

## Cambridge Cares for Business Assistance Guidelines

### Purpose

The City of Cambridge has developed a small business emergency assistance grant program to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

The Cambridge City Council is concerned about the impact of the Covid-19 pandemic on business in the city, especially small businesses. The City desires to use some of the CARES Act funding it has received from the State of Minnesota to provide some Covid-19 relief assistance for small business. The City may provide assistance under the grant if it can show that a business had Covid-19 related expenditures after March 1, 2020.

The Cambridge City Council authorizes up to \$100,000 to assist small business under the following criteria:

### Eligible Businesses

Cambridge Cares for Business Assistance Program is available to locally owned and operated small businesses located within the corporate limits of the City of Cambridge.

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, including but not limited to:
  - a. Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption.
  - b. Taverns and other places of public accommodation offering alcoholic beverages for on-premises consumption.
  - c. Fitness centers, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
  - d. Art and music studios.
  - e. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota.
  - f. Other businesses as approved by the EDA.
2. Business are eligible for aid if they will certify they have not previously received federal or state aid for the COVID-19 related expenditures being submitted for reimbursement.
3. The business must have been in operation prior to the Governor's Executive Order.
4. Small business is defined as having 50 employees or less.

5. The business must be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing with that office.
6. The business must be a conforming or legally nonconforming use under the current zoning regulations of the city.
7. The business must be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city.

### **Ineligible Businesses**

Certain businesses are ineligible, including:

- Individuals or businesses that have received funding from the Department of Employment and Economic Development through the Small Business Relief Grant.
- Non-profit organizations
- Corporate chains or multi-state chains
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling
- Businesses that derive any income from adult entertainment
- Businesses that derive income from passive investments; real estate transactions; property rentals or property management; billboards; or lobbying

### **Eligible Expenses**

1. Eligible expenses include the following:
2. Expenses for Personal Protective Equipment (PPE) and supplies for employees or customers and efforts to sanitize the business environment. This includes such items as masks, hand sanitizers, latex gloves extra cleaning supplies or face shields.
3. Innovation/modification to promote outdoor creative business premise to make it possible to reopen or operate more safely to protect employees and public health considering COVID-19 risks. This may include such items as outdoor dining supplies or customer barriers.
4. Shields placed at counters for employee/customer safety
5. Rent or mortgage payments (excluding property tax)
6. Addressing temporary COVID-19 related restrictions on business activity
7. Increasing technology capacity to enable alternative work forms
8. Creating new marketing campaign or business plans
9. Facility cleaning/restoration
10. Costs associated with additional training or virtual learning to implement COVID-19 safety measures
11. Expenses required to plan for a safe reopening such as expert assessments and/or conduct research or market surveys
12. Other uses (to be described by applicant)

When applying for this program, applicant must submit supporting documentation for eligible expenses including proof of payment. For example, an invoice copy for eligible expense along with a copy of the cancelled check would be sufficient documentation.

### **Ineligible expenses**

Items specifically NOT eligible for reimbursement include the following:

1. Reimbursement of lost revenue due to business interruption.
2. Illegal expenses.
3. Expenses not supported by receipts or invoices that have occurred between March 1, 2020 and September 30, 2020.
4. Expenses from a business that does not have a physical business address within the corporate city limits of Cambridge.
5. Home based businesses.

### **Applicant Information**

Applications received prior to October 1, 2020 will receive first consideration under this program. The maximum award of \$5,000 for eligible expenses. If requests received are more than funding allows, business will receive a pro-rata share of the maximum amount allowed under the program. In the event, the authorized amount of \$100,000 is not committed by October 3, the Cambridge City Council will consider increasing aid to applicants at its October 5, 2020 meeting, provided documentation of eligible expenses has been provided.

If you have questions please do not hesitate to contact Caroline Moe at 763-552-3203, Stan Gustafson at 763-552-3209, or Linda Woulfe at 763-552-3216.