



# Town of Johnstown

## TOWN OF JOHNSTOWN SECOND SMALL BUSINESS MICRO GRANT PROGRAM

### **Purpose:**

The Second Small Business Micro Grant Program (the “Second Grant 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 Second Grant Program to provide grants to help small businesses immediately offset some of the economic impacts arising from the pandemic.

The Second Grant 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 October 1, 2020, the date Governor Polis issued a statewide disaster declaration, or, in the Town Manager’s discretion based on good faith considerations, have had more than 50 employees on October 1, 2020. A business owner shall be considered an employee for the purpose of satisfying the eligibility requirements of the Second Grant Program. Micro grants up to \$15,000 will be available for small businesses in the Town.

The Town will review applications submitted on a first-come, first-serve basis. An applicant may submit more than one application, but shall not be entitled to a total grant award exceeding \$15,000. Grants will 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 Second Grant Program at any time, for any reason, or when available funds are depleted.

### **Fund Availability:**

Funds are currently available in FY 2020 if the program is available before the end of the fiscal year (December 31, 2020). An additional \$200,000 has been appropriated by the Town to fund the Second Grant Program which based on review by Council may be considered for . In the discretion of the Town, grants may be awarded in an amount up to, but not exceeding, \$15,000.

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### **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.

### **New Applicants:**

#### **Required Documents:**

An applicant shall submit the following documentation with the application:

- Complete grant application;
- 2019 tax return/K-1;
- 2019 financial statements;
- 2020 Profits and Loss Statement and/or Cash Flow Statement;
- Itemized budget for fund request in format prescribed by the Town; and
- Other information and documentation as may be requested by the Town subsequent to submission of the application.

### **Returning Applicants (Those receiving a Grant Award in Round 1):**

An applicant shall submit the following documentation with the application:

- Complete grant application;
- 2020 Profits and Loss Statement and/or Cash Flow Statement;
- Itemized budget for fund request in format prescribed by the Town; and
- Other information and documentation as may be requested by the Town subsequent to submission of the application.

### **All Applicants:**

#### **Eligibility Guidelines:**

To be eligible, an applicant must:

- Have an active Town Business License ;
- Have at least one physical location within the Town, with no more than three total locations;
- Have had 1-50 employees on October 1, 2020, or, in the Town Manager's discretion, have had more than 50 employees on December 21, 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 recommended by a Review Committee of up to three 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 grant

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award. The Town Manager may be a member of the Review Committee and qualify as one of the three committee members as described above. The review period may take up to three 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 Public Records Act, Section 24-72-200.1, *et seq.*, C.R.S.

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