



Medina County Grant Program Application

Overview:

The Medina County Commissioners Court voted unanimously on August 13, 2020 to designate \$420,000 of CARES Act funding to develop a Medina County Grant Program to assist small businesses within Medina County that have been affected by the COVID-19 pandemic.

A committee was formed to structure the grant application and will be responsible for reviewing all applications for the Medina County Grant Program. This committee consists of: Commissioner Jerry Beck, Commissioner Tim Neuman, Assistant County Auditor Julie Schneider, County Judge Administrative Assistant Jennifer Adlong and Medina County Economic Development Director Stephanie Blanks.

Review Process:

The Medina County Grant Committee will review all applications to ensure completeness and eligibility. Applicants will receive notification of their application status within 5-7 business days of receipt. **All applications must include a signed W-9 and 941 form (for those with employees).** Applicants employing between 1 – 4 employees are eligible for grants up to \$2,000, 5 – 10 employees are eligible for grants up to \$5,000. Applicants employing between 11 – 25 employees are eligible for grants up to \$10,000. If granted, payments will be made directly to the applicant to be utilized for eligible expenses.

The Medina County Grant Committee will accept applications until October 1. Applications may be emailed to: purchasing@medinacountytexas.org or dropped off or mailed to:

1616 Avenue M Suite 100 Hondo, Texas 78861

Eligibility and Qualifications:

To keep businesses running through a time of social distancing, the Medina County Grant Committee developed this program to assist small, Medina County businesses that are independently owned and operated with between 1 – 25 employees. Eligible industries may include retail (storefront), food and beverage; personal care (barber shop, nail salons, spas, etc.), automobile maintenance, education training, health/wellness, art galleries and small manufacturing businesses. **National chains, financial institutions, RV parks, apartment complexes, home-based businesses, permanently closed businesses, and non-profit organizations are not eligible for the grant. Grants will not exceed \$10,000.**

Small businesses wishing to apply for the grant must meet the following criteria:

- Physical and publicly accessible location within Medina County (no home-based businesses)
- Experienced a decline in revenue and/or employment since April 1, 2020
- In good standing with Medina County regarding licensing and permits
- Must be registered with the Texas Comptroller's Office as a sales tax revenue generating business for Medina County
- Engaged in activities that are legal under county and state law

Eligible expenses allowed under the grant program include:

- Rent/Mortgage
- Employee support (salaries, insurance, paid leave, etc.)
- Utilities (electricity, phone/internet, etc.)
- Purchase of supplies to offer alternative business access (curbside pickup, delivery, shipping)
- Purchase of COVID-19 supplies for business/customer protection/cleaning
- Additional expenses as a result of increased cost from suppliers or alternate suppliers
- Other business needs as approved by the Medina County Grant Committee

Applicant Information:

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Email: _____ Phone: _____

Business Category/NAICS Code: _____ Number of business locations: _____

Name of Business Owner(s): _____

Business Disaster/Interruption Insurance: Y or N (circle)

Business Impacts:

Employees Please describe how many employees you employed prior to the impact; how many you currently have and how many you anticipate in the future as a result of COVID-19.

	Full Time Employees	Part Time Employees
How many did you have on March 1, 2020?		
How many did you have on August 1, 2020?		
How many do you currently have as of application date?		
How many do you anticipate in 30 days from application date?		

Business Revenue Current percentage revenue decline related to COVID-19 Impacts.

Current percentage decline in revenue	___ Less than 5%	___ 5-10%	___ 10-25%	___ >25%
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Business Impacts (continued):

What are the impacts to your business from COVID-19? Please check all that apply.

- | | |
|--|---|
| <input type="checkbox"/> Temporary Business Closure | <input type="checkbox"/> Permanent Business Closure |
| <input type="checkbox"/> Reduced Hours of Operation | <input type="checkbox"/> Employee Layoffs/furloughs |
| <input type="checkbox"/> Restricted access to capital to address costs | <input type="checkbox"/> Revenue decline |
| <input type="checkbox"/> Inability to respond to home delivery | <input type="checkbox"/> Inability to serve customers |
| <input type="checkbox"/> Interrupted supply/deliveries from vendors | <input type="checkbox"/> Decreased customers |
| <input type="checkbox"/> Increased operating costs | <input type="checkbox"/> Other |

Grant Funds:

Please indicate how your business will utilize the grant funding if approved.

- Rent/Mortgage
- Employee support (salaries, insurance, paid leave, etc.)
- Utilities (electricity, phone/internet, etc.)
- Purchase of supplies to offer alternative business access (curbside pickup, delivery, shipping)
- Purchase of COVID-19 supplies for business/customer protection/cleaning
- Additional expenses as a result of increased cost from suppliers or alternate suppliers
- Other

Briefly describe how your business has been impacted and the intended use of the grant funds. You may include any applicable expense descriptions and associated due dates.

I certify to the best of my knowledge, that:

All the information provided is true and accurate and financial information has not been manipulated to exaggerate the financial duress of this business.

I understand the information submitted in this application may require additional supporting documentation and will be shared with the Medina County Grant Committee.

I understand the Medina County Grant Committee will not accept and/or evaluate incomplete applications.

I understand the Medina County Grant Committee may grant or deny applications at its sole discretion. The Medina County Grant Committee does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.

I understand that my business is not entitled to a grant.

Applicant Signature

Date

