Chisago County – Phase III
Small Business Relief Grant Guidelines

Purpose: Chisago County received funds from the State of Minnesota through the Federal CARES Act. The Chisago County Board of Commissioners determined that a share of those funds would be made available in the form of grants to assist the businesses most adversely affected by the COVID-19 outbreak.

The following Cities in Chisago County are also contributing to the fund to assist more businesses throughout the County: Chisago City, Lindstrom, North Branch, Rush City, Shafer and Wyoming.

Eligible Applicants:
• Small businesses with 50 FTE or less employees. Employees for this grant program may be either W-2 employees or independent contractors.
• All eligible applicants must have a physical, commercial location, whether owned or leased, that is physically located in Chisago County.
• All eligible applicants must be registered with the Minnesota Secretary of State or other licensing authorities, if applicable, and have been operating since March 1, 2020.
• Small businesses must be current on their real estate taxes.
• Small business is able to state reasons the COVID-19 pandemic created an impact on the business.

Those receiving the Minnesota Small Business Relief Grant are not eligible for the Chisago County Small Business Relief Grant as they are from the same source.

Eligible Uses of the Funds:
• Business Expenses such as:
  o Personal protective equipment (PPE)
  o Lease or mortgage payments
  o Utilities
  o Phone/Internet
  o Insurance

Note: Property tax, Municipal utilities, payroll, and owners personal use are an ineligible use of funds. Expenses reimbursed by another State or Federal grant are not eligible.

Funding Information:
• Eligible applicants with revenue loss of 25% or more may request up to $10,000 in grant assistance based upon need. Those with losses of less than 25% may apply for up to $5,000 in grant assistance. Actual grant award will be based on number of employees, eligible expenses, and impact to the business.
• Applications will be considered and acted on by the Chisago County HRA-EDA, who is the administrator for the Chisago County CARES Act funds.
• The grant application and related attachments will be considered public information. The social security number, bank accounts, and date of birth information will be considered private data.

Timelines:
• Grantees will be notified approximately 2-3 weeks after submittal.
• Funding is limited and grants will be provided first come first serve and based upon eligibility and until the funds are expended.
• Grant applications will be accepted until October 21, 2020 or until the Small Business Relief Funds are exhausted, whichever occurs first.

Application Requirements:
The Small Business Relief Grant application must be completed in its entirety by the applicant and submitted to the Chisago County HRA-EDA online found at [www.chisagocounty.org](http://www.chisagocounty.org) or to the Chisago County HRA-EDA office, located at 38871 7th Ave, PO Box 815, North Branch, MN 55056. Online applications are preferred.
• Completed application document.
• Provide the most recent federal tax return filed by the business.
• Income/Expense statements for the second quarter of 2019 and the second quarter of 2020 are required for businesses seeking the $10,000 grant assistance funds. New businesses that were not open second quarter of 2019 will provide Income/Expense statements for 2020 these are also required for businesses seeking $10,000 grant assistance funds.
• Grant recipients are required to provide evidence in the form of paid or unpaid invoices, statements, or similar documentation from March 1 to August 31, 2020 and projected expenses through December 31, 2020.
• Certificate of Good Standing from Minnesota Secretary of State Office or other licensing authority.
• Other items as requested by the Chisago County HRA-EDA

Grant Awards:
• Applications and awards will be made through the Chisago County HRA-EDA office.
• Upon a successful grant application, the recipient will enter into a grant agreement before funds are distributed.

*We will be requesting the following documents in the grant application, to expedite the process you should have these before starting the application.*

- Income/Expense Statements for 2nd Quarter 2019 and 2nd Quarter 2020 or
- If a new business, Income/Expense Statements for 1st and 2nd quarter 2020
- Business Federal Income Tax
- Receipts for expenses you are seeking reimbursement
- Projection of expenses for September 1-December 31
- Certificate of good standing from the [Minnesota Secretary of State Office](http://www.chisagocounty.org)

Click button below to complete the grant application. If you will be completing the application at a later date, save this document in your files to access the link at any time.