

## COVID-19 SMALL BUSINESS MINI-GRANTS ELIGIBILITY GUIDELINES

To be an Eligible Project of the COVID-19 Small Business Mini-Grants Program and receive a small business Mini-Grant:

- 1. If a business has already been awarded a mini grant for one of the categories through the Adams County COVID-19 Small Business Mini Grant Program they cannot apply for another grant from the same category. However, if they have not been awarded a mini grant from one of the categories, they are still eligible to apply for that category.**
- 2. If a business was previously denied a mini grant through the application process, they may submit a new application.**
- 3. At the time of application and throughout the term of the grant program, a business must have its primary office/headquarters specifically within Adams County, and/or located anywhere in the Municipalities of Arvada or Westminster (even if in Jefferson County).**
- 4. Business should have been open since at least December 31, 2019 or prior and must have 100 or fewer employees at the time of application and must adequately demonstrate a need for the Mini-Grant in application. This includes full time and part time employees (including employees managed through PEO) at business entity.**
- 5. The business must be able to demonstrate direct and sizeable impact from COVID-19 and subsequent public health orders on operations.**
- 6. Business owners may apply for one Mini-Grant per outlined category.** A unique application for each category should be completed. A business owner with multiple businesses is eligible for only one Mini-Grant in each category, not one grant per business.
- 7. The business cannot be in default or be actively planning default at the time of application, and in full and good faith be in the process of reopening operations.**
- 8. Business must have direct physical in-person interaction with potential customers** at a physical business location as the primary function of business operations. Home based businesses, fully remote/virtual businesses, non-profits, consulting/legal/accountancy/financial with primarily remote customer engagement, are ineligible. Home based businesses for the primary purposes of in-person education/childcare customer services will be deemed eligible (except for the Rent/Mortgage Assistance Mini-Grant).
- 9. There are no restrictions on the type of business eligible for Mini-Grants so long as the activities of the business are legal and in the best interests of the community. Cannabis, 3<sup>rd</sup> party liquor sales, and adult entertainment businesses are ineligible.**
- 10. Franchise businesses and subsidiaries of national corporation may be eligible only if having a local ownership control model and can adequately demonstrate that no relevant support from franchised corporation or national partner was or will be available. If a franchise owner oversees multiple local locations within Adams County, Mini-Grant application(s) will only be accepted for one location.**

A. Permitted Uses of Mini-Grants. Mini-Grants permitted use are determined on their category. In all cases, it will be the judgement of the application review team if the business applicant's proposal(s) match the sentiment of the category's allowable uses:

1. **Mini-Grants for business operations** ("COVID-19 Small Business Mini-Grants – Business Operations") have a permitted use of, but not limited to:
  - a. Building safety upgrades for the purpose of encouraging social distancing
  - b. Employee or customer safety (PPE, physical barriers, upgrades to air or filtration systems)
  - c. Other current safety requirements related to COVID-19 (testing)
  - d. For costs associated with enactment of COVID-19 specific operations plans
2. **Mini-Grants for technology upgrades** ("COVID-19 Small Business Mini-Grants – Technology") have a permitted use of, but not limited to:
  - a. Point of sale (POS) terminals or systems, including contactless payment systems
  - b. Touchless entry/exit for physical business location,
  - c. Temperature screening, etc.
  - d. Technology needs for enactment of COVID-19 specific operations plans
3. **Mini-Grants for support on compliance issues** ("COVID-19 Small Business Mini-Grants – Compliance") have a permitted use of, but not limited to:
  - a. Legal support or guidance directly resultant from operations during COVID-19
  - b. Consulting support directly resultant from operations during COVID-19
  - c. Expenses for preparation of variance requests to public health agencies
4. **Mini-Grants for support on winterizing operations** ("COVID-19 Small Business Mini-Grants – Winterizing Operations") have a permitted use of, but not limited to:
  - a. Portable forced air heaters (and propane fuel), patio/mushroom heaters, electric heaters
  - b. Fire prevention equipment like extinguishers and signage
  - c. Outdoor tents, clearspan structures (or the like), furniture and other outdoor décor
  - d. Fees associated with 3<sup>rd</sup> Party Delivery Services
5. **Mini Grants for rent/mortgage assistance** ("COVID-19 Small Business Mini-Grants – Rent/Mortgage Assistance") have a permitted use of, but not limited to:
  - a. Rent or mortgage payment(s) of the business location (must be located in Adams County).

B. Non-permitted Uses of Mini-Grants. **All Mini-Grants categories cannot be used for the payment of regular business expenses including rent (excluding the Rent/Mortgage Assistance Mini-Grant), utilities, or employee salaries and employment costs.** Additionally, the mini grants must not be used to pay for legal expenses incurred in defending against a criminal violation, or to pay for penalties assessed for criminal or regulatory violations, or to pay adverse civil judgments stemming from operation of the business. Mini-Grants may not be used to pay for other business activities outside of COVID-19 impacted operations and reopening efforts, and must be in line with the proposals outlined in the business's approved application. Should a business wish to alter the use of award Mini-Grant funds to another

function of COVID-19 impacted operations and reopening efforts, prior approval from fund overseeing authority (Chamber or Partner who approved application and awarded funds) will be necessary prior to expenditure. Grants shall not be used to pay fees, assessments, liens or penalties due to the failure of the business to collect or remit applicable taxes when due. Uses incompatible with or illegal under local or federal regulatory authority will not be permitted.

- C. Term of Mini-Grant. **Mini-Grant funding awarded must be used by applicant within a maximum of 30 calendar days for new expense costs, or recently incurred costs (Incurred on or since May 1<sup>st</sup>, 2020) as described in their application proposal.** Any substantial deviation from this usage must receive prior authorization from awarding entity. Successful business applicants will also be required to legally comply with the reporting requirements outlined below.
  
- D. Reporting Requirements of Mini-Grant. Within a maximum of 30 calendar days of receiving grant award funding, the successful applicant must provide documented evidence of grant funding being used in a manner outlined in their application proposal. This evidence can be in the form of, but not limited to, receipts of work, receipts of purchase, photographs, or on-site compliance checks.