



## **NORMAN COUNTY BUSINESS ASSISTANCE GRANT PROGRAM**

### **Procedural Guidelines**

**January 2021**

#### **1.0 INTRODUCTION**

In response to the economic hardships experienced by small businesses and nonprofit organizations resulting from the COVID-19 pandemic, the Minnesota State Legislature recently provided additional state funding to Minnesota counties for allocation to small businesses and nonprofit organizations in an effort to retain jobs and stabilize the business community. As a result, Norman County has received approximately \$250,000.00 from the State of Minnesota, and has established a Business Assistance Grant Program in order to get this money allocated as soon as possible. This program is designed to provide emergency funding for businesses/organizations located in Norman County that have lost revenue as a result of the various executive orders issued by Governor Walz.

In order to be considered for program funding, each business/organization must complete the required application form and mail it to the Norman County EDA, P.O. Box 3, Ada, MN 56510, or email to [auditor@co.norman.mn.us](mailto:auditor@co.norman.mn.us). Completed applications must be postmarked or received via email by February 18, 2021.

#### **2.0 PROGRAM REQUIREMENTS**

##### **2.1 TERMS**

Funds are provided as a grant. Repayment is only required if the applicant has misrepresented themselves on the application, not utilized the funding in accordance of Section 2.5 (Eligible Use of Funds), and/or not followed subsequent COVID-19 related executive order(s) issued by Governor Walz relevant to their business or organization, (i.e. Indoor mask mandate, social distancing, COVID Preparedness Plan, etc.).

No minimum or maximum funding amount has been established by the county; rather, the Norman County EDA will review the applications postmarked or emailed by February 18, 2021, and then determine the amount of funding, if any, to be allocated to each eligible applicant.

##### **2.2 PROGRAM SERVICE AREA**

Funding under this Program is available to eligible small businesses and nonprofit organizations located within Norman County's jurisdictional boundaries.

## **2.3 FUNDING SOURCE**

As previously stated, this program is funded by the State of Minnesota and, although the many restrictions associated with the previous Federal CARES Act Program(s) are no longer applicable, we are still requesting that your business/organization list all COVID-19 related grant revenue (do not include loan financing) that you have received to date, as well as the source of that revenue, on the application form. This information may or may not be used to determine funding eligibility under this program.

## **2.4 ELIGIBLE APPLICANTS**

For-profit businesses with up to 50 full-time equivalent (FTE) employees at the time of application submission, and nonprofit organizations, with or without employees, may apply. Eligible applicants must be located in Norman County and operate out of a physical location within the County. Nonprofit organizations that do not earn revenue similar to a business are ineligible.

- The physical location and/or mailing address must be included in the application.
- There must be no current tax liens on record with the Minnesota Secretary of State at the time of the application.
- The business/nonprofit must have been negatively impacted financially by any of the executive orders issued by Governor Walz in response to the COVID-19 pandemic.

## **2.5 ELIGIBLE USE OF FUNDS**

Grant funding provided by this program may only be used for operational expenses incurred during the COVID-19 pandemic. The operating expenses are defined as the day-to-day operations such as payroll, rent, utilities, insurance, inventory, etc.

## **2.6 INELIGIBLE USE OF FUNDS**

Funds under this program may not be used for any nonoperational expenses such as financing debt service, fines, political activities, building construction, etc.

## **3.0 PROGRAM ADMINISTRATION**

The Norman County EDA will administer this program.

*Norman County does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.*



**NORMAN COUNTY BUSINESS ASSISTANCE GRANT PROGRAM  
APPLICATION FORM**

NAME OF APPLICANT: \_\_\_\_\_

BUSINESS HAS LESS THAN 50 FTEs: Yes  No

NONPROFIT ORGANIZATION: Yes  No

TYPE OF BUSINESS: \_\_\_\_\_

MN TAX ID NO.: \_\_\_\_\_

NAME OF BUSINESS OR NONPROFIT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

BUSINESS/NONPROFIT LOCATED IN NORMAN COUNTY? Yes  No  (If no, stop here as your application will be denied)

MONTH AND YEAR BUSINESS/NONPROFIT BEGAN OPERATION \_\_\_\_\_

DO YOU HAVE AN OUTSTANDING LIEN WITH THE MINNESOTA SECRETARY OF STATE'S OFFICE? Yes  No  (If yes, stop here as your application will be denied.)

HAS YOUR BUSINESS/NONPROFIT BEEN NEGATIVELY IMPACTED FINANCIALLY BY ANY OF THE EXECUTIVE ORDERS ISSUED BY GOVERNOR WALZ IN RESPONSE TO THE COVID-19 PANDEMIC? Yes  No  (If no, stop here as your application will be denied.)

ESTIMATED FINANCIAL LOSS CAUSED BY THE EXECUTIVE ORDERS: \_\_\_\_\_

AMOUNT AND SOURCE(S) OF COVID-19 RELATED STATE/FEDERAL **GRANT** ASSISTANCE RECEIVED TO DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AMOUNT OF GRANT FUNDING REQUESTED: \_\_\_\_\_

NARRATIVE JUSTIFYING YOUR FUNDING REQUEST: \_\_\_\_\_

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I CERTIFY THAT THE INFORMATION PROVIDED IS, TO THE BEST OF MY KNOWLEDGE, FACTUAL; THAT I WILL UTILIZE THE FUNDING RECEIVED ONLY FOR ELIGIBLE EXPENSES; AND I WILL FOLLOW SUBSEQUENT COVID-19 RELATED EXECUTIVE ORDERS ISSUED BY GOVERNOR WALZ THAT ARE RELEVANT OT MY BUSINESS OR ORGANIZATION.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Mail to:  
Norman County EDA  
PO Box 3  
Ada, MN 56510

Email to:  
[auditor@co.norman.mn.us](mailto:auditor@co.norman.mn.us)