



INDIAN RIVER COUNTY SMALL BUSINESS RECOVERY COVID-19 GRANT APPLICATION **PHASE 2 FUNDING**

Through the federal CARES Act funding program, the Indian River County Board of County Commissioners is providing one-time grants of up to \$5,000 to qualifying independently or locally-owned for-profit small businesses located and operating in Indian River County, and affected by the COVID-19 Pandemic (see Eligible List of Businesses).

The grant is limited to one application per business, including businesses with multiple locations within Indian River County. Funds may be used for business-related expenses incurred between 3/1/2020 through 12/31/2020. **Funds *may not be used for the exact same expense that was paid by other federal programs for the same time period.*** Applications will be accepted and processed until the funds are exhausted.

All completed grant applications will be submitted electronically to the Florida Small Business Development Center (SBDC) at Indian River State College (IRSC) for initial processing on the County's behalf. Once final approval is given, grant payments will be dispersed through the Indian River County Finance Office.

To meet grant eligibility criteria, the business must:

- Be locally or independently owned, and operating a business in Indian River County in an industry negatively affected by the COVID-19 Pandemic (see list of Eligible Businesses). This includes a home-based business, sole proprietor or 1099 employee
- Have 25 or fewer full time equivalent (FTE) employees, including the business owner
- Been in operation since October 1, 2019
- Expects to return to full operations after all local and state emergency guidelines for COVID-19 are rescinded
- Up to date on tangible personal property and/or real estate taxes
- No active judgements, liens, bankruptcies, etc. against the business or business owner(s)

Ineligible businesses include:

- Businesses with more than 25 FTE Employees
- Non-Profit organizations
- Those not in an industry negatively affected by the COVID-19 Pandemic
- A business that has applied for, or received, CARES Act grant funding from a municipality in Indian River County; or previously received a CARES Act grant from the County



ELIGIBLE BUSINESSES

Hospitality Industry, including:

722511 – Locally and independently-owned Full-Service Restaurants

561510 - Travel Agencies

712110 – For-profit Museums

561520 - Tour Operators

711110 - Theater Companies and Dinner Theaters, for-profit

722410 - Drinking Places (Alcoholic Beverages)

812990 - Other Hospitality-Based Personal Services (includes wedding planners)

713950 - Bowling Centers featuring food and beverage

532284 - Recreational Goods Rental (includes personal watercraft, beach equipment rentals)

451110 - Sporting Goods Stores (includes dive shops, bait shops)

721211 - RV Parks and Campgrounds

721110 – Locally and independently owned Hotels and Motels (except Casino Hotels)

Event Businesses that were affected by the ban on large gatherings. Businesses that depend on weddings, fund raisers, proms, and similar events, to include:

453110, Florists

812331, Linen Supply

532881, Formal Wear Rental

711130, Musical Groups and Artists

541921, Photographers

451140 Musical Instrument Stores

Businesses that were subject to full or partial closure during phase 2 and/or continue to operate with limitations, to include:

812111, Barber Shops

812113 Nail Salons

812112, Beauty Salons

713930, Fitness Centers/yoga studios

Miscellaneous Businesses that were not specifically mentioned in Round 1 but may have a tourism/hospitality tie-in or may rely on sales from visitors, to include:

453220, Souvenir Stores

4431 Electronics and Appliance Stores

453920, Art Dealers

4481 Clothing Stores

532111, Car Rental

4482 Shoe Stores

713930, Marinas

4512 Book Stores and News Dealers

4421 Furniture Stores

453998 (Other Miscellaneous Store Retailers except Tobacco)

4422 Home Furnishing Stores



APPLICATION

Indian River County CARES Act

COVID-19 Small Business Recovery Grant

PHASE 2 FUNDING

All of the documents listed below must accompany your completed application (please scan them into one pdf document). If all items are not included, it may cause a delay in processing your application.

DOCUMENT CHECKLIST – HAVE YOU INCLUDED . . .

- ☐ State of Florida business registration from the Florida Division of Corporation showing the business is registered in Indian River County; visit www.Sunbiz.org for assistance (except for 1099 employees)
- ☐ City or Indian River County Business License
- ☐ A copy of the business owner's(s) Driver's License or other photo government-issued identification
- ☐ Full employee list as of March 1, 2020, noting if full-time or part-time (wage information is not needed)
- ☐ Completed and signed IRS W-9 form - Request for Taxpayer Identification Number and Certification (visit the IRS website for assistance)
- ☐ Documentation verifying loss of revenue due to COVID-19 (Profit & Loss, QuickBooks, copies of FL Dept. of Revenue Sales Reports)
- ☐ Brief explanation of the proposed use of grant funds
- ☐ Registered with the Florida Small Business Development Center at Indian River State College

Complete the application, and email it with the required documentation as listed above, to: fsbdc@irsc.edu

**Tom Kindred, Regional Director
FL Small Business Development Center at IRSC**

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.



