



Gates County Small Business Assistance COVID-19 Grant

All Grant Funds shall be awarded on a first come first serve basis until funds are no longer available.

**This project is funded by Obici Healthcare Foundation.
This project is funded under the COVID-19 Response Fund.**

Purpose of this Grant:

The purpose of the Gates County Small Business COVID-19 Grant, hereinafter referred to as “the grant,” is to prevent the spread of COVID-19 (2019 Novel Coronavirus) by providing financial assistance for the purchase of personal protective equipment (PPE) and maintaining day to day operations to Gates County businesses. The grant is designed to protect the general public while providing a means for businesses to offer PPE and day to day operations to its employees, patrons, customers, vendors, etc.

Grant Eligibility Requirements:

1. The business is located within Gates County.
2. Have at least one pay rolled employee and no more than 50 employees (excluding contract service workers and those employees paid on 1099 status). If a business is a sole proprietorship and the owner is the sole employee (i.e., self-employed) they may qualify if it can be demonstrated that rent, mortgage and business operating expenses are paid to third party entities with no ownership or financial ties to the applicant.
3. The business is current on all County property taxes.
4. The business has not been debarred from participation in Federal, State, or Local Government contracts.

5. The business has operated in Gates County for at least 12 months prior to the application date.
6. The businesses does not exceed more than \$2 million in annual revenue sales.
7. The business does not have any current unpaid code enforcement or tax liens and is not operating in violation of any state, federal or local laws.
8. At least one of the owners of the establishment is a current Gates County resident.
9. The business has a brick and mortar location. (a designated building for the business)

Eligible Expenses that Grant money may be used on:

The following are eligible PPE expenses under the funding opportunity.

1. Masks (includes re-usable cloth, disposable surgical type masks, N95).
2. Face shields.
3. Social distance signage.
4. Disposable gloves.
5. Installation of Plexiglas, acrylic, or other barriers that serve as sneeze and/or cough guards.
6. Hand sanitizer.
7. Anti-microbial hand soaps.
8. Installation of hand sanitizer stations/dispensers.
9. Cleaning supplies listed through the EPA as approved disinfectants ([Click Here to Review the EPA's Disinfectant List](#)), or alternative disinfectants identified to be effective by the EPA (e.g. 70% alcohol solutions).
10. Thermometers for screening employees, etc. to prevent potential symptomatic spread of COVID19.

The following are eligible fixed cost expenses:

1. Rent/mortgage payment
2. Utilities

Reasons Applications may be denied:

1. Franchises, publicly traded companies or subsidiaries of publicly traded companies, and non-profit entities do not qualify to receive Grant money.
2. Home-based or garage-based businesses do not qualify to receive money.
3. Business exceeds \$2 million in annual revenue sales.

Key Information:

1. This is a *reimbursement* grant.
2. Applicants may apply for up to \$2,000 for reimbursement of eligible expenses dating back to March 1, 2020.
3. The grant is designed to cover expenses incurred up to December 31, 2020 (on a reimbursable basis).
4. All items for which a reimbursement is requested will be limited to items in the Eligible Expenses section. **Receipts are required for reimbursement.**

Application Requirements in Order to be accepted:

1. Copy of your most recent W-9.
2. Receipt/proof of paid County property taxes. (i.e. copy of receipt or screenshot)
3. The individual representing the business must provide a copy (black & white only) of a valid/unexpired driver's license or government-issued photo ID.
4. An employee roster listing a position count and employees' job titles. (employees' names are not needed)
5. Certificate of "good standing" or screenshot from the Secretary of State NC.
6. Monthly rent or mortgage expense documentation.
7. Receipts for expenses for which reimbursement is requested.

Application Process and Funding Decisions:

1. The application period will open September 9, 2020.

2. Applications will be assessed for eligibility on a first come, first served basis.
3. Award decisions will be made based in order applications are received and will continue until all grant funds are depleted.
4. A funding committee made up of Gates County Manager staff will assess the accuracy of the applicant's request, certify eligibility, and make an initial award decision within **two weeks of application date**.
5. Once approved, the County and the organization will enter into an agreement that outlines the process for receiving funds.
6. **Approved expenses** purchased prior to the grant application will be reimbursed for purchases dating back to no later than March 1, 2020.
7. Denied applicants will be notified via email. A reason for the denial of funding shall be provided.



Gates County Small Business COVID-19 Grant Application Form

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Items to be attached along with this form:

1. Copy of your most recent W-9.
2. Receipt/proof of paid County property taxes. (i.e. copy of receipt or screenshot)
3. The individual representing the business must provide a copy (black & white only) of a valid/unexpired driver's license or government-issued photo ID.
4. An employee roster listing a position count and employees' job titles. (employees' names are not needed)
5. Certificate of "good standing" or screenshot from the Secretary of State NC.
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7. Receipts for expenses for which reimbursement is requested.

Application period opens on September 9, 2020.

Applications may be hand-delivered to Natalie Rountree, County Manager, at 115 Court Street, Gatesville or mailed to PO Box 148, Gatesville, NC 27938. Please do not fax or e-mail the application or attachments.

Section 1.

Organizational Information:

This section are to be completed by the applicant.

Organization Name:			
Street/Mailing Address:			
City/State:		Zip:	County:
Company Contact Person:		Title:	
Phone:	Ext:	Fax:	
E-Mail Address:		Company Web-site:	
Description of Organization Product(s) or Service(s):			
Years or months in business or service in Gates County:	Total number of paid employees at this location:	Total number of paid employees throughout Gates County:	NAICS Code:
Legal Structure of Business:	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation (Designation) _____
Tax Status of Business:	<input type="checkbox"/> For-profit	<input type="checkbox"/> Not-for-profit (Designation) _____	Other: _____
Employer's Federal ID #:		Unemployment Insurance ID #:	
Grant Request Amount (\$2,000 maximum):			
<i>**Please include a copy of your organization's W-9 with this application**</i>			

Section 2.

Description of how funds will be used:

In the space provided below please explain how grant funds will be used in order to help sustain operations for your business; for example any PPE equipment such as masks, hand sanitizer, or gloves. Funds also may be used for purposes such as rent/mortgage payments along with utility bills. Please attach receipts.

Organization Name: