



## COVID-19 Small Business Relief Grant PROGRAM GUIDELINES

Many small businesses have been negatively impacted by the COVID-19 pandemic. In an effort to assist businesses during this time, the City of Fairfield and Butler County have committed a portion of federal CARES Act funding to provide grants to eligible restaurants and retail businesses. The intent is to assist locally-owned businesses with a physical storefront in the community.

### Businesses Requirements:

- Must be for profit business with a physical storefront in the city
- Must have 25 or fewer employees (FTEs) and no more than \$2 million in annual gross receipts
- Must have been in operation on Oct. 1, 2019 and commit to operate through Dec. 31, 2020
- Must be negatively impacted by the COVID-19 pandemic
- Must not be part of a corporate chain with more than five locations or owned franchises

### Targeted Businesses: \*

- Bars and restaurants
- Coffee shops
- Retail shops
- Childcare centers
- Hair salons and barbers
- Pet groomers
- Florists
- Dry cleaners
- Entertainment venues

\*List of ineligible businesses on reverse

### Application & Grant Process:

1. Business owner completes application
2. Chamber of Commerce reviews for completion and all attachments
3. Application submitted to City
4. Awards made on first come, first served basis as funds are available
5. Applicant receives check and spends funds on eligible expenses

*Offered in partnership with:*



## Potential Grant Funding:

The maximum grant award per business is based on the number of employees. The number of employees may be based on the total head count as of January 1, 2020, for the average number of employees working more than 15 hours per week. The total available funding is currently estimated at \$588,000.

Employees	Maximum Grant Request
1 to 3	\$5,000
4 to 10	\$7,500
11 to 25	\$10,000

## Eligible Expenses:

- Rent or mortgage payment for business premises
- Salaries and wages of employees
- Utilities for business premises
- Personal protective equipment (PPE), partitions, other modifications related to COVID-19
- Expenses cannot have been paid with other federal or CARES funding

## Ineligible Businesses:\*

- Business that received a State of Ohio Small Business Relief (CARES) grant
- Home-based business
- Bank or credit union
- E-commerce only company
- Liquor or wine store
- Vaping or tobacco store
- Cannabis dispensary
- Cellular phone store
- Real estate company, trust, or management
- Hotel or motel
- Funeral home
- Storage facility
- Motor vehicle or watercraft related facility, including sales, repair, service, storage, wash, fuel, rental, etc.
- Grocery or convenience store
- Medical clinic, service, and office, including dental, vision, and veterinary
- Professional office, including legal, real estate, insurance, and staffing agencies
- Building, home, or garden improvement store or contractor

## For More Information:

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\*Other businesses not meeting the intent of the program (storefront retail, restaurants, and services impacted by COVID-19) may also be determined ineligible.

**Disclaimer:** *These program guidelines were created to provide an overview of the City of Fairfield COVID-19 Small Business Relief Grant Program. Additional requirements may apply as detailed in the grant application and any applicable city, county, state, or federal laws or regulations. This program is not an entitlement program and funding is not guaranteed.*