

RESOLUTION NO. 20-62

A RESOLUTION APPROVING THE SMALL BUSINESS GRANT PROGRAM FOR COVID-19

WHEREAS, Covid-19 has resulted in undue hardship and economic loss for the independently owned small restaurants and retail shops in the Village of Antioch over the past number of months;

WHEREAS, The State of Illinois public health directives have resulted in a dramatic reduction of gross sales for the Village's small restaurants and small retail shops since Covid-19 crisis;

WHEREAS, the Village of Antioch has identified in its Business Plan and Strategic Plan the importance of retaining the existing small businesses located throughout the Village as being an important foundation to the Village's economic health and resilience;

WHEREAS, the Village Board has identified a need to create a program that would provide limited short-term assistance to the Village's independently owned restaurants and small shops;

WHEREAS, over the past month, Staff has worked with the Antioch Economic Development Task Force on the creation of the "Small Business Grant Program for Covid-19" along with the "Small Business Grant Program Guidelines";

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Board of Trustees of the Village to Approve a Resolution for the creation of the "Small Business Grant Program for Covid-19" and adoption of the "Small Business Grant Program Guidelines" incorporating the following provisions:

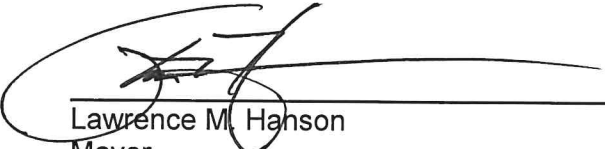
- 1) That Small Business Grants are available to independently owned restaurants, retail, coffee shops, and salons/spas that meet the criteria outlined in the "Small Business Grant Program Guidelines".
- 2) That a maximum grant in the amount of \$5,000.00 is available subject to the approval by the Small Business Grant Committee and Village Board.
- 3) That all applicants shall be reviewed by the Small Business Committee appointed by the Village President and approved by the Village Board.

AYES: 6: Pierce, Macek, Yost, Dominiak, Poulos and Johnson.


NAYS: 0.

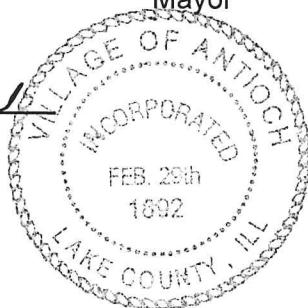
ABSENT: 0.

APPROVED this 14th day of December 2020.


Lawrence M. Hanson
Mayor

ATTEST:


Lori K. Romine
Village Clerk





SMALL BUSINESS COVID RELIEF GRANT

In view of the major economic downturn and the State of Illinois directives related to Covid-19, the Village Board of Antioch has determined that it is critically important to provide additional local support to the small businesses of our community, in addition to the support provided by the Federal and State governments.

Under this proposed grant program, the Village will reimburse small businesses up to \$5,000.00 for specific expenses can be attributable to the Covid-19 shutdown. Any small business is eligible under this program if the following criteria are met. **Partial grants may be approved.**

- ✓ Small business with 25 or fewer employees.
- ✓ Located within the municipal boundaries of Antioch
- ✓ A restaurant, coffee shop, retail shop and hair salon, barber, nail salon, or spa
- ✓ Annual sales less than \$500,000 per year
- ✓ For profit business with FEIN number
- ✓ Have been closed or had reduced operations due to government orders, public health guidelines or depress market demand due to the Covid-19 crisis.
- ✓ Home based businesses not eligible
- ✓ Service businesses, including professional offices not eligible
- ✓ National chains not eligible
- ✓ All local taxes must be current.
- ✓ Independently owned and operated business.
- ✓ Have experienced reduced sales since March 21, 2020.
- ✓ Businesses that are currently not in bankruptcy court

Criteria required to be eligible for grant

- 1) Businesses must not have received assistance from federal or state grants (This does not include PPP or loan programs)
- 2) No current violations of this region's state mitigation regulations.
- 3) The business does not possess a drive-thru or derive more than 50% sales through deliveries.

4) Reduced sales or gross revenue of a minimum of 25% since March 21, 2020 from the calendar year of 2019. Businesses that have a higher rate of decline in gross sales, while also being able to demonstrate that they are viable businesses will be given priority based on the limited funds available.