Company Information

Full Legal Business Name:

Please indicate your business structure (Choose one):

- ☐ Sole Proprietor or Partnership
- ☐ C-Corporation or S-Corporation
- ☐ Limited Liability Company (LLC)
- ☐ 1099 Employee

Please indicate your business type – see page 2 for a list of eligible businesses

Business Phone Number: _____ **Cell Phone Number:** _____

Current Business Address: _____

City: _____ **State:** FL **Zip:** _____

Mailing Address, if different from above:

Business Website: _____

Primary E-mail Address: _____

Primary Owner's Name: _____

Additional Owners' Names: _____



Description of business and products/services offered:

Qualifying Questions

Was your company registered and operational in Indian River County, FL as of 10/1/2019? ☐ Yes ☐ No

Is your business locally or independently owned?
 ☐ Yes ☐ No

How many FTE employees, including yourself, did you have as of March 1, 2020?
Full-time (30+ hours/week) _____ Part-time _____
(NOTE: 2 part-time employees equal 1 full-time FTE)

Is the business up-to-date on its tangible personal property and/or real estate taxes?
 ☐ Yes ☐ No

Are the business and business owners in good standing? (i.e. no active judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, convicted felons, court costs or criminal victim reimbursement programs)
 ☐ Yes ☐ No

Have you applied for, or received, CARES Act grant funding from a municipality in Indian River County, FL? ☐ Yes ☐ No

Amount of funds you are requesting (maximum \$5,000) _____

Briefly explain how you intend to use the grant funds. **NOTE: Funds *may not* be used for the exact same expense that was previously paid by other federal programs**



Grant Information

This is a grant program, so no payback is required. Funds may be used for business-related expenses during the period March 1 through December 31, 2020. These funds may be considered taxable income, so please contact your tax professional for guidance.

There is no deadline to apply. PHASE 2 of the Indian River County Small Business Recovery Grant has a limited amount of funds available and applications will be accepted until funds are exhausted.

Funds may not be used for the exact same expense that was reimbursed by another federal program (example: If the applicant received assistance for rent payments for the months of May and June, and the applicant wishes to use this grant for rent, he/she can use this grant for rent for different months, such as July and August.)

NOTE: If you have applied for and/or received grant funding from a municipality within Indian River County, you are ineligible to apply or receive funds from the Indian River County Small Business Recovery Grant program. Or, if you have already received funds from the County's Small Business Recovery Grant program, you are ineligible to apply for additional funds for the same business.

Any questions, please contact Helene Caseltine, Economic Development Director with the Indian River County Chamber of Commerce, or John Corapi, Business Retention Manager with the Chamber, 772-567-3491.

These are limited funds that will be distributed on a first-submitted and eligible application basis. **Please submit your application online in its entirety, including required documentation, to:**

fsbdc@irsc.edu

**Tom Kindred, Regional Director
Florida Small Business Development Center at IRSC**

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.



Grant Compliance

If you do not comply with the requirements listed below and submit proper documentation, you will be responsible for repaying the grant in full.

Grant recipients must submit supporting documentation that they have registered with Florida SBDC within one month of submission of application as part of the Grant compliance. [Click Here to Register](#)

By clicking the Submit button below, I agree to the following terms and conditions.

The Applicant agrees that neither Indian River County nor the FL Small Business Development Center at IRSC assume any responsibility for the success or failure of the Applicant's existing business.

The information in this application is provided for the purpose of applying for the Indian River County Small Business Recovery COVID-19 Grant program. The information is accurate to the best of the Applicant's knowledge. The Applicant understands that personal and/or business information may be requested pursuant to this application and hereby grants consent for such information to be provided to Indian River County.

I (we) understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001, and shall entitle the County to receive a return of any funding provided hereunder, in addition to any other remedies it may have against Applicant at law or in equity.

I (we) further understand that, pursuant to Section 92.525, Florida Statutes, a person who knowingly makes a false declaration thereunder is guilty of the crime of perjury by false written declaration, a felony of the third degree,



punishable as provided in Sections 775.082, 775.083 or 775.084, Florida Statutes.

The submitted application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. The Applicant acknowledges, understands, and agrees that, except as noted below, all information in the application and attachments will be disclosed, without any notice to the Applicant, if a public records request is made for such information, and neither Indian River County nor the FL Small Business Development Center at IRSC will be liable to Applicant for such disclosure.

Social Security numbers are exempt from the public records law pursuant to Section 119.071, Florida Statutes.

If the Applicant believes that the information in their application, including attachments, contains information that is confidential and exempt from disclosure, the Applicant must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by the Applicant as exempt from disclosure is in fact exempt, and if the County disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein. Additionally, the Applicant agrees that in the event that money is provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. The Applicant shall fully cooperate with the County or its agent and timely respond to any requests for such records. Without limiting the generality of the foregoing, the Applicant specifically acknowledges and agrees that, if awarded funds pursuant to this application, the County, and any duly authorized agents or representative of the County are entitled to examine documentation which concern or relate to this Application at any and all times during normal business hours upon request.

Under penalties of perjury, I, the Applicant(s), declare that I have read the foregoing application and that the facts provided are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.



Acknowledgement & Signature

Completion and submission of the application by the Applicant to Indian River County via the FL Small Business Development Center at IRSC is merely a request for grant funds and shall not be construed as an approval nor commitment by Indian River County.

Printed Name(s) _____

Authorized Signature(s) _____

Date _____

Please submit your application online in its entirety, including required documentation, to: fsbdc@irsc.edu

**Tom Kindred, Regional Director
FL Small Business Development Center at IRSC**

Please scan your application and all required documents into one document (pdf), to send in one email or as one combined file.

Click [here](#) to register with the FL Small Business Development Center (SBDC) at IRSC

The SBDC will notify you if your application is deemed ineligible.

Once recommended for approval, the SBDC will forward your application to the Indian River County Chamber of Commerce for review and confirmation that all required documents are included. Chamber staff will then forward it to the County's Budget Office for final review and grant disbursement. Please allow approximately 3+ weeks for processing.

