

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

PURPOSE

Small businesses are integral and vital to the economic, social, and religious fabric of the St. Louis Park community. Accordingly, the St. Louis Park Economic Development Authority (EDA) has determined to offer locally owned and operated businesses within the community a grant opportunity to address working capital needs upon the declaration of a state of emergency by the State of Minnesota (State) and the City of St. Louis Park (City).

The purpose of this program is to ensure the viability of the community's small businesses faced with the current COVID-19 health emergency which is adversely impacting the City's economy. The goal of this program is to provide needed financing for local businesses to help them sustain operations and endure economic hardships during this challenging time. **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 the program.**

Grant funds are available on a first-come, first-served basis. The program is subject to funding availability from the EDA. The EDA retains the authority and discretion to approve or deny an application, and reserves the right to subsequently add further priorities, change eligibility criteria, or discontinue the program in response to changing circumstances.

ELIGIBILITY

To be eligible to receive Small Business Emergency Assistance funds, a business must demonstrate that its operations have been directly and adversely affected by the COVID-19 Health Pandemic and/or that it operates in a category named in Executive Orders 20-04 and 20-08. All applicants must meet the following criteria:

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, such as listed below.
 - Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption.
 - Taverns, brew pubs, microbreweries, distilleries, wineries, tasting rooms, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
 - Gymnasiums, fitness centers, indoor sports facilities, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons, and barber shops. This includes, but is not

limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners

- Art and music studios.
 - Bowling alleys, skating rinks, and other similar recreational or entertainment facilities
 - Other businesses deemed non-essential under Executive Orders.
 - Other businesses as approved by the EDA.
2. The business shall have a physical business address (proof of address required) within the city (not a home-based business) and have been operating within the city long enough to demonstrate financial viability;
 3. The business shall employ between 3 and 25 Full Time Equivalent (FTE) employees prior to the issuance of the State of Minnesota Emergency Executive Order 20-04 (March 16, 2020) and make \$1 million or less in annual gross revenue. Businesses with less than 3 employees will be considered on a case-by-case basis;
 4. The business must have been in operation for a least 6 months prior to March 1, 2020.
 5. All businesses must serve the general public and be a conforming or legally non-conforming use under the current zoning regulations of the city, must not be in violation of the city's zoning code, and must not have any delinquent taxes, bills, or charges due to the city;
 6. 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 requests for rent/mortgage, utility and/or loan deferrals/forgiveness. 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 more information, visit:

[Guide to financial resources for Minnesota small businesses](#)

While not absolutely required, applications which include proof of application submittal, acceptance, approval and/or denial of State and federal emergency financing programs will receive additional consideration.

Additionally, businesses are strongly encouraged to contact their landlords or mortgage holders to request rent or mortgage payment deferrals/forgiveness.

7. Assistance cannot be provided to businesses or non-profits that:

- Do not have a physical address within the City of St. Louis Park
- Derive income from passive investments without operational ties to operating businesses.
- Primarily generate income from gambling activities.
- Generate any part of its income from adult-oriented or tobacco/vaping-related activities.
- Have no current or historical financial statements.
- Previously received emergency funds from the city.

PROGRAM GUIDELINES

The Small Business Emergency Assistance Program has the following terms and conditions:

1. *Amount:* Businesses may apply for a one-time emergency grant of up to \$5,000. The EDA shall determine the final award amounts based upon scoring criteria.
2. *Term:* All grant awards must be utilized within two months of a grant contract being fully executed.
3. *Uses:* Awarded funds may be used exclusively for current payroll obligations (i.e. may not include employees who have been laid off), 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. Awarded funds may not be used for businessowner's/manager's personal uses or expenses.
4. *Proof of Need:* All applicants must demonstrate financial need for grant funds prior to approval. This includes but is not limited to the previous year's annual gross revenue, average monthly gross revenue prior to COVID-19, and projected monthly gross revenue for the next three months. Additionally, applicants are encouraged, but not required to provide evidence 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.
5. *Disbursement of Funds:* Funds shall be distributed within one to two weeks after fully executed grant agreement has been received depending on how grant recipients elect to receive funds.
6. *Termination:* The EDA retains the right to terminate any agreement under the Emergency Assistance Program if a grant recipient is found to be in violation of any conditions set forth in the grant guidelines or grant agreement.
7. *Right to Deny:* The EDA retains the right to deny any application for grant funding.
8. *Grant Agreement:* Upon a successful grant application being awarded funds, the grant recipient shall enter into a Grant Agreement with the EDA. Funds will not be

distributed for any grant award until a grant agreement has been executed by all required parties.

