



Urbana Economic Support Grant Application

The Urbana Economic Support Grant helps Urbana businesses to purchase necessary protective and sanitizing equipment to facilitate the safe return of customers and employees to their businesses.

How will the Urbana Economic Support Grant help my business?

This grant program is intended to assist Urbana businesses by reimbursing funds to alleviate the extraordinary expenses incurred by employers to purchase equipment that would not have otherwise been necessary to business operations due to the COVID-19 Pandemic. This grant will reimburse qualifying related expenses that were made between March 1, 2020 and December 30, 2020. Examples of extraordinary expenses include:

- Hydrostatic wands
- Ventilation improvements (MERV-13 or higher filtration)
- Plexiglass or acrylic dividers
- Purchase or rental of tents for outdoor dining or retail services
- Outdoor heating equipment
- Personal Protective Equipment for employees or customers
- Purchase or rental of sanitization stations
- Specialized sanitizing/cleaning services
- Software or subscription fees to for online or via touchless systems
- Touchless fixtures (ex. sinks, toilets, foot door pulls)
- Cost of installation for the above-mentioned items

This grant program can reimburse for expenses as mentioned above with a valid proof of purchase. **Documentation is required for reimbursement.** This grant program can also reimburse for future purchases of items if purchased before December 30, 2020.

What is the maximum grant amount?

Businesses that meet the criteria and eligibility may receive up to a \$20,000 grant.

Minimum Requirements

- Business must be located within the City of Urbana.
- 2019 Net Annual Revenue must not exceed \$2,000,000
- Business must operate in a physical location outside of a residence.
- Business must have two or more full-time employees.
- Business cannot have received funding through the State of Illinois' Business Interruption (BIG) Grant program.
- Business must currently be open, or plan on reopening by December 31, 2020.

How do I apply?

- Fill out the attached application form and submit it to the Economic Development Division no later than December 11th, 2020. ***All grant applications are subject to the availability of funding.***
- Priority will be given to those industries that have been most affected by state and local closure mandates.
 1. Hospitality Businesses (ex. hotel, food and beverage, indoor event centers, entertainment venues)
 2. Retail and Service Businesses (ex. clothing, grocery, salons, gyms)
 3. Office and Industrial (ex. Law office, insurance office, warehouse, distribution center)
- Additionally, any businesses who were temporarily closed during the pandemic will receive extra consideration based upon how long they were closed.
 1. Any business that was closed and generated \$0 revenue for 60 or more days
 2. Any business that was closed and generated \$0 revenue for 30 – 60 days
- All valid proof of purchase documentation must be submitted for reimbursement by January 6, 2021 to qualify.

Awarding of the Grant

- The City must receive a current W-9 from the business to award a grant.
- The City must receive proof of payments and receipts for eligible expenses equal to the size of the grant awarded from either the business or property owner.
- The premise must have a valid Certificate of Occupancy.
- The City will issue the grant directly to the business.

Timeline of Important Dates

October 30, 2020	Program announcement begins
November 9, 2020	Applications may be submitted
December 11, 2020	Last day for applications to be submitted
December 18, 2020	Payment requests for grant awards begin
December 30, 2020	Deadline for businesses to incur eligible expenses
January 6, 2021	Deadline for businesses to submit final supporting documentation
January 30, 2021	Final payment requests for reimbursement checks submitted



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Applicant Information

Business Name: _____

Business Address _____

Applicant Information

Applicant Name: _____

Phone Number: _____

Email Address: _____

Applicant is also an owner of the business? Yes No (choose one)

Number of FTE (Full Time Equivalent) Employees _____

Disclosure of Incentives and Income

Has the business owner or any beneficiaries of this project received monies from the Illinois Business Interruption Grant (BIG) program? Yes No (choose one; if yes, your business is not eligible for the Urbana Economic Support Grant program.)

By checking this box, you are verifying that the business applying for the Urbana Economic Support Grant had net revenue of \$2,000,000 or less in 2019.

By checking this box, you are verifying that the business applying for the Urbana Economic Support Grant is eligible and does not meet any of the reasons for ineligibility below:

- *Is delinquent on payment of any State of Illinois tax obligation*
- *Is engaged in a business that is unlawful under Illinois or federal law*
- *Has already received assistance, or notice of award of assistance, under the BIG Program*
- *Is on the federal System for Award Management excluded parties list; or*
- *Does not meet any other eligibility criteria established in a financial assistance application*

Eligible Expenses

Please provide copies of receipts for all submitted eligible expenses. If planning to purchase an eligible reimbursable expense, please provide either a quote or letter of intent to purchase with total price.

<u>Expense</u>	<u>Previously Purchased</u>	<u>Plan to Purchase before 12/31/2020</u>
Hydrostatic wands	\$	\$
Ventilation improvements (MERV-13 or higher filtration)	\$	\$
Plexiglas or acrylic dividers	\$	\$
Purchase or rental of tents for outdoor dining or retail services	\$	\$
Outdoor heating equipment	\$	\$
Personal Protective Equipment for employees or customers	\$	\$
Purchase or rental of sanitization stations	\$	\$
Software or subscription fees to allow your business to operate online or via touchless systems	\$	\$
Touchless features (ex. sinks, toilets, foot door pulls)	\$	\$
Cost of installation for the above-mentioned items	\$	\$
Specialized sanitizing/cleaning service	\$	\$
	\$	\$
	\$	\$
Total Cost of Eligible Expenses and Grant Request:	\$	\$

Ineligible expenses include: expenses that have been or will be reimbursed under any State, local, or federal program such as expenses or losses that were reimbursed by a loan forgiven under the CARES Act's Payroll Protection Program; damages covered by insurance; expenditures prohibited by section 5001(b) of the CARES Act; reimbursement to donors for donated items or services; workforce bonuses other than hazard pay or overtime; severance pay; legal settlements; indirect costs or administrative costs of the local government; and any other expense not reasonably incurred due to the COVID-19 emergency.

Affidavit

I hereby declare that I have reviewed the above and that the information provided is true and accurate to the best of my knowledge.

Signature

Date

- Attachments:
Signed W-9
Receipts and proof of purchase for eligible expenses

Email completed application and documents to
slmcmahon@urbanaininois.us or mail to City of Urbana, Attn: Stepheny
McMahon, 400 S. Vine, Urbana, IL 61801