to repay Aitkin County the entire grant amount.

Maximum Grant amount is \$10,000.00 and Minimum Grant amount is \$1,000.00, based upon request.

Grants will be awarded on a first come first serve basis. Applications will be made available on August 10, 2020. Eligible applications will be funded in order of receipt based on email receipt date or post mark date. First review of applications will occur on August 31, 2020. Grants will continue to be awarded until all funds are expended. Final approval will be subject to approval by the Aitkin County Board.

If additional funding becomes available at a later date, eligible but non funded applications will be given first priority.

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: Ross Wagner, 307 2nd Street NW #316, Aitkin, MN 56431 or electronically to ross.wagner@co.aitkin.mn.us

It is the intent of Aitkin County to award the Aitkin County Cares Grant as soon as possible.

For any questions or clarifications, please contact Ross Wagner, Economic Development and Forest Industry Coordinator at 218-927-7305 or ross.wagner@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 impact.

Aitkin County CARES Grant Application

Name of Business; _____

Address; _____

Phone, Email; _____

Name of Person responsible for this application and information provided; _____

State of MN Business ID#; _____

Number of Current Full Time or Full Time Equivalent Employees'; _____

Year and Month business established; _____

Current with obligations to Aitkin County through 2019; Yes___ No___

Please describe how the COVID 19 Pandemic has had a negative impact on your business. Not only in terms of required shutdowns or restrictions but demonstrated loss of business, sales, customers etc.

Provide backup information for the above such as sales comparisons, receipts, financial statement comparisons, list below and attach to the application.

Amount of Grant requested, from the Eligible Expenses Worksheet; \$_____

Signature of Applicant; _____

I hereby agree that by signing the Aitkin County CARES Grant application I claim all information is accurate and that I am subject to audit by Aitkin County for the information given. If it determined that the information provided is not accurate, I agree to pay Aitkin County the entire grant that I receive.

Eligible Expenses Worksheet, please list your cost for any of the following allowable reimbursable expenses. Provide documentation such as invoices, statements, canceled checks etc. and attach to your application.

- The cost of constructing either temporary (i.e. tents) or permanent outdoor facilities to allow service to customers with proper social distancing. \$ _____
- 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. \$ _____
- Checkout counter modifications such as screens and buffers to allow for proper social distancing practices. \$ _____
- 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. \$ _____
- Computer Hardware necessary to support remote work by employees or upgrades to existing hardware to support e-commerce. \$ _____
- Software support remote work by employees or upgrades to existing Internet presence to support expanded 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 and customers. \$ _____
- Disinfection Equipment or Contracts needed to dispense the disinfection agents for safe operation of the business. \$ _____
- Rent or Mortgage Payments during the period of, March, April, May, June, July, 2020. \$ _____
- Utility payments during the period of March, April, May, June, July, 2020. \$ _____
- Payroll costs incurred for employees for the months of March, April, May, June, and July 2020. \$ _____ (request can not exceed \$3,500.00)

Total Expenses, \$ _____, maximum grant is \$10,000.00

Signature of person providing this information; _____

I hereby agree that by signing this expense worksheet I claim all information is accurate and that I am subject to audit by Aitkin County for the expenses listed. I further agree to abide by all State and Federal Guidelines.