



Isanti Business Relief Grant Program

City of Isanti
101-1st Ave NW
P.O. Box 428
Isanti MN 55040
763-444-5512

Isanti Relief Business Grant Program

Purpose

The City of Isanti has developed the Isanti Business Relief Grant Program (referred to as “Program”) to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

Eligibility

The Program is available to locally owned and operated businesses located within the City of Isanti

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, brew pubs, microbreweries, distilleries, wineries, tasting rooms and other places of public accommodation offering alcoholic beverages for on-premises consumption
 - c. Gymnasiums, fitness centers, indoor sports facilities, 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. Bowling alleys, skating rinks and other similar recreational or entertainment facilities
 - f. Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota
 - g. Other businesses as approved by the City
2. The business must have been in operation prior to the Governor’s Executive Order
3. Be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing
4. Be a conforming or legally nonconforming use under the current city zoning regulations of the city
5. Not be in violation of the city’s zoning code
6. Be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city

Amount: Up to \$5,000 grant

Supporting Documentation:

1. Proof of ownership or signed lease.
2. A W-9 form (with signature)
3. Other supporting documentation you wish to provide to the City to assist in understanding the applicant’s situation.
4. Narrative descriptions and receipts (or calculations) of the negative impacts on the business due to COVID-19

Permitted Fund Uses:

Awarded funds may be used exclusively for current payroll obligations (may not include employees who have been laid off or Furlough), expenses for Personal Protective Equipment (PPE) lease or mortgage

payments, utilities, accounts payable, and other critical business expenses that can't be paid as a direct result of the COVID-19 pandemic. Awarded funds may not be used for business owner's/manager's personal uses or expenses.

Ineligible Fund Uses:

Assistance cannot be provided to businesses or non-profits that:

1. Do not have a physical business address within the City of Isanti
2. Are home-based businesses
3. Derive income from passive investments without operational ties to operating businesses
4. Primarily generate income from gambling activities
5. Generate any part of its income from adult-oriented or tobacco/vaping-related activities
6. Have no current or historical financial statements
7. National or corporate chains
8. Business in default before February 29, 2020
9. Individuals who have received any Federal assistance related to the COVID-19 Pandemic

Fund Availability:

Funds are granted on a first come, first serve basis and will be provided until the funds are exhausted or the city-declared state of emergency declaration is lifted, whichever comes first. All applications must be submitted by September 25, 2020 to be considered.

Reporting:

As a condition for receiving funding, all recipients are required to submit a brief report to the city within sixty (60) days of receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.

**Isanti Relief Business Grant
Program Application**

Applicant Information

DBA - Legal Name of the Business: _____

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> LLC
Length of Time in Business	Years Months	Fed Tax Id#	MN State License
Mailing Address		City	Zip
Location Address		City	Zip
Business Phone	()	Business Fax	()
E-Mail Address		Web Address	
Contact Name		Title	
Is your business currently registered with the Minnesota Secretary of State?	___ Yes ___ No	Is your business currently in good standing with the Minnesota Secretary of State?	___ Yes ___ No
Was your business registered with the Minnesota Secretary of State as of February 29, 2020?	___ Yes ___ No	Was your business in good standing with the Minnesota Secretary of State as of February 29, 2020?	___ Yes ___ No
Amount of Funding Requested (not to exceed \$5000)	\$ _____	Total number of employees: _____ The number of your employees who have been impacted by the Governor's Executive Orders? _____	
Was your business subject to the Governor's Executive Orders 20-04 and 20-08? How has the Governor's Executive Orders financially affected your business? (please attach additional page if needed)			

For what purpose will these funds be used? Please include expenses paid and/or proposed for the total funding request. (please attach additional page if needed)

Eligible Applicants

- All eligible business categories must be referenced in Governor Walz's Executive Orders ([EO 20-04](#) and [EO 20-08](#)).
- Must have a physical, commercial location, whether owned or leased, that is located in city limits of Isanti, MN.
- Must be registered with the Minnesota Secretary of State.
- Must be current with Isanti County property taxes.

Application Requirements

- The Program application must be completed in its entirety by the applicant and submitted to:
Ssellman@cityofisanti.us
Hard copies can be mailed or dropped off at City Hall
City of Isanti
Attn: Sheila Sellman, Community Development Director
110-1st Ave NW
Isanti MN 55040
- All grants will be subject to the Isanti Relief Business Grant Program guidelines.
- Proof of ownership or signed lease.
- A W-9 form (with signature).
- Other supporting information requested from staff to review eligibility.
- If funds are awarded, a brief report to the City within two months after receiving funds, specifying how the funds were used and providing evidence in the form of paid invoices, statements or similar documentation.
- Application must be submitted by September 25, 2020 to be considered.

Applicant Acknowledgement:

- The applicant shall hold the City, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Isanti Relief Business Grant Program or

its application, including but not limited to, any legal or actual violations of any state or federal laws.

- The applicant recognizes and agrees that the City retains absolute authority and discretion to decide whether or not to accept or deny any particular application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the application are incurred by the applicant at its sole risk and expense.
- The applicant acknowledges that they have read the Isanti Relief Business Grant Program guidelines and understands that if the application is approved for funding, grant funds awarded must only be used to pay eligible expenses.

Data Privacy Notice: The City is subject to Minnesota Statutes Chapter 13 (the “Minnesota Government Data Practices Act”). The application shall become the property of the City and is subject to the Minnesota Government Data Practices Act.

**GRANT PROGRAM POLICY
AUTHORIZATION FOR RELEASE OF INFORMATION**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I agree to be bound by all terms and conditions of the Isanti Relief Business Grant Program. The City of Isanti has the right to verify any information contained in this application and may contact any individuals and institutions involved with the proposed grant application.

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Signature/Title of Applicant: _____ Date: _____

Printed Name: _____

Applicants are encouraged to review the Governor’s Executive Orders 20-04 and 20-08 for further definition and clarification of businesses that are or are not eligible for this program. The City retains final authority to determine if a business is eligible or not, and whether to approve a grant or not.

For questions, call Sheila Sellman, Community Development Director at 763.444-5512 or email ssellman@cityofisanti.us

Adopted by:	On (date)
City Council	9/1/2020