Eligible Expenses

- Payroll, Employee retention
- Rent/mortgage for business incurred after March 21, 2020
- COVID compliance facility modifications
- Personal protection equipment related to COVID-19
- Sanitation/Cleaning
- Inventory
- Worker training
- Modifications of business site or operations to support enhanced public health.
- Operating costs

Ineligible Expenses

- Donations or sponsorships
- Marketing
- Costs incurred prior to March 21, 2020
- Costs paid by other Covid-19 grants/loans
- Work bonuses, severance pay, property taxes, other taxes/fees/payments due to your municipality or Village of Antioch.

Application procedure

Please submit the attached application by **January 6th, 2021** at 4:00 p.m. at the Village Hall, 874 Main Street, Antioch, Illinois. A **W9** must be completed and attached to the application in order to process any potential grant awards. The business shall provide supporting documents i.e. profit/loss statements, in addition to brief statement in the application.

Specifically, applicants must demonstrate the need for a grant. Specific information demonstrating a decline in gross sales shall be required prior to approval of any grant funds.

All applications shall be reviewed by the "Small Business Grant Committee" appointed by the Mayor and submitted to the Village Board for approval. Final approval of each grant application will be based on the criteria outlined in this document.

Grant Terms

Businesses meeting the above criteria are eligible to apply for the grant funds up to \$5,000.00. All grants awarded under this grant program shall require a "Grant Agreement" with the Village. Repayment to the Village will not be required except in the event of a material breach of the grant agreement.

Review Criteria

Review and approval of any "Small Business Grant Application" shall be at the sole discretion of the Village of Antioch. The following objective criteria shall be used by the "Small Business Grant Committee" when reviewing applications:

- 1) The level that Covid-19 crisis has impacted the gross sales of the applicant's business since March 21, 2020:
 - Less than 25%
 - Between 25-35%
 - Between 36-45%
 - Between 46-65%
 - Between 66-90%
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- 2) The identified need by the applicant for grant funds to allow them to pay rent or mortgage payments over the next four months:
- 3) The identified need by the applicant for grant funds to allow them to meet payroll over the next four months:
- 4) The identified need by the applicant for grant funds to allow them to invest in the necessary public health improvements to make their space safe from Covid-19.
- 5) Rank the probability that providing the applicant with the grant funds would allow the applicant to survive the downturn resulting from the Covid-19 crisis. (Rank from 1 to 5, with 5 being the highest score)
- 6) Rate the impact to the business if a \$5,000.00 grant is approved. (Rank from 1 to 5, with 5 being a large impact)

\$20,000 or less _____ \$20,001-\$50,000. _____ \$50,001-\$100,000. _____ \$100,001-\$150,000. _____

\$150,001-\$200,000. _____ \$250,001-\$300,000. _____ \$300,001-\$350,000. _____

\$350,001-\$400,000. _____ \$400,001-\$450,000. _____ \$450,001-\$500,000. _____

[illegible]

Does your business have 25 employees or less?	Yes_____	No_____
Is your business a For-Profit business with a ITIN, EIN, or SSN?	Yes_____	No_____
Did your business have a gross revenue les than \$500,000 in 2019?	Yes_____	No_____
Is your business a home based business?	Yes_____	No_____
Is your business in good standing and not in default with the State Of Illinois?	Yes_____	No_____
Has your business received any state or federal grant awards? (PPP Loans not included as a Federal Grant)	Yes_____	No_____
Is your business independently owned and operated?	Yes_____	No_____
Is your business part of a national franchise or chain?	Yes_____	No_____
Was your business in operation of March 21, 2020?	Yes_____	No_____

For any grant awarded, please make the check payable to:

Name/Business _____

Address: _____

AFFIRMATION

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information submitted is true and correct to the best of my knowledge. As the owner of this business, I hereby certify that any activity shall comply with Village Ordinances, codes and policies of the Village of Antioch. In addition, I verify the fact that under this program that 1) the Village may require additional information or documentation before the application is accepted, approved, or processed;

2) the application may be rejected or denied as the sole discretion of the Village of Antioch; 3) even if the application is approved, the amount of the funds approved for reimbursement may differ from the total grant funds requested.

In processing the applications, any funds distributed may require a W-9 and the Village may be required to report the grant to the IRS and the Village is not responsible for any tax obligations related to this grant.

Signature of Applicant

Please submit the attached application with applicable documents by **January 6th, 2021 at 4:00 p.m.** to be considered for this grant. The application and applicable documents must be submitted by the deadline to the Village Hall drop box, 874 Main Street, Antioch, Illinois. All applications will be reviewed by a committee and scored based on outlined criteria in the "Small Business Grant Guidelines". The qualified businesses based on the criteria shall be submitted to the Village Board for final approval by February 8th, 2021.

Please submit questions to Michael Garrigan at mgarrigan@antioch.il.gov