



Town of Acton

COVID-19 SMALL BUSINESS GRANT PROGRAM

The Town of Acton (Town) has established the COVID-19 Small Business Grant to assist in the stabilization of existing small businesses in Acton that have experienced significant business disruption and losses due to the COVID-19 closures. This grant program will provide funds to assist eligible businesses cover wages, rent, loss of inventory, and other fixed costs not already compensated by other federal COVID-19 financial assistance or relief programs.

GRANT PROGRAM TIMELINE:

- May 29, 2020 - Grant announcement.
- June 01, 2020 - Grant applications released.
- June 15, 2020 - Initial grant deadline. Applications received after this date may be considered depending on availability of funding.
- June 18, 2020 - Lottery to award grants.
- June 20, 2020 - Initial grant award notifications.

AMOUNT OF FUNDING:

Up to \$4,000 per business with demonstrated costs greater than or equal to the amount requested.

APPROVED USES OF FUNDS:

Grant funds under this program may be used for employee payroll costs, loss of inventory, rent or mortgage payments, and other fixed costs which were not relieved during the current COVID-19 pandemic. Other costs may be considered on a case-by-case basis.

NON-APPROVED USES OF FUNDS:

Applicants and awardees may not use these grant funds to cover costs that are already reimbursed or paid by other federal COVID-19 financial assistance or relief programs.

FUNDING SOURCE:

Funding for this program will be provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

CONTACT INFORMATION:

For further information pertaining to this program or to obtain an application, please contact the Land Use and Economic Development Department at businessgrant@actonma.gov

ELIGIBLE APPLICANTS:

- Be a for-profit entity with 1-35 employees providing goods or services to multiple clients or customers.
- Have a physical commercial establishment within the Town of Acton.
- Have experienced a loss of revenue of 50% or more due to COVID-19 closures since March 10, 2020.
- Have less than \$1,500,000 in gross annual receipts.
- Have no outstanding tax liens, legal judgements, and are not otherwise subject to denial of a permit as detailed in Chapter O, Revocation or Suspension of Local Licenses, of the General Bylaws of the Town.

INELIGIBLE APPLICANTS:

The following businesses are not eligible for this grant program: independent contractors, check cashing agencies, liquor stores, hardware stores, grocery stores, gas stations and convenience stores. Ineligible applicants also include national or regional chain businesses.

The Town reserves the right to reject any application that is incomplete or does not meet the Program Requirements in the sole opinion of the Land Use and Economic Development Department. Businesses owned by Town of Acton employees or their immediate family are also ineligible.

AWARD PROCESS:

After the application period closes, all eligible applicants will be placed in a lottery. The lottery will be held to select grant awardees using a random selection with no preferences besides eligibility. The lottery will be held via a Zoom meeting and applicants will be given access to attend such Zoom meeting. Each applicant will be assigned a numbered lottery ticket. Lottery tickets will be assigned a number in the sequence in which they are drawn and recorded in the order of selection on Lottery Drawing Lists. Lottery tickets will be drawn and grants will be awarded until funds have been exhausted. No preferences will be utilized other than the eligibility criteria set out here within.

SUBMISSION REQUIREMENTS:

1. Completed application form (enclosed).
2. Copies of the 2018 or 2019 business tax returns.
 - a. If business does not have tax returns for 2018 or 2019 because they are a new business, personal tax returns all principals with more than 20% ownership will be sufficient.
3. Documentation to demonstrate that the COVID-19 outbreak has caused at least a 50% decrease in revenue.
 - a. Documentation could include a report of year-over-year gross sales, bank statements, profit & loss statements, or the like.
4. Completed IRS W-9 form.

COMPLIANCE WITH FEDERAL FUNDS, LAWS, AND REGULATIONS:

Applicants must comply with all applicable laws.

Use of Funds: Please describe how the COVID-19 Small Business Grant will be used to help your small business retain employees and keep your business operating during this challenging time.

Use: _____	\$:
Use: _____	Total \$: _____

Have you applied or do you plan on applying for any other federally funded COVID-19 financial assistance programs (SBA Economic Injury Disaster Loan, Paycheck Protection Program, EDIP Loan Advance, Massachusetts Small Business Recovery Loan Fund, etc.)? If you have already been approved for any of these programs, please indicate the amount and use.

While we understand that there is uncertainty, the Town of Acton hopes that businesses receiving a grant award will successfully persevere through the COVID-19 State of Emergency. Please describe your plans and ability to persevere to the best of your ability:

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The Town of Acton does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, physical or mental disability, pregnancy, race, religion, sex, sexual orientation, or veteran status, as applicable. Direct inquiries to: Acton Town Manager, manager@actonma.gov

Please continue to next page.

Application / Eligibility Checklist:

- I certify that my business is physically located within the Town of Acton and the business maintains all proper licenses and permits for operation.
- I certify that my revenue has declined by 50% or more as a result of the COVID-19 closures since March 10, 2020.
- I certify that my business is a for-profit entity with 35 or fewer employees providing goods or services to multiple clients or customers and that the average annual gross receipts of the business are less than \$1,500,000.
- I have attached a copy of the most recent business tax return or if not available the personal tax returns for owners with 20% or more ownership interest.
- I have attached a completed IRS W-9 Form.
- I agree to provide documentation to help verify the economic hardship suffered as a result of COVID-19, including financial statements, and other data as applicable.
- I agree to document and report the economic impact as a result of this grant, including but not limited to, jobs retained, increased sales, participation in other relief programs.
- Pursuant to Massachusetts General Law, Chapter 62C, Section 49A(b), I confirm that I have complied with all laws of the Commonwealth of Massachusetts and the Town of Acton and I am current with all local, state, and federal taxes.
- I certify that I will not use grant funds from this program for any expenses already reimbursed or paid by other federal COVID-19 financial assistance or relief programs.
- I certify that I am authorized to submit this application and execute a grant agreement on behalf of the business entity listed.
- I certify that submitting this application in accordance with the below instructions constitutes an electronic signature

Applicant Signature: _____ Date: _____

SUBMISSION INSTRUCTIONS

BY EMAIL: All applications and attachments should be sent via email to businessgrant@actonma.gov.

If you have questions about the application requirements or have any issues with submitting any of the required documents, please email businessgrant@actonma.gov or call the Acton Town Services Hotline 978-929-6619 and someone will assist you.