COVID-19 SMALL BUSINESS GRANT PROGRAM

Program Outline

To continue to provide small businesses in Putnam County with support as relief due to disruptions caused by the COVID-19 global pandemic, the County government is making available $3 million to support qualified eligible Small Businesses. Grants are being offered as a result of acute changes in economic conditions, needs, and resources as well as the availability of state and federal relief programs.

Qualified eligible businesses may receive up to $3,000. The application window for the Putnam County CARES Small Business Grant Program will open on at approximately 10am on August 10, 2020 and close at approximately 5pm on August 25, 2020.

Program Guidelines for Putnam County Small Business Grant Program

Eligible applicants must meet the following criteria:

- Be a for-profit business with a physical location in Putnam County, Florida that was in operation on or before March 1st, 2020 and has experienced disruption due to the COVID-19 global pandemic
- Employed and paying no more than 50 full and part-time employees as of March 1st, 2020 (Subcontractors and/or 1099 employees should not be included in the employee count)
- Has experienced business interruption as a result of the COVID-19 public health emergency
- Is at least 50% owned by one or more residents of Florida (individuals or entities)
- Is not part of a bigger business with more than 50 full-time equivalent employees

The following entity types are not considered eligible to apply:

- Publicly traded companies
- Non-profit organization

Grant Awards and Eligible Costs

Grant awards are as follows for eligible applicants:

- Qualified eligible businesses will receive $3,000.

Eligible businesses receiving funds from Putnam County will be required to certify that they will only use proceeds for:

- Accounts payable, including utilities, vendors, suppliers, and working capital expenses paid or to be paid between March 1st, 2020 through October 31st, 2020.
- Rent/mortgage payments paid or to be paid between March 1st, 2020 through October 31st, 2020.
- Activities related to adjustment to the delivery of services, such as for PPE, equipment to enforce social distancing, touchless point of sale systems, hardware and software to adjust ordering, sales, etc
Grant awards cannot be used for the following costs:

- Providing funds, directly or indirectly, for a dividend distribution, return of capital, or otherwise to owners, partners or shareholders of the business enterprise
- Payroll expenses/employee pay; this includes payments to 1099 employees and/or those identified as subcontractors
- The payment of any local, school district, state, and/or federal tax obligations
- To finance a business, project, activity, and/or location primarily located outside the geographic boundaries of Putnam County, Florida
- Any expense already satisfied by local, state or federal loan/grant programs – such as SBA’s Paycheck Protection Program or Economic Injury Disaster Loan
- Any business activities not otherwise specified as allowable costs per the grant agreement (to be executed prior to funds disbursement)

**Award of Grant and Grant Contracting**

Completed applications will be reviewed and considerations for grant awards will be based on satisfaction of eligibility criteria and demonstrated need in the grant application. Overall evaluation of need and grant award decision criteria will include:

- Complete and thorough application
- Meet minimum eligibility criteria
- Well explained and demonstrable need due to COVID-19 disruptions.
- Achieves program goal(s) based on economic impact of the applicant entity and sector
- Supports the economy of our communities and/or the entire county in the short and long term

Applicants awarded grant funding will be required to sign a grant contract and documentation provided as part of the award and disbursement process. Additionally, at least one individual or entity having ownership in the business will be required to sign an affidavit at the time of grant contract execution requiring that grant funds will be used as stipulated by the program guidelines and grant contract. Furthermore, the affidavit will acknowledge that any unused funds will be returned and that any use of funds that violates the grant contract may result in prompt repayment. Additional individuals may be required to sign as well depending on the ownership structure of the business and the determination of the program administration entity.

Upon execution of the grant contract and it being returned to the County, efforts will be made to disburse funds in a timely manner.

NOTE: Because of the COVID-19 pandemic and in an effort to further streamline application review and award, applications are encouraged to be provide a current email address with their grant application. Grant contract documents will be submitted electronically to the email address you provide in your application.

**Reconciliation of Eligible Expenses**

Eligible applicants must provide a reconciliation of how funds were utilized by November 30, 2020. Awardees will be required to outline their use of funds and certify that the information is accurate subject to future audit/inspection.

A copy of the reconciliation form that grant awardees will be required to submit will be provided with an applicant’s award letter.
 Appeals Process

Applicants determined to be ineligible for assistance will be notified by email regarding why their application did not meet the minimum program eligibility criteria. If applicants who are deemed ineligible disagree with their award determination, they will be provided an opportunity to appeal this determination and submit documentation illustrating how they meet the established program criteria. A link will be provided in the eligibility notice to submit updated documentation.

An online version of this application can be found here:
https://putnamcares.force.com/SmallBusinessGrant/s/apply

A completed paper application be submitted at the following location:
Putnam County Government Complex
2509 Crill Avenue
Palatka, FL 32177