

JEDO SMALL BUSINESS

GRANT RELIEF PROGRAM

The JEDO Small Business Grant Relief Program is a grant program of JEDO to provide relief to businesses suffering from the COVID-19 Pandemic. Please review and complete the attached application. Also review the frequently asked questions.

APPROVAL PROCESS

Staff will review all applications to ensure that the applicant meets grant requirements. Once staff review is complete, the application will be forwarded to the Grant Review committee. Grant Review committee will review and move grant to the "Ready to Process" stage. Approval will be forwarded to finance for check processing. Check request will be processed and mailed to business owner. Please note: This process will take approximately two weeks once all documents are received. Grants will range from \$5,000-\$30,000.

Grant formula will be processed based on the following formula:

- 1 or Sole Proprietor – up to \$5,000
- 2 - 10 Employees – up to \$15,000
- 11 - 25 Employees – up to \$30,000

BUSINESS INFORMATION

Owner's Name

Business Name

Business Address

Tax ID

City State Zip DUNS Number NAICS/SIC Number (if applicable)

Phone

Email

Home Address

Year Established

Business Type:

- Corporate
- Sole Proprietorship
- Partnership
- LLC

Gender:

- Male
- Female
- Prefer Not to Say

Race: (Providing this information is optional. It is used for statistical purposes only and will not affect your eligibility for the program.)

- American Indian or Pacific Islander
- Black or African American
- Native Hawaiian or Pacific Islander
- Asian
- Hispanic or Latino
- White
- Other
- Prefer Not to Say

BUSINESS INFORMATION, CONTINUED

Number of Full-Time Equivalent Employees
on March 11, 2020 (Pre-Pandemic):

Current Number of Full-Time Equivalent Employees:

Do you plan to hire/rehire?

No

Yes

If yes, how many new employees?

Was your industry ordered to be closed or reduce hours since the pandemic?

No

Yes

Provide the date you began to operate at reduced capacity.

Please provide summary of hardship:

What benefits do you offer your employees?

Health

Paid Vacation

Paid Medical Leave

Dental

Retirement Plan

Life Insurance

Please provide any supporting documentation (signage, social posts, etc.).

Has your business suffered a loss in revenue as a result of the pandemic?

No

Yes

Have you received assistance from the Greater Topeka Partnership?

No

Yes

If yes, please explain.

BUSINESS INFORMATION, CONTINUED

Have you received assistance from the City of Topeka?

No Yes If yes, please explain.

Have you received assistance from federal grants and loans during this period?

No Yes If yes, please explain.

If you received funds, why is there still a need for additional funding? Please explain.

Why were you not able to fill the gap?

If applicable, please attach income and expense statement from 1/1/2020 to 3/31/2021.

If applicable, please attach profit and loss statements for 2019 and 2020.

If applicable, please attach income taxes for 2019 and 2020.

JEDO will use a year to year comparison of a 2019 filed tax return compared to a 2020 Profit/Loss document to qualify a business and show a "need". If a business is not able to show a year to year comparison JEDO will use a month to month comparison of what their income was prior to the determined "need", to find a "baseline" monthly income. JEDO will take that baseline dollar amount times the months they have been open to the time their application was received to find the "need".

Depreciation and amortization is not included or used in calculating loss.

CRITERIA FOR ELIGIBILITY

The following businesses **may be eligible** for the JEDO Small Business Grant Relief Program:

- The business must be for-profit and based in Shawnee County.
- The business **MUST** be able to provide documentation that the businesses income has suffered due to COVID19.
- This Grant is limited to businesses that employ between 1-25 full time equivalent employees and opened for a period of 90 days.
- The business must be a for-profit corporation, LLC, partnership, or sole proprietorship.
- The business must be registered and in good standing with the Kansas Secretary of State.
- The business must be able to demonstrate that the grant provided will enable the business to continue to operate.
- Business does not have any current unpaid code enforcement or tax liens and is not operating in violation of any state, federal or local laws.
- Owner/Applicant is not currently in bankruptcy and has not filed bankruptcy in the last 12 months.
- Businesses that opened during COVID need to provide itemized month to month projections.

The following businesses are **ineligible** for this grant:

- Banks or other financial institutions.
- E-Commerce.
- Franchises, except for those franchises which are completely locally owned and operated.
- No owner, officer, partner, or principal actor of the business involved with financial mismanagement. This includes: "Business Owner(s) with any conviction(s) for financial crimes within the last 3 years, with Business Owner(s) defined as: Managing Members and/or Officers."
- National chains (hotels).
- Businesses engaged in any illegal activity.
- Sexually-oriented businesses.
- Ineligible businesses include sports teams, payday and title loan businesses, franchises/chains that cannot provide proof of independent ownership, passive real estate investments, or non-profits.
- No rent, mortgage or utilities for home-based businesses.

FREQUENTLY ASKED QUESTIONS

1. Can anyone apply for this grant?
The business must be based in Shawnee County only.
2. What type of documentation do you need from my business?
The business MUST be able to provide documentation that the businesses income has suffered due to COVID19.
3. Is there a limit to the number of employees that a business should have in order to receive one of these grants?
This Grant is limited to businesses that employ between 1-25 full time equivalent employee's and opened for a period of 90 days.
4. Is my nonprofit eligible for this grant program?
The business must be a for-profit corporation, LLC, partnership, or sole proprietorship.
5. I still owe my state taxes, am I still eligible to apply?
The business must be registered and in good standing with the Kansas Secretary of State.
6. Can I participate in this grant program if I owe an unpaid debt to the city?
Business MUST NOT have any current unpaid code enforcement or tax liens and is not operating in violation of any state, federal or local laws.
7. I have filed bankruptcy before. Am I eligible for this program?
Yes, If Owner/Applicant is not currently in bankruptcy and has not filed bankruptcy in the last 12 months.
8. I am a national franchise; can I take advantage of the program?
Franchises, except for those franchises which are completely locally owned and operated, are not eligible for the grant.
9. What types of businesses are ineligible for this grant?
Ineligible businesses, sports teams, payday and title loan businesses, franchises/chains that can not provide proof of independent ownership, passive real estate investments, or non-profits.

Please email MaryAnn.Anderson@TopekaPartnership.com or contact Glenda Washington at 785-246-6205.