



## **The Commerce City Chamber of Commerce and Adams County have worked together to provide COVID-19 Small Business Mini Grants**

The Commerce City Chamber of Commerce and Adams County have worked together to provide COVID-19 Small Business Mini Grants to local businesses and 501(c)3 non-profits.

The COVID-19 Small Business Mini-Grants Program is divided into three (3) categories:

1. Business and non-profit operations have a maximum award value of \$2,500 per business applicant. Permitted use of, but not limited to:

- \* Building safety upgrades for the purpose of encouraging social distancing
- \* Employee or customer safety (PPE, physical barriers, upgrades to air or filtration systems,
- \* Other current safety requirements related to COVID-19 (testing)

\* For costs associated with the enactment of COVID-19 specific operations plans

2. Technology upgrades have a maximum award value of \$1,000 per business applicant.

\* Point of sale (POS) terminals or systems, including contactless payment systems

\* Touchless entry/exit for physical business location

\* Temperature screening, etc.

\* Technology needs for the enactment of COVID-19 specific operations plans

3. Compliance issues have a maximum award value of \$1,000 per business or non-profit applicant.

\* Legal support or guidance directly resultant from operations during COVID-19

- \* Consulting support directly resulting from operations during COVID-19
- \* Expenses for preparation of variance requests to public health agencies

#### Eligibility Requirements:

- \* Businesses and non-profits must have their primary office/headquarters in Commerce City.
  - \* The business/non-profit should have been open since at least December 31, 2019, or prior.
  - \* Must have 25 or fewer employees (PT, FT, PEO).
  - \* Business owners/non-profits may apply for up to one Mini-Grant per category.
  - \* Business owner owning multiple businesses is eligible for only one Mini-Grant in each category, not one grant per business.
  - \* The business can not be in default or be actively planning default at the time of application, and in full and good faith be in the process of reopening operations.
  - \* Businesses and non-profits must have direct physical in-person interaction with potential customers at a physical business location as the primary function of business operations. Home-based businesses, fully remote/virtual businesses, Cannabis, 3rd party liquor sales, and adult entertainment businesses, consulting/legal/ accountancy/financial with primarily remote customer engagement, are ineligible. The grant may not be used to pay any of the owner's or direct employee wages, bonuses, pay for legal expenses incurred in defending against a criminal violation, to pay for penalties assessed for criminal or regulatory violations, to pay adverse civil judgments stemming from the operation of the business.
- Franchise businesses and subsidiaries of a national corporation may be eligible only if having a local ownership control model and can adequately demonstrate that no relevant support from franchised corporation or national partner was or will be available. Franchise owner oversees multiple local locations within Adams County, Mini-Grant application(s) will only be accepted for one location.

#### **Information requested of the business applications will include:**

1. Business address and contact information
2. Copy of Driver's License or state-issued ID
3. Copy of "active" state business registration or non-profit status from Colorado Secretary of State, which can be found using the following link (<https://www.sos.state.co.us/>). A screenshot with the most recent information will suffice as proof.
4. **IRS Form W-9** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
5. Documented loss of revenue. The business must have experienced a significant loss of revenue and be in the process of reopening to be eligible for a grant. The business will provide their estimate of revenue loss due to COVID-19, using best and good faith judgment to estimate how its revenue was impacted by comparing sales this year to sales last year, or if a newer business, comparing actual current sales to projected current sales.
6. Brief description of current business reopening plans, including timelines and milestones
7. Number of employees now and prior to pandemic (Prior to March 1, 2020)
8. Years in business operation at the location
9. Any other business locations within Adams County
10. Description and budget showing how the Mini-Grant will be used and the proposed impact provided for that specific category

Businesses/non-profits can apply to any or all mini-grant categories if applicable. Businesses/non-profits must submit a separate application for each category through the grant application portal at <http://adamscountycovid19.org/mini-grants-application-small-businesses>. Successful applicants will be notified during the week of June 22, with funding allocated shortly after in one lump sum. Mini-grant recipients must provide documentation within 30 days that shows use of funds as outlined in the application.

The application process opens Monday, June 8, and closes Friday, June 19, at 4:30 p.m. MST.

**Monies are limited so gather all your required documentation now in order to be ready when the Application Process Opens on Monday, June 8. Grants are available for ALL Commerce City businesses/non-profits that meet the eligibility requirements. You do not need to be a member of the Commerce City Chamber of Commerce to apply.**