

St. Louis Park Economic Development Authority Small Business Emergency Assistance Application

Program Information: All grants awarded are for the purpose of working capital and intended to replace cash flow used for operating costs that existed at the time of the peacetime emergency declaration made through Executive Order 20-01. Such costs may include current payroll obligations, lease or mortgage payments, utilities, accounts payable, property taxes and other critical business expenses that can't be paid as a direct result of the current health emergency. This program is subject to applicable state and local peacetime emergency executive orders.

Eligibility Notes: All applicants must be eligible businesses with physical operations located in the city of St. Louis Park that have been operating long enough to demonstrate financial viability. Applicants must demonstrate that they were directly and adversely affected by the COVID-19 related peacetime emergency Executive Orders 20-04 and 20-08, including being in an industry specifically named by those executive orders. **The EDA encourages all eligible St. Louis Park small businesses, especially those owned or managed by women, Persons of Color or Indigenous as well as veteran-owned businesses, to apply for assistance under this program.**

Applicants are strongly encouraged to claim all applicable private and public insurance and utilize all other sources of applicable assistance available from other private and public sources, including but not limited to requesting rent/mortgage, utility, and loan deferrals. All applicants are also strongly encouraged to apply for an Economic Injury Disaster Loan through the Small Business Administration (SBA) and Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) prior to applying for this grant. For questions about these loan programs or assistance in applying for these loans, please contact Julie Grove at jgrove@stlouispark.org or 952-924-2523.

Please review and complete entire application prior to submittal. If you need assistance completing this application, please contact Greg Hunt at 952-924-2197 or Julie Grove at 952-924-2523.

Applicant Information

- Business legal name:** _____
(Name should be the officially registered name of the business entity.)

Business operating name
(if different) _____

Type of Business: _____

NAICS Code (if available): _____

Business street address: _____

City: _____ State: _____ Zip Code: _____

Mailing address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Business website: _____

2. Individual completing the application:

Name: _____

Title: _____
(Owner, Founder, CEO, General Manager, Partner, etc.)

Address: _____

Telephone: _____ Email: _____

3. Optional: Does the business owner or manager self-identify as a woman, Person of Color or Indigenous or veteran?

Yes No

Please provide additional information if applicable:

4. Do you own the building where your business is located or have a lease for the space?

Own Lease

Applicants will need to provide a copy of a lease or statement of lease terms, mortgage statement, property tax statement, or other documentation to show site control within the city (see Supporting Documents at end of Application)

5. Business description (product, hours, customers, clients, number of locations, etc.), type (industry) and brief history of business.

6. What year did this business begin operating in St. Louis Park? _____

7. Employment (please include all W-2 employees):

On March 1, 2020:

Full-time employees: _____ **# Part-time employees:** _____

Current:

Full-time employees: _____ **# Part-time employees:** _____

Financial Information

8. Annual gross revenue last year? \$ _____

9. Average monthly gross revenue prior to March 16th? \$ _____

10. Projected monthly gross revenue? \$ _____
(Average of next three months)

11. Estimated monthly gross revenue loss due to COVID-19: \$ _____

12. Evidence of submittal, acceptance, approval and/or denial of State and federal emergency financing program application. Has applicant applied for an Economic Injury Disaster Loan through the SBA and Small Business Emergency Loan through the Minnesota Department of Employment and Economic Development (DEED) and/ or other government financing prior to applying for this grant? Yes No

Please explain below:

Applicants are encouraged to include proof of application submittal, acceptance, approval and/or denial of state and federal emergency financing programs. This could simply include an email response from these agencies.

Additionally, businesses are strongly encouraged to contact their landlords or mortgage holders to request rent or mortgage payment deferrals/forgiveness if they have not yet already done so.

COVID-19 Impact

13. Was your business ordered to close or had to significantly reduce its operations by a State of Minnesota Emergency Executive Order in 2020?

- Yes No

14. Current operating status of business:

- open for business and/or operating online
- open for business but with reduced hours
- reduced operations and/or operating online
- closed but still operating onsite, online or remotely
- closed but products and or services redeployed to assist current health crisis
- completely closed
- Other: please explain current status of business if none of the above apply.

15. Briefly explain how the business has been impacted by COVID 19 health pandemic and/or related Executive Orders and what challenges it is facing.

16. What are your plans to reopen and/or resume operations following the COVID-19 crisis?

17. Grant amount requested (up to \$5,000) _____

18. Is there anything else that we should be aware of in relation to your application or business?

Preference for Receipt of Funds

Upon notification of any award of funds, how would you prefer to receive payment?

Please choose one of the following options:

- Option 1 – Check (allow 14 days for processing once application is approved and fully-executed grant agreement has been received)

Please provide payee name and mailing address:

Check payable to: _____

Mailing address: _____

- Option 2 – Wire Transfer/Direct Deposit
(allow 72 hours for processing once application is approved)

Please provide all bank information listed below:

Bank name: _____

Bank address: _____

Bank routing number (9 digits): _____

Account name: _____

Account address: _____

Checking account number: _____

Your contact phone number or e-mail for questions: _____

You can also contact our city finance department directly with this information by e-mail at dmonson@stlouispark.org.

Supporting Documents

The following documents must accompany an application for it to be deemed complete:

1. Evidence that you own or lease the space your business is located in. Example documentation includes: copy or statement of lease, mortgage statement, property tax statement or other document to indicate physical presence/proof of occupancy within City of St. Louis Park. This could also include photograph or web map street image of the business location with evidence of business signage, if applicable.
2. Proof of submittal, acceptance, approval and/or denial of SBA and DEED loan applications. While not absolutely required, applicants are encouraged to provide such supporting information which could simply include an email response from these agencies.
3. Copy of page from business's most recent federal tax return indicating gross receipts or sales. Typically, this is the first page. **Do not send copy of entire federal tax return.** For those who filed personal tax returns, personal social security numbers should be blackened out for security purposes.
4. A W-9 Form (with signature) to facilitate disbursement of grant funds.
5. Other supporting documentation you wish to provide to the EDA to assist in understanding the applicant's situation.

Fully completed and signed applications along with required supporting documents may be submitted online to: **sbassist@stlouispark.org**

or hard copies may be mailed to:

City of St. Louis Park,
Community Development Department
ATTN: SB Assistance Program
5005 Minnetonka Blvd, St. Louis Park, MN 55416

Applicant Acknowledgements

1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that it has read the Emergency Business Assistance Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.
4. **Financial Assistance Certification:** I hereby certify that the Small Business Emergency Assistance is necessary due to direct and adverse effects related to the COVID-19 pandemic and/or Executive Orders 20-04 and 20-08.

The undersigned, a duly authorized representative of the Applicant, hereby certifies the foregoing information is true, correct, and complete as of the date hereof; and agrees that:

- All proceeds from the grant will be used for eligible business expenses under the Small Business Emergency Assistance Program;
- Applicant will file a report with the City of St. Louis Park within two months of receiving a grant describing and documenting how awarded funds were spent;
- Applicant shall be bound by all terms and provisions of the Small Business Emergency Assistance Program.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date