

Office of Wilson County Coordinator

Courthouse – Room 101
615 E. Madison St.
Fredonia, Kansas 66736

Kris D. Marple
County Coordinator

Telephone: (620) 378-3472

eFax: (620) 205-2026

E-mail: coordinator@wilsoncountykansas.org

Web-site: www.wilsoncountykansas.org

To: Small Businesses in Wilson County

From: Kris Marple, County Coordinator

Date: October 21, 2020

Re: Wilson County Coronavirus Relief Small Business Grant Funds

On August 12, 2020 the Wilson County Commission approved \$296,760 in grant funds to assist small businesses which have been impacted by the COVID-19 pandemic. Wilson County is accepting applications from businesses that meet the following requirements:

- Must be physically located in Wilson County, please provide proof of operations within the County.
- Must have no more than 50 full-time equivalent employees, please provide proof of business registration.
- Must provide proof of financial hardship due to COVID-19, please provide a year to date profit & loss report.
- Must submit the completed application and all required supporting documentation, showing a loss of gross receipts, sales, revenue, or temporary closure of all operations.
- Must disclose if they have received capital through alternative sources (e.g. Economic Injury Disaster Loan (EIDL) or Payroll Protection Program (PPP) Loan, CDBG-CV) at the time of application submittal.

AVAILABLE FUNDING

The program is based on the availability of Coronavirus Relief Funds, program guidelines, and submission of all required information. Based on the criteria stated above, applicants may receive a grant of up to \$20,000.00.

Grant funds are to be used for working capital such as employee payroll, rent, mortgage payments, utilities, and/or inventory if needed to reopen the business.

APPLICATION DEADLINE

Friday, November 13, 2020 by 5:00 p.m.

Please submit completed applications to:

Kris Marple, County Coordinator, Courthouse-Room 101 or email
coordinator@wilsoncountykansas.org

REVIEW PROCESS AND SCORING

All completed applications submitted by the deadline above will be reviewed by the County CRF Small Business Grant Committee for eligibility. If the amount of requested funding exceeds the available funding, the committee will score all applications based on the scoring categories. Staff will prepare a list of the recommended applications, including any scoring, for County Commission review and approval.

A tentative timeline for the application process is below, but subject to change:

October 23, 2020	Applications available
November 13, 2020	Applications DUE by 5:00 p.m.
November 16-20, 2020	All eligible applications reviewed & scored by Grant Committee
November 25, 2020	County Commission reviews and approves grant awards
December 30, 2020	All funds must be expended or returned

SCORING CATEGORIES AND POINT DISTRIBUTION (IF APPLICABLE)

Applications will be rated and ranked on the basis of their responses to the following application elements.

5 points for businesses that have not received Federal Support for COVID-19 (PPP, EIDL, CDBG, etc.).

1 - 5 points for businesses that submit a complete application with supporting documentation explaining the hardship due to COVID-19.

Overall each application may receive up to 10 points maximum.

POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the County Coronavirus Relief Funds available.

Wilson County is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately, and in a manner pursuant to the CARES Act.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria per the CARES Act and/or listed below will forfeit their awarded grant funds. The forfeited funds will be then returned to the County for reallocation.

- Grant funds shall not be used for any costs incurred prior to March 1, 2020, nor were accounted for in the budget most recently approved as of March 27, 2020.
- Grant fund recipients will be required to maintain accurate records documenting that the funds received were used as prescribed by the CARES Act.
- Recipients may be audited per Section 12 of the CRF Memorandum of Agreement.

Signature of the Executive Authority

My signature below confirms that I have read and understand the guidelines set forth of the grant application. If my application is approved, I will adhere to the terms described in the application and use the funds according to these guidelines and the guidelines set for by the U.S. Department of Treasury. I will be able to provide the appropriate documentation to the County on the funds used for the stated purpose. I further acknowledge that I have not received other COVID-19 disaster assistance funds for the same recovery purpose as set forth in this application. Failure to meet these guidelines will require me to forfeit the funds to Wilson County upon County request.

Printed or Typed Name

Title

Signature

Date

Please provide a short narrative of how COVID-19 is negatively impacting the business:

Please describe how the use of the grant funds enhances the ability of the business to survive:

Please list what types of working capital that the grant funds will be used for:

APPLICATION SUBMITTED BY:

Printed Name & Title: _____

Signature: _____

Date of Application: _____