



# Minnesota Pandemic Relief (MPR) Grant Application



## APPLICANT INFORMATION

|  |                                      |                                      |                              |  |
|--|--------------------------------------|--------------------------------------|------------------------------|--|
| Legal Name of the Business or Nonprofit, including assumed name, if any:   |                                      |                                      |                              |  |
| <input type="checkbox"/> Sole Proprietorship   | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> LLC | <input type="checkbox"/> 501(c)(3) Nonprofit |
| Length of Time in Business   | Years                                | Months                               | Fed Tax ID #                 | MN Tax ID #                                  |
| Mailing Address  |                                      |                                      | City                         | Zip  |
| Location Address   |                                      |                                      | City                         | Township                                     |
| Business Phone   | ( )                                  |                                      | Cell Phone                   | ( )  |
| E-Mail Address   |                                      |                                      | Web Address                  |  |
| Contact Name   |                                      |                                      | Title                        |  |
| FTE number of employees on 12/1/2020, including owner(s)   |                                      |                                      |                              |  |
| What is the 6-digit <u>NAICS #</u> for your business, i.e. Restaurant-722511, Hotel-721110 or look up at <a href="http://naics.com/search?">naics.com/search?</a>  |                                      |                                      |                              |  |
| NAICS #: _____   |                                      |                                      |                              |  |
| Have you been notified, or received a grant in 2021, from the Minnesota Department of Revenue (DOR) for losses due to MN Governor Walz's Executive Orders to close or reduce your business because of the COVID-19 pandemic? |                                      |                                      |                              |  |
| ___ Yes ___ No Amount: \$ _____ (You may be required to verify by signing a REV185 form)   |                                      |                                      |                              |  |
| Do you currently have any tax/debtor liens on your business? ___ Yes ___ No  |                                      |                                      |                              |  |

Please check all funding sources applied for: \_\_\_ MN SBEL \_\_\_ MN SBRG \_\_\_ EDC CPR Grant  
Please check all funding sources received: \_\_\_ MN SBEL \_\_\_ MN SBRG \_\_\_ EDC CPR Grant

### Principal #1

|                                |      |     |
|--------------------------------|------|-----|
| Name                           | DOB  | SS# |
| Address                        | City | ZIP |
| Percentage of Ownership _____% |      |     |

### Principal #2

|                                |      |     |
|--------------------------------|------|-----|
| Name                           | DOB  | SS# |
| Address                        | City | ZIP |
| Percentage of Ownership _____% |      |     |

## Funding Information

- Applicants may receive MPR Grant assistance based upon several criteria. The grant awards will be based on number of employees impacted, gross revenue loss and available funding (see attached scoring criteria). The grant funds do not need to be paid back.
- Completed applications must be received by the EDC by 4:00 p.m. on February 17, 2021 to be considered.
- Funding progression has been established for grant awards with Tier I to be considered first. Tier II is second priority and then Tier III, as funds are available and on a first-come, first-served basis.

- Applications will be considered and acted on by the EDC’s Finance Committee/County Board.
- The status of the data supplied for this state funding will be governed by MN Stat. § 13.591.

**Eligible Applicants**

- For-profit businesses and 501(c)(3) nonprofits that can demonstrate financial losses. Applicants need to show a gross revenue reduction of at least 20% between October 1, 2020 and December 31, 2020 compared to the previous year.
- The business must have had a minimum of \$20,000 in revenues in 2019 or in 2020.
- Small businesses with up to 50 employees (Full Time Equivalents—FTEs). Employees for this grant program may be either W-2 employees or independent contractors.
- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kandiyohi County.
- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since January 1, 2020.

**Ineligible Applicants**

- Accounting firms, auto sales, chain convenience stores, chiropractors, contractors, construction companies, dental businesses, eyecare facilities, financial advisors, food trucks/stalls, insurance agencies, jewelry stores, law firms, lending institutions, passive investments, production agriculture, realtors, residential rental properties, religious organizations, seasonal businesses, trucking/logistics companies and utility companies.

