

RESOLUTION NO. 2020-005

**RESOLUTION CREATING A SMALL BUSINESS ASSISTANCE PROGRAM
RELATED TO INDUSTRIES NEGATIVELY AFFECTED BY COVID-19**

WHEREAS, the Culver Town Council desires to create a small business assistance program to assist local small businesses during the COVID-19 public health crisis, and;

WHEREAS, there is anticipated to be severe economic hardship for particular business sectors during the pandemic, and;

WHEREAS, the Culver Town Council wishes to move quickly to enact a program designed to maintain existing small businesses with physical locations in Culver to protect the assessed value and economic vitality of the commercial districts in Culver.

NOW, THEREFORE, BE IT RESOLVED that the Culver Town Council adopts the following program description, grant application, and funding parameters described herein to create a Town of Culver Small Business Grant Program.

Section 1. The Town of Culver shall commit to an emergency Small Business Grant Program as outlined in Exhibit A and Small Business Grant Application, Exhibit B.

Section 2. The purpose of this program is to provide emergency relief to small businesses with physical locations in the Town of Culver suffering significant economic loss due to public health measures in response to COVID-19, to ensure that those small businesses are able to reopen when the public health crisis had concluded. Initial grants will not exceed \$7,500 per business (defined as all business entities combined).

Section 3. Total available funds for this program will be up to \$150,000 from a variety of funds including but not limited to funding swap agreements with the Culver Redevelopment Commission, loans and unused or unexpended funds from other available funding sources under the control of the Town Council as allowed by the Indiana State Board of Accounts, and/or additional appropriations from the General Fund balance. Final funding sources will be approved by the grant review committee consisting of the Council President, Redevelopment Commission President, Clerk-Treasurer, and Town Manager.

PASSED AND ADOPTED by the Town Council of the Town of Culver, Indiana, on the 7th day of April, 20 20

**CULVER TOWN COUNCIL
TOWN OF CULVER, INDIANA**

By _____
Ginny Bess Munroe, President

By _____
Sally Ricciardi

By _____
Bill Githens, Vice-President

By _____
William Clevenger

ATTEST:

By _____
Rich West

Karen Heim, Clerk-Treasurer

Exhibit A, Town of Culver Small Business Grant Program

Businesses eligible for a Town of Culver Small Business Grant must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses, and code compliance.
- Must be in good standing with the Indiana Secretary of State.
- Must have been established and operational in the Town of Culver since January 1, 2020.
Businesses that have expanded to a storefront from another business are eligible (for example, an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Eligible uses of funds: payroll and other operational costs. Maximum award amount is \$7,500.
- Preference will be given to businesses that have:
 - demonstrated a commitment to the community, through the support of local youth or charitable programs, good corporate citizenship, participation in community and business support organizations.
 - plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis.
 - needs that have not been or are not anticipated to be addressed through other government assistance programs
 - not received abatements from the Town previously.
 - made all reasonable efforts to keep employees employed during the recovery process.
 - in an industry sector particularly affected negatively by COVID-19 and public safety measures associated with the outbreak (for example retail, dine in restaurant, salon).
 - are not part of a franchise network.
 - have a physical location in Culver.
 - had 50 or fewer employees as of March 1, 2020

The Small Business Resilience Grant program has limited funding; therefore, not all grant requests may be approved or approved at the level requested. Applications will be reviewed by the selection committee, which will consist of Rich West and Ginny Munroe from Town Council; Karen Heim, Clerk-Treasurer; and Jonathan Leist, Town Manager. Financial data will be kept confidential to the extent permitted under law. Industry sectors not significantly affected by the public health crisis related to COVID-19, or not meeting other requirements listed herein, are unlikely to be funded through this grant program. Examples unlikely to receive funding include gas stations, grocery stores, professional and health care offices, temporary online residential rentals such as VRBO and Air BnB, apartment buildings, construction businesses, and marinas.

Please email your completed grant application and supporting documents to the town manager at jleist@townofculver.org . Hard copies can be dropped off in the utilities drop box of the police department before the deadline.

Review Process:

- Applications will be accepted on a rolling basis. The first due date is Monday, April 13th at noon. Grants will be awarded on a first come, first serve basis. The application process will close on May 15th at 4:00 p.m. or when all funds have been awarded, whichever happens first.

- Grants recipients will be reviewed by the committee weekly, and awards will be distributed by the clerk's department as soon as possible after award. Initial payments from the original application deadline are expected to be issued on Monday, April 20th, 2020.

Exhibit B

Town of Culver Small Business Grant Application

1. Name of owner _____
2. Business name and tax ID number _____
3. Business type (retail, restaurant, salon, etc.) _____
4. Business address _____
5. Number of employees (include owner if you are paying yourself). Full time _____
Part time _____
6. Average monthly revenue last 12 months _____
7. Average monthly expenses last 12 months (please break down into rent/mortgage, water/sewer, electric, gas, telecom, payroll, etc.)
Rent/mortgage _____ Water/sewer _____ Gas _____
Electric _____ Telecom _____ Payroll _____
Other (specify) _____
8. Requested grant amount (maximum \$7,500) _____
9. Do you think a grant of \$7,500 or less will help you keep your doors open or eventually re-open?
Please explain and support your answer.

10. How will you use the funds you have requested?

11. If you have closed or restricted your business operations because of the current pandemic, do you plan to return to full operation when the crisis has passed? Please explain.

12. Have you or do you plan to apply for any other state or federal assistance through EIDL, EIDL advance, or PPP? If so, have you received any funds yet from these resources?

13. If the town creates a loan program, would you plan to apply for that in addition to this grant program? _____

14. Additional comments: Is there anything else you think we should know about your business or the challenges you face as the owner?

I certify that the information above is correct to the best of my knowledge. I authorize the Town of Culver Small Business Grant selection committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless the Town of Culver, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that committee provides before, during, and after the grant review process. I agree that I will use any funds received for purposes consistent with my application and with the grant program rules.

Owner or Authorized Representative Signature

Date