Application for *City of Delphi*
SMALL BUSINESS RESILIENCE GRANT DRAFT

Do not delay in submitting applications! Funds will be awarded quickly. Maximum grant amounts are $5,000 per business, based on demonstrated need. This is not a loan.

Eligibility:
Businesses eligible for a Delphi Small Business Resilience Grant must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses and code compliance.
- Must be in good standing with the Indiana Secretary of State.
- Must have been established and operational in the City of Delphi since January 1, 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Eligible uses of funds: payroll (exclusive of owner compensation), utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale.
- Have 25 or fewer full and part time employees.
- Must not be a governmental unit.
- If non-profit, must be a 501(c)(3) organization.
- Owners of multiple within the City of Delphi are eligible for *each* business that meets these criteria.
- Preference will be given to businesses that have:
    - demonstrated a commitment to the community, through support of local youth or charitable programs, good corporate citizenship, participation in community and business support organizations;
    - plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
    - an inability to pay rent, utilities, overhead, and supply costs;
    - increased costs based on social distancing or other public health restrictions;
    - length of time within the City of Delphi;
    - unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
    - not received abatements or incentives from the city previously;
    - made all reasonable efforts to keep employees employed during the recovery process.

The Delphi Small Business Resilience Grant program has limited funding, therefore not all grant requests may be approved or approved at the level requested. Applications will be reviewed and kept confidential by the selection committee, which will consist of the five members of the Delphi Common Council.

Please email your completed grant application and supporting documents to the Mayor at mayor@cityofdelphi.org.

Review Process:

- Applications are due by 4:30 p.m. EDT on Friday, April 24, 2020.
- Applications will then be reviewed by a selection committee.
- Applications will be reviewed during the week of April 27 – May 1. Awards will be announced the week of May 4 and payments will be disseminated no later than Thursday, May 7, 2020.
- If funding allows, additional grants may be processed and awarded on an as-needed basis.

Delphi Small Business Resilience Grant

Section 1: Business Description

Business Name:
Business Address:
Business Owner:
Business Contact:
Name:
Phone:
Email:

EIN Number:

Type of Business/Target Market:

Number of Full-Time Employees as of March 1, 2020:
Number of Part-Time Employees as of March 1, 2020:
Number of Full-Time Employees as of application submission date:
Number of Part-Time Employees as of application submission date:

*2019 Annual Sales/Business Revenue:

*First Quarter 2019 Sales/Business Revenue:

*First Quarter 2020 Sales/Business Revenue:

*The selection committee recognizes seasonal businesses may not be able to provide this information – if you are a seasonal business, please explain the impact on COVID-19 on your business and explain how your existing needs are consistent with the purpose of the grant program.

Explain how your business has been affected by the impact of COVID-19 and how your existing needs are consistent with the purpose of the grant program.

Do you plan to seek SBA disaster assistance loans, SBA emergency grants, other governmental assistance or traditional loans from a bank?

List other financial assistance that you have received in the past month.

Monthly utilities, overhead, and supply costs:

Estimated monthly increase in supply costs due to COVID-19 for increases in cleaning/health:

How have your costs increased due to social distancing or other public health restrictions?

Do you currently have or are you in the process of creating a sustainability and resilience plan? Please provide that plan if one is in existence.

If no funds are awarded from the City of Delphi, what is the likelihood you will be able to pay May and June rent or mortgage payments?

How long has the business been located in the City of Delphi?

Please list your involvement with local networking and community organizations business coaching or similar assistance, conferences, and trainings related to small business development that you have attended in the last 2 years.

Please list the cultural, social, and promotional impact your business has on the City of Delphi.

What portion of your revenue comes from your brick and mortar establishment vs. external sources?

Explain the role your business has on its neighborhood, community, and surrounding businesses.

In what ways has your business reconfigured its business model during the public health emergency?

Do you have any outstanding state or local tax or fee obligations?
Do you have any outstanding liens or legal judgments?
Do you have any unresolved code compliance orders?

Please share other information that you would like selection committee to know about your business:

Section 2: Grant Request Information

Grant Amount Requested (grants may not exceed $5,000):

How do you plan to use the grant funding?

How will these funds help your business move towards stability or sustainability?

Section 3: Certification Statement

I certify that the information above is correct to the best of my knowledge. I authorize the Delphi Small Business Resilience Grant selection committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless the City of Delphi, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that committee

provides before, during, and after the grant review process. I agree that I will use any funds received for purposes consistent with my application and with the grant program rules.

Notice: *The Delphi Small Business Resilience Grant selection committee is dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers.*

_____ _____

Owner or Authorized Representative Signature Date

Section 4: Documentation Check List

In addition to this application, please submit the following:

- Copy of driver's license or other form of ID
- W-9
- 2018 and 2019 financial statements (if applicable) plus interim statement showing impact during Q1 2020
- Copy of Current Business Entity Report

If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules.