



## COVID-19 PANDEMIC MARSHALL COUNTY FISCAL COURT SMALL BUSINESS RELIEF PROGRAM

In light of the COVID-19 Pandemic currently affecting our community, the Marshall County Fiscal Court recognizes the increased burden being placed on local businesses. The County wishes to pledge additional support by offering business-relief grants of up to \$3,000.00 for small businesses to aid in recovery of their operations.

To be eligible for assistance, a small business must meet all the following:

1. Exist within the Marshall County limits in a brick-and-mortar location.
2. Own the property/building or have a lease arrangement with the property owner.
3. Be current on Marshall County tax payments, occupational license fees, any required business licenses, and be in compliance with all requirements mandated by the Secretary of State to operate in the Commonwealth of Kentucky.
4. For purposes of this grant, a small business as defined as:
  - a. Net profit income for 2019 of no more than \$100,000.00 **or** a business with less than 25 employees. If you have yet to file your 2019 return, a 2018 return will be considered.
  - b. Open and operating before January 1, 2020.
  - c. Not be a franchise or franchise-affiliated.
5. Be categorized as a non-essential business type that was required to cease or reduce operations as a result of the Executive Orders issued by Governor Beshear and/or another state agency due to Covid-19, and be in compliance with those orders.
6. Be listed below in the eligible business category.

### SCHEDULE OF ASSISTANCE

- The business-relief grants will be awarded to qualified businesses only on a first come-first served basis.
- The maximum amount of funding assistance will be \$3,000.00. Funds are limited, and grants will be made only as funds are available.
- Assistance will be provided to businesses upon review and approval of their application.
- Applications will be taken **immediately** through close of business on **December 14, 2020**.
- The grant awards will be made on or before **December 30, 2020**.
- The business-relief grants are considered gratis at the sole discretion of the County, and there shall be **no appeal** from a denial of an application.
- A successful applicant is solely responsible for determining any tax consequences that might arise from receipt of these funds.

- **Recovery funds will be awarded to successful applicants for paid expenses that have occurred beginning March 1, 2020.**

#### SUBMISSION OF APPLICATION

If the business has been previously awarded assistance at the time of an award from the Marshall County Fiscal Court Relief Fund program from Small Business Administration programs such as, but not limited to, Payroll Protection Program (PPP), Economic Injury Disaster Loan (EIDL), or other programs related to Covid-19, the grantee may be required to provide documentation confirming that the grant funds from the County are not being utilized to pay for expenses previously claimed through any other related program.

An application for funds must be completed and submitted to the Marshall County Fiscal Court by the close of business (4:30 PM), December 14, 2020. Businesses most significantly impacted by the applicable orders are encouraged to apply.

The application must be downloaded from the County's website, [www.Marshallcountyky.gov](http://www.Marshallcountyky.gov). Applications can be submitted to the Judge Executive Kevin Neal's office at 1101 Main Street, Benton, Kentucky 42025.

#### FUNDING CRITERIA

##### Eligible Businesses:

1. Retail (general, specialty)
2. Barber/Beauty Salons
3. Restaurants
4. Other small businesses closed or otherwise limited from normal business operations by Governor Beshear's Executive Orders and/or orders from another state agency due to Covid-19.

##### **Non-Eligible Businesses:**

1. Home Occupations
2. Real Estate Companies/Agents
3. Attorneys
4. Finance/Accounting Firms
5. Food Trucks
6. Not-for-profit organizations
7. Landlords/rental property owners
8. Other professional services, including, but not limited to, engineers, physicians, architects, medical professionals, etc., or businesses largely or completely unaffected by Governor Beshear's Executive Orders and/or orders from another state agency due to Covid-19.

##### Eligible Expenditures:

1. Payroll
2. Rent/Lease/Mortgage Payments
3. Utilities (including fuels used for heating to accommodate outside dining)

The applicant will be notified if funding will be provided, the amount of funding if approved, and will be required to provide an IRS W-9 Form to Marshall County Fiscal Court.

**NOTE:** Applicant may be asked to provide additional documentation to confirm your eligibility.

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MARSHALL COUNTY FISCAL COURT  
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Name of Business (include DBA, if applicable) \_\_\_\_\_

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Name of Owner/Partner(s)/President \_\_\_\_\_

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Physical Location \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Tax ID (EIN/FEIN or SSN) \_\_\_\_\_

Business Type (sole proprietorship, partnership, LLC, Corp) \_\_\_\_\_

Business Activity (restaurant, retail, entertainment, etc) \_\_\_\_\_

REQUESTED GRANT AMOUNT (up to \$3000.00) \_\_\_\_\_

Explanation of eligible expenditures: \_\_\_\_\_

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**Please answer the following questions:**

1. Is the business a franchise or part of any franchise agreement? \_\_\_\_\_
  2. Is the property where the business operates leased or owned? \_\_\_\_\_
  3. How many employees were on the business payroll as of March 1<sup>st</sup> 2020?  
Full Time Employees \_\_\_\_\_ Part-time Employees \_\_\_\_\_
  4. How many employees are on the business payroll as of application date?  
Full Time Employees \_\_\_\_\_ Part-time Employees \_\_\_\_\_
  5. Estimated Percentage (%) of business interruption due to Covid-19  
(Please circle one)    0-25%        26-50%        51-75%        76+%
  6. Has the business received any grants from other sources, if yes summary of other grants received? Note: this will not disqualify the business from this grant. \_\_\_\_\_
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**Attestation:** I understand that:

- Completion of this application DOES NOT guarantee an award. The eligibility for this Grant will be determined at the sole discretion of Marshall County Fiscal Court or designees.
- Grantees will be required to provide a completed IRS W-9 to the Marshall County Fiscal Court.
- Grant monies may be considered taxable income and the Marshall County Fiscal Court is required by law to report it as such and will therefore send an IRS Form 1099 to each grantee.
- Additional documentation may be required prior to grant award dispersal.

I certify that the facts, representations, and documentation set forth in this grant application are true and correct, under the penalties of perjury. I hereby grant permission for the Marshall County Fiscal Court to verify the information associated with my application.

\_\_\_\_\_  
Signature of Business Owner/Authorized Rep

\_\_\_\_\_  
Date