**Application Requirements**

- The MPR Grant Application must be completed in its entirety by the applicant and submitted to the EDC Office located at 222 20<sup>th</sup> Street SE, P.O. Box 1783, Willmar, MN 56201; or submitted electronically to [edc@kandiyohi.com](mailto:edc@kandiyohi.com) by 4:00 p.m. on February 17, 2021, in order to be considered.
- A copy of the business’ current filing with the Minnesota Secretary of State Office.
- Income statements for the fourth quarter of 2019 and the fourth quarter of 2020 (see attached form).
- Other items as may be requested by the review committee.
- Allowable expenses include, but are not limited to, operational expenses such as rent, payroll, utilities, insurance, bookkeeping or legal fees, property taxes or repairs to the existing building or equipment.
- Grant recipients agree to provide documentation of how funds were spent within 60 days following grant disbursement (see attached form). Eligible expenses may date back to October 1, 2020.

**AUTHORIZATION FOR RELEASE OF INFORMATION & ACKNOWLEDGEMENTS**

I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. I understand that Kandiyohi County or the Kandiyohi County and City of Willmar Economic Development Commission (EDC) has the right to verify any information contained in this application and may contact any individuals and agencies involved and/or require grantee to complete a REV185b, Authorization to Release Business Tax Information form. I also understand that I will be liable to pay back funds if I am found to have misrepresented my data or not spent the funds according to eligible uses. I also understand that the EDC reserves the right to make modifications to the program in response to community need and available funds.

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature/Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The EDC, along with the Kandiyohi County Board of Commissioners, retain final authority to determine if a business is eligible or not, whether to approve a grant or not, and the grant amount.**

For questions, call 320-235-7370 or toll free 866-665-4556 or email [edc@kandiyohi.com](mailto:edc@kandiyohi.com)

## Distribution of funds for small businesses and 501(c)(3) nonprofits in Kandiyohi County

Kandiyohi County has received \$831,645.87 from the State of Minnesota to distribute grants to qualifying businesses and nonprofits. Kandiyohi County is utilizing the Kandiyohi County and City of Willmar Economic Development Commission (EDC) as the application and disbursement entity for all businesses and nonprofits. Funding progression has been established for grant awards with Tier I to be considered first. Tier II is the second priority and then Tier III as funds are available and on a first-come, first-served basis.

**Tier I Businesses:** This includes hotels, restaurants, breweries, bars, cafeterias, caterers, wineries, bowling alleys, and for-profit or nonprofit gyms and fitness centers with at least a 20% reduction in sales from Q4 2019 to Q4 2020 and did not qualify for DOR First Bucket.

- 1-20 FTE employees      \$ 5,000
- 21-50 FTE employees      \$ 7,500

Plus award for loss of gross revenue

- 20% - 34%                      \$ 9,000
- 35% - 49%                      \$12,500
- 50% - 100%                      \$15,000

### **Tier II Businesses:**

- **A business that would have received DOR funds for multiple businesses, if not for filing under one EIN; grant amount formula:**

Eligible amount, if all entities were funded—DOR payment

The number of businesses

*(Maximum MPR Grant allowed is \$25,000)*

- **A business with an event center connected:**

- 250-499 occupancy      \$ 5,000
- Over 500 occupancy      \$10,000

**Tier III Businesses and \*Nonprofits:** This includes businesses and 501(c)(3) nonprofits that had at least an overall 20% reduction in revenue from Q4 2019 to Q4 2020

- 1- 4 employees              \$ 1,500 (Nonprofits need at least 2 FTEs to be eligible)
- 5 - 20 employees              \$ 5,000
- 21 - 50 employees              \$10,000

Plus award for Loss of gross revenue

- 20% - 34%                      \$ 5,000
- 35% - 49%                      \$ 7,500
- 50% - 100%                      \$10,000

**\*Eligible nonprofits:** 501(c)(3) with 2-50 FTEs on 12/1/2020 and a physical location in Kandiyohi County



## INCOME REPORT FOR MPR GRANT APPLICATION

**Name of Business:**

### Income Report

Fourth Quarter 2019

Fourth Quarter 2020

|                     | Oct 2019 | Nov 2019 | Dec 2019 |  | Oct 2020 | Nov 2020 | Dec 2020 |
|---------------------|----------|----------|----------|--|----------|----------|----------|
| <b>Income</b>       |          |          |          |  |          |          |          |
| Product Sales       |          |          |          |  |          |          |          |
| Sale of Services    |          |          |          |  |          |          |          |
| Other:              |          |          |          |  |          |          |          |
| Other:              |          |          |          |  |          |          |          |
|                     |          |          |          |  |          |          |          |
| <b>Total Income</b> | 0        | 0        | 0        |  | 0        | 0        | 0        |

