

Clara City, Minnesota **“BACK TO BUSINESS”** grants are designed to provide immediate relief to businesses to help them remain in business through the COVID-19 pandemic. Qualified businesses must be within the city limits of Clara City, MN.

Participating businesses must certify that expenditures requested for reimbursement were expended to specifically address the impact of the COVID-19 pandemic. Participating businesses must certify that any cost reimbursement request has not already been paid for with any other Federal, State or local funds associated with COVID-19 pandemic. In addition, if the business has applied for and received Federal, State or local aid, you must denote the program and how the funding has been used.

To be eligible for these grants a business must be a for-profit business entity with a place of business located in Clara City, MN.

Funds are meant to reimburse businesses for costs due to COVID-19 closures, business interruptions, or other negative impacts to your business due to COVID-19.

The grant can be used for:

- Outdoor business operations - The cost of constructing of outdoor facilities either temporary (i.e. tents) or permanent to allow service to customers with proper social distancing.
- Outdoor seating areas – The cost of conversion of an area, sidewalk, parking lot or open area, adjacent to a dining facility to accommodate additional outdoor seating.
- Outdoor seating – The acquisition of chairs, tables and stands for a outdoor seating area.
- Signage – Acquisition of signage relating to the operation of the business in accordance with the Covid-19 guidelines.
- Checkout counter modifications – Installation of screens and buffers to allow for proper social distancing practices.
- Seating modification or storage – Costs associated with the reduction of seating in public spaces to comply with social distancing guidelines including the costs of storage facilities to store excess seating until the restrictions are lifted.
- Markings – Costs incurred to cordon off public spaces to conform to social distancing requirements.
- Computer Hardware – The cost for required computer hardware necessary to support remote work by employees.
- Software – The costs of software purchased to support remote work by employees or upgrades to existing Internet presence to support expanded e-commerce.
- Sanitation Station – Installation of enhanced sanitation equipment for employees or customers.
- PPE, Personal Protection Equipment – The cost to purchase necessary masks, gloves, face shields or protective garments to protect against the spread of the virus.

- Sanitation Supplies – The cost of disinfection supplies materials to clean equipment or furnishings as well as supplies necessary for proper hygiene of employees and customers.
- Disinfection Equipment – Purchase of equipment needed to dispense the disinfection agents.
- Disinfection Contracts – The cost of contracts for the disinfection of facilities and equipment necessary for operation of the businesses.

The grant can NOT be used for:

- Personnel – The salaries, fringe and related costs of permanent or part-time staff required to operate the business.
- Lost Revenues – The costs to the business related to the loss of revenues from lack of sales, cancelation of orders or cancelation of contracts.
- Normal Operating Expenses – The cost of rent payments, utilities, mortgage payments, insurance, etc.

Applicants will be required to demonstrate that they are eligible, that they were operational pre-COVID-19, and that they are suffering negative impacts or costs due to COVID-19.

Applicants will also be required to indemnify the city, and agree to repay the grant if the grant awards are found to be used for items not allowed under our application and the CARES Act.

Reimbursement must be for expenses incurred between March 1, 2020 and September 15, 2020. Grant awards will not be paid until work is completed or the product is delivered.

Grant Amounts: Maximum grant award is \$2,000. Grant amounts may be less depending upon the number of qualified businesses impacted and apply to our program. We recommend that you certify to us ALL potential eligible costs. If future grant funds are available, and we are able to award more than \$2,000 per business, we will use the existing application and you will not be required to reapply for funding.

For Further Information:

Contact: City of Clara City, 215 First Street NW, Clara City, MN 56222

Steve Jones, City Administrator, 320-847-2142 or Cell Phone 320-841-1793

All Grants Will Be Administered by Prairie Five CAC for the City of Clara City, MN

CLARA CITY "BACK TO BUSINESS" CARES GRANT PROGRAM APPLICATION

DUE September 15, 2020 (4:00 PM Clara City, MN City Offices)

All Grants Will Be Administered by Prairie Five CAC

Company Name: _____

Address of Business: _____

Mailing Address if different from business address: _____

Name of Person Filling out the Application: _____

Phone Number: _____

E-Mail Address: _____

Website Address: _____

Please select all that apply. I am applying for reimbursement for the following categories of business expenses.

- Outdoor Business Operations
- Outdoor Seating Areas
- Outdoor Seating
- Signage
- Checkout Counter or other Physical Modifications
- Seating Modification or Storage
- Markings
- Computer Hardware
- Software
- Sanitation Station
- PPE (Personal Protection Equipment)
- Sanitation Supplies
- Disinfection Equipment
- Disinfection Contracts (Outside Services)
- Other
(Describe "Other" items for which you are requesting reimbursement)

Please note all items for which you are requesting reimbursement (must supply receipts, proof of purchase, pictures, etc.): **Attach additional information and receipts!**

Please explain why these purchases were needed due to COVID-19: **Attached additional information if necessary!**

Other Comments: _____

Total Cost of all COVID-19 Related Expenses Listed Above: (We encourage you to list all eligible costs, even those that exceed \$2,000, in case additional funds become available:

Grant Amount Requested: _____ (May not exceed \$2,000.)

Applicant agrees to indemnify the city, and reimburse the city for the grant award amount if it is found to be ineligible by the city or the CARES grant program:

Applicant Signature: _____ Date: _____

Applications Due by September 15, 2020 (4:00 PM) in the Clara City, MN City Offices.

