

**TOWN OF JOHNSTOWN
SMALL BUSINESS MICRO GRANT PROGRAM**

Purpose:

The Small Business Micro Grant Program (the “Program”) is designed to help small businesses in the Town of Johnstown (“Town”) during the COVID-19 pandemic.

Introduction:

The Town recognizes and understands the value the small businesses bring to the community. To help support the small businesses, the Town created the Program to provide grants to help small businesses immediately offset some of the economic impacts arising from the pandemic.

The Program is open to small businesses physically located and operating within the Town’s boundaries, including locally-owned franchises. To be eligible for the Program, the business must have had 1-50 full-time employees on March 10, 2020, the date Governor Polis issued a statewide disaster declaration. Micro grants up to \$10,000 will be available for small businesses in the Town.

The Town will review applications submitted and funding will be received on a first-come, first-served basis. Grants will be awarded in the sole discretion of the Town based on the submission of the required documentation, the responses provided in the application and any other factors the Town deems to be relevant. The Town may, but is not required to, provide a reason for the denial of an application or for the determination of the amount of the grant award. Submitting an application is not a guarantee of a grant award and the Town may terminate the Program at any time, for any reason, or when available funds are depleted.

Fund Availability:

\$1,000,000 has been appropriated by the Town to fund the Program. After the expenditure of \$500,000, the Town Manager is required to report the status of the Program to the Town Council, at which time the Town Council may either authorize the expenditure of the remaining \$500,000, or any part thereof, or terminate funding. In the discretion of the Town, grants may be awarded in an amount up to, but not exceeding, \$10,000.

How To Apply:

To apply, an applicant shall submit an application. Upon receipt of the application, the Town will contact the applicant to verify information and provide instructions on how to upload sensitive information.

The Community That Cares

Required Documents:

An applicant shall submit the following documentation with the application:

- Complete grant application;
- 2019 Tax Return/K-1 (or, if not filed, 2018 returns);
- 2019 Financial Statements (if not complete, 2018 statements may be substituted for the incomplete portion and if available);
- Verification of cash flow needs;
- Itemized budget for fund request; and
- Other information and documentation as may be requested by the Town subsequent to submission of the application.

Eligibility Guidelines:

To be eligible, an applicant must:

- Have an active Town Business License as of March 10, 2020;
- Have at least one physical location within the Town, with no more than three total locations;
- Have had 1-50 employees on March 10, 2020;
- Not be, or not have been, engaged in any illegal activity;
- Show that historical profits would have been sufficient for the business to stay in operation and that COVID-19 outbreak has had a negative impact; and
- Be registered and in good standing with Colorado Secretary of State.

Review Process:

Applications will be reviewed first by Town staff for completeness and eligibility. Following a determination of eligibility, applications will be reviewed and scored by a Review Committee of up to three (3) individuals selected by the Town. The Review Committee will make recommendations regarding grant awards to the Town Manager, who will consider the Review Committee's recommendation and make the final determination to approve, defer or deny a Micro Grant award. The Town Manager may be a member of the Review Committee. The review period may take up to three (3) business days following submittal of a complete application. Incomplete applications will not be considered.

Disclosure Information:

The Town of Johnstown understands and supports the public's right to access public records. Information submitted through the Program is a public record and may be subject to disclosure under the Colorado Open Records Act, C.R.S. §§24-72-200.1, *et seq.*