9. *Reporting:* As a condition for receiving grant funding, all grant recipients are required to submit a brief report to the EDA within two months after receiving grant funds, specifying how the entirety of the grant funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation (see sample report form attached).
10. *Funding Availability:* The Small Business Emergency Assistance program has a limited amount of funds available. Awards will be provided on a first-come, first-served basis until the earlier of the date the fund is exhausted, or the city-declared state of emergency declaration is lifted.
11. *Indemnification:* All grant recipients shall be required to indemnify the City of St. Louis Park, the St. Louis Park Economic Development Authority, and any officers acting on their behalf.

APPLICATION PROCESS

Prior to applying, please review the Program Guidelines to determine if your business is eligible.

1. Applications are available on the city's website: www.stlouispark.org
2. Application requirements will include:
 - Basic details about the business.
 - Basic employment and annual gross revenue information.
 - Information on current operations including whether the business is currently closed or is providing reduced services.
 - Narrative descriptions and estimated calculations of the negative impacts on the business due to COVID-19.
 - A narrative description of the current plans for resuming operations following the COVID-19 crisis.
 - Evidence of application submittal, acceptance, approval and/or denial of State and federal emergency financing programs, as applicable. This could simply include an email response from these agencies.
 - Supporting documentation and application attachments.

3. Completed applications should be typed for purposes of clarity.
4. Fully completed and signed applications along with required 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: SBE Assistance Program
5005 Minnetonka Blvd, St. Louis Park, MN 55416

Please note that mailed hard copy applications may take longer to process.

5. Upon submission of application, applicants will receive an email confirming receipt of application.
6. The application will be reviewed for eligibility upon receipt. If additional information or documentation is necessary, EDA staff will contact the applicant. Due to an expected high volume of applications, you may consider your application complete if staff does not request additional information within 10 business days after application acceptance.
7. Funds will be distributed on a first-come, first-served basis. Applications will be accepted up to the lifting of state and local emergency orders or when available funds are expended.

If you have questions or need assistance completing the grant application, please contact:

Greg Hunt at 952-924-2197 or ghunt@stlouispark.org or
Julie Grove at 952-924-2523 or jgrove@stlouispark.org

FUNDING PROCESS

If application is approved and funds are available, businesses will be notified within 10 business days and provided with an electronic grant agreement for signature.

Funds shall be distributed within one to two weeks after a grant agreement has been executed by all required parties depending on how grant recipients elect to receive funds.

Small businesses receiving funds must commit to using the funds for eligible program expenses and must agree to document and report specific uses of the funds. Accordingly, all grant recipients are required to submit a brief report to the St. Louis Park EDA within two months after receipt of funds, specifying how the entirety of the funds were utilized and providing evidence in the form of paid invoices, statements, or similar documentation (see sample report form attached).

FOLLOW-UP and ADDITIONAL RESOURCES:

For businesses needing additional resources such as technical assistance, larger working capital loans, or other, staff will provide ongoing assistance to businesses of all sizes and types, working with partners and other levels of government to access resources as available, such as SBA and State of Minnesota DEED loans.

Staff will conduct a check-in with grant recipients within one year of the distribution of funds to learn the effect of the grant and business outcomes such as economic impact of the grant program, (including, but not limited to, employees retained or rehired, and sales) and whether they match the program's desired outcomes of business and/or job retention.

Report forms and required documentation should be submitted to:

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Community Development Department
ATTN: SBE Assistance Program
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or sbassist@stlouispark.org