



**Municipality of North Grenville
Small Business Grant
Program Guidelines
2020**

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Introduction

The Municipality of North Grenville has partnered with the Grenville Community Futures Development Corporation (GCFDC) to help support them in their ongoing efforts to deliver support services to the North Grenville business community. The Municipality will be allocating \$100,000 to help fund the newly established Small Business Grant (SBG) program.

The SBG program was established to provide funding to small businesses located in North Grenville that have experienced significant financial challenges due to the COVID-19 pandemic. As part of the Small Business Grant program, GCFDC will offer grants up to \$1,000 to individual businesses to help cover costs associated with restructuring their business during a period where revenues have been temporarily reduced due to the Covid-19 outbreak. The funding will help businesses modify, build capacity or adopt the technological changes needed to restructure their business during and after the COVID-19 pandemic.

The Municipality of North Grenville has partnered with Grenville CFDC to assist with the implementation of the Small Business Assistance Grant Program. All applications will be screened and evaluated by the Municipality of North Grenville's Economic Development Division.

General Eligibility Requirements

The following eligibility requirements are applicable to all applicants and must be met for an application to be considered.

- In order to be eligible for the program an application form must be submitted via email to the Municipality of North Grenville via Matt Gilmer at mgilmer@northgrenville.on.ca
- Applicant must own a business that is situated and operating in North Grenville
- Applicant must be a business that has 50 employees or less
- Applicants must demonstrate that their revenues have fallen due to the COVID-19 pandemic
- Applicant must demonstrate that they need the funding to cover restructuring costs as they try to reinvent their business (lawyer fees, accounting fees , IT costs, platform/web design costs)
- All grant funding is provided based on receipts for eligible expenses or letters of engagement and undertakings
- Applicant must submit a detailed description of the expenses

Applications will be reviewed on the following criteria:

Criteria	Value
Need	50%
Use of funds	25%
Impact on community	25%

Eligible Costs

Grants will be made available for up to 100% of eligible costs up to a maximum grant of \$1,000 per applicant. Applicants may not be approved for the full amount.

Eligible expenses include lawyer fees, accounting fees, IT costs, platform design costs or other similar expenses that occur as a result of the applicant needing to restructure their business due to the COVID-19 pandemic. As part of the application process, the applicant must demonstrate how the funding will be spent.

Spending/Reporting Requirements

- Recipients have up to 90 days to spend the approved funding
- Final funding reports must be submitted to the Municipality by November 30, 2020
- The applicant will be responsible for reporting on how the funding was invested in their business
- The allocation of funds breakdown must align with the information provided as part of the original application
- The recipient is required to provide the Municipality with final supporting documentation, which may include but is not limited to invoices for all expenses paid and proof of payment (copies of cleared checks)

General Process and Submission Requirements

This section provides a detailed outline of the steps involved in the application process.

Step 1: Application Submission for the Small Business Grant (SBG)

1. Applicants are required to complete and submit the appropriate application form to the Economic Development Division via email to Matt Gilmer at mgilmer@northgrenville.on.ca
2. Once the completed application form and supporting materials have been received, the Economic Development Division will perform a preliminary screening of the application to ensure the necessary information has been provided

Step 2: Application Review and Evaluation

1. Once an application has been received and accepted by the Economic Development Department, information related to the applicant and application will be entered into the Municipality's database system in order to track the application details, progress and results
2. Applications will be accepted on a continual basis
3. The grants will be awarded on a first come first served basis until the \$100,000 fund is exhausted
4. If the application is approved, the Municipality will forward a signed agreement to the recipient

Step 3: Payment

1. The applicant must submit invoices and proof of payment (bank statement, images of cleared cheques) with the final report/claim
2. Invoice dates must be within the approved funding period
3. Once the final report/claim is received, Grenville Community Futures Development Corporation will issue payment of the approved grant in accordance with the general and specific program eligibility requirements and agreement

Application Form

Business Name:

Location:

Owner Name:

Owner Phone:

Owner E-mail:

How many employees do you have:

Please describe the impact of COVID-19 on your business? Please include details of loss of revenue. You do not need to include any documentation, but it may be requested as we review your application.

What will these funds be used towards? Please list the itemized costs and total amount requested.

Do you plan to resume to regular operations? What is your plan to do so?

How many people do you serve in our community?

By signing here I _____ (print applicant name) attest that all information provided is accurate and true and that I agree to all terms of the grant program should the application be accepted.

Signature: _____ Date: _____

Reporting Form

Business Name:

Location:

Owner Name:

Owner Phone:

Owner E-mail:

Please list the expenses to be reimbursed. Attach copies of invoices/receipts as proof of payment.

What impact did this grant have on your business? Please describe the impact on revenues.

By signing here I _____ (print applicant name) attest that all information provided is accurate and true.

Signature: _____ Date: _____