



Waukesha Works Economic Recovery Grant

The City of Waukesha has created a new grant program to assist small businesses (20 or fewer employees) who have been impacted by the COVID-19 Pandemic and the State of Wisconsin "Safer at Home" orders. This program provides rent, mortgage, utility bill and extraordinary cost assistance for businesses impacted by COVID-19. The grant funds can also be used to fund capital improvement projects in your business space such as interior repair/remodel, painting, maintenance, and code compliance projects. Grants are available up to \$10,000 maximum depending on project scope, demonstrated need, and fund availability.

Grant Eligibility

- Business must have been in operation as of March 1, 2020.
- Business must be located in the City of Waukesha
- 20 or fewer full time equivalent (FTE) employees at the time of the Safer at Home Order
- Franchises, national or regional chains are not eligible
- Local non-profits are eligible. National or regional non-profits are not eligible.
- Business had to either be closed (non-essential) or had business operations severely limited and/or modified by the State of Wisconsin Safer at Home orders.

What the funds can be used for?

Rent reimbursement or assistance. Grant funds can be used to reimburse your businesses for rent paid in April, May and June or if rent has not or cannot be paid, the program would pay landlords directly.

Mortgage reimbursement or assistance The grant can be used to reimburse your businesses for mortgage payments for the months of April, May and June, or if mortgage has not or cannot be paid, the program would pay bank/lending institution directly.

Utility Payments. Reimbursement or assistance with any utility payments for your business location for the months of April, May and June.

Marketing, advertising, signage, and special equipment needed to modify business during Safer At Home order. This includes paid social media promotions, print advertising, temporary signage, or any special equipment purchased to continue business operations during the Safer At Home Order. This grant will be reimbursable or paid by the City directly to the vendor.

Physical improvements to your business space. This program can provide a 50% match for projects such as interior repair/remodel, painting, improving ADA accessibility, and other maintenance projects done while your business is closed due to the safer at home order. Projects can either be reimbursed with paid invoices or the City can pay the 50% match directly to contractors after confirmation that the work is complete. All applicable permits must be pulled and inspections completed or funds will not be dispersed.

Fixing outstanding code violations. Funds can be used to remedy any outstanding code violation orders on your property while the business is closed due to the Safer at Home order. All applicable permits must be pulled and inspections completed or funds will not be dispersed.

Other program restrictions

- Applicants must disclose any COVID-19 related funding received through other programs to offset or forgive rent, mortgage payments, or utility payments. This includes funds received through the Paycheck Protection Program or any other governmental assistance programs.
- Mortgage reimbursement/payment shall be done on a pro-rated basis if the building contains residential units or other unused/unoccupied space or leasable space not used by your business.
- Per business maximum grant of \$10,000. Grants may be adjusted based on other COVID-19 funds received.
- Applicants will be required to submit verification of costs, employees and other information depending on grant type. This includes but is not limited to mortgage/bank loan information, tenant lease, invoices, 1st quarter IRS Form 941 Tax filing forms, and any other documents requested to verify costs.
- Any entity receiving a check from the City of Waukesha will need to complete a [W-9 form](#)

For any questions about the program, please contact the Community Development Department:

Email: jfortin@waukesha-wi.gov

Phone: 262-524-3755

Waukesha Works Economic Recovery Grant Application Form

Business Information

Business Name: _____

Type of Business: _____

Owner/Applicant Name(s): _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Alternate Phone: _____

E-Mail: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Number of Full Time Equivalent (FTE) Employees*:

Before COVID-19: _____ Currently: _____

**A Full Time Equivalent (FTE) is used to convert the hours worked by several part-time employees into the hours worked by full-time employees assuming an 8 hour workday. For example two (2) part-time employees working 20 hours per week is the equivalent of one FTE (40 hours).*

Please provide a copy of your first quarter IRS Form 941 for employee count verification.

Economic Impact Information

Please check the box that best describes the impact COVID-19 and Wisconsin's Safer At Home Orders have had on your business operations:

- We have had to shut down completely (non-essential)
- We have had to scale back operations (such as curbside/pickup only)
- We have had to layoff employees
- Other: _____
- No Impact

Please provide a brief explanation of what adverse economic impact COVID-19 and Wisconsin's Safer At Home Orders have had on your business: _____

Have you received any other grants, loans or financial relief during the Safer at Home Order:

- Yes No

If you answered "yes" please check relief you have received:

- Rent or mortgage payment reduction, deferment or forgiveness
- Funds from SBA Paycheck Protection Program (PPP). Please include amount: \$_____.
- Funds from SBA Economic Injury Disaster Loan Program (EIDL) Please include amount: \$_____.
- Funds from other programs (Government, non-profit, businesses, etc.) (Please include name and amount: _____)

SIGNATURE REQUIRED

By signing below I understand that all application materials are subject to Open Records Law and may be disclosed to the public if requested.

Sign here: _____ Date: _____

Please Print Name: _____

Application may be submitted electronically to:
jfortin@waukesha-wi.gov

Or via US Mail to:

What Grant Program(s) are You Applying For

Please check all that apply. You will need to submit all required materials and information prior to receiving grant funds. The City may request additional information prior to approving your application. Please see front page for grant descriptions.

Rent or Mortgage Reimbursement or Assistance

Please check what describes your business space:

- I rent the space for my business I own the space for my business

What type of assistance are you seeking:

- Rent or Mortgage Reimbursement Direct Payment Assistance

What is your monthly rent or mortgage payment: _____

- Is any of the space you own or rent occupied by a business other than your own or are there residential units? Yes No

If you answered yes, please list all other businesses, rental units, estimated square footage, and rental income for these other uses:

- Provide copy of lease or statements showing monthly rent or mortgage payments.

- If you are requesting reimbursement for rent or mortgage you already paid during eligible months, provide receipts or other evidence of payment.

- If you are requesting rent or mortgage assistance (direct payment to landlord or bank), please provide information below. Rental or mortgage assistance payments will be paid directly to landlord or bank. They will also need to submit a W-9 form which can be obtained here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Landlord or Bank Information:

Landlord Or Bank Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact phone: _____

E-Mail address: _____

Date rent is due: _____

Business Utility Bill Reimbursement or Assistance

- For reimbursement please submit paid invoices or screenshot from utility bill pay website showing the utility payments you have already made during eligible months.

- For assistance (direct payment) you will need to provide a copy of the utility bills and the mailing address of the utility being paid.

Marketing, advertising, signage, and special equipment needed to modify business during Safer At Home order.

- For reimbursement please submit paid invoices or screenshot from websites showing the payments you have already made during eligible months.

- For assistance (direct payment) you will need to provide a copy of any invoices and the mailing address for where the payments should be sent to. They will also need to submit a W-9 form which can be obtained here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Improvements to Business Space or Correcting Code Violations (50% match limit for improvements)

Are there any outstanding code violations on your property?

- Yes No. If you answered yes, please list: _____

- Please provide a summary of any planned improvements or renovations and estimated costs: _____

- Lien waivers will be required from contractors upon completion of work.

- Provide copies of contractor estimates. It is recommended you obtain at least two (2) estimates. The City will get back you with a grant amount. **Do not start work until you have received notice from the City that your grant was awarded. The City is not responsible for work started prior to you receiving confirmation of your grant award.**

- Please select how you would like to receive your grant funds:
 Reimbursement (you must send us paid invoices to receive funds)
 Direct Payment to Contractors (Contractors must submit a W-9 form which can be obtained here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)