

# MarCo Micro-Grant for Small Business



A Bridge Grant to Help Small Business in  
Marshall County Due to Covid-19 Impact



**MARSHALL**  
**COUNTY**  
T E N N E S S E E



# MarCo Micro-Grant Program

## Table of Contents

3 .....	<a href="#"><u>Program Overview</u></a>
4 .....	<a href="#"><u>Program Eligibility</u></a>
5 .....	<a href="#"><u>Required Documentation &amp; Objectives</u></a>
6 .....	<a href="#"><u>Application Parts 1&amp;2 - Business Info.</u></a>
7 .....	<a href="#"><u>Application Part 2 - Continued</u></a>
8 .....	<a href="#"><u>Application Part 3 - Impact of Covid-19</u></a>
9 .....	<a href="#"><u>Application Part 3-5 - Documentation &amp; Submission</u></a>
10 .....	<a href="#"><u>Application Part 6 - Terms &amp; Conditions</u></a>

### **NOTE:**

**The Application in this Document is a Fillable PDF that you can answer by computer or you may print it out, fill it out by writing, scan and email with the other required documentation**

### **Privacy:**

**The information you provide in this document will be viewed and used by the Fund Board only to evaluate eligibility and scoring and will not be disclosed to the public**

# MarCo Micro-Grant Program

## Program Overview

### Bridging the Gap for Small Business

The Marshall Co. JECDB, Lewisburg Economic Development and the Young Professionals of Marshall County know just how vital locally-owned and operated small businesses are to creating a vibrant economy. To support affected small businesses during this time, these groups developed a MarCo Micro-Grant Fund to administer to those small businesses in Marshall County that have been the most affected by the Covid-19 pandemic.

This program provides small businesses located in Marshall County with awards of up to \$1,000 to cover one (1) expense of their choosing from 2020.

### Eligible expenses include:

- **Mortgage or Lease Payments**
- **Utility Costs (*including broadband internet*)**
- **One-time Expenses (*Must have been incurred as a direct result of the COVID-19 Pandemic*)**
  - Example: Purchase of hardware or software to support or promote online sales, product delivery or remote work

### Funding Partners

This program has been made possible and is supported by local public and private donors that understand the need to assist our small business community during this unprecedented event. The program will be administered on a first-come, first-serve basis of all eligible applications until the funds raised have been depleted.

For Questions about this Program, Send Email Inquiry to:

Greg Lowe  
City of Lewisburg  
Director of Economic Development  
[greg.lowe@lewisburgtn.gov](mailto:greg.lowe@lewisburgtn.gov)

# MarCo Micro-Grant Program

## Eligibility

To Be Eligible for this Program:

You meet Small Business Administration definition of small business; and

- Your business is physically located in Marshall County, Tennessee; and
- 50% or more of my business is owned by a Marshall County resident
- Must have a mortgage/commercial lease for current business location AND
- Utilities in his/her name for said business
- Have 25 (FTE) or less employees

Preference will be given to applicants that:

- Were forced to cease or significantly modify operations by Governor Lee's Executive Orders Numbers 17-28

Examples of Eligible Applicants:

- Restaurant/Bar
- Retail store
- Event Venues/Theaters
- Gym or Fitness Studio
- Hair salons/Spa
- Tourist Attraction

Examples of Ineligible Applicants:

- Banking/Financial Services
- Real Estate
- Liquor or Tobacco Stores
- Franchises
  - Unless locally-owned and operated franchises

# MarCo Micro-Grant Program

## Required Documentation

### Applicants Must Agree to Provide the Following Accurate Documentation

- **Federal Employer Identification Number (EIN)**
- **Documentation of the business owner or owner's residency (*such as a driver's license, utility bill, or property tax bill*)**
- **Copies of the following:**
  - Mortgage Statement for March-May 2020 OR
  - Lease Agreement that includes March, April and/or May 2020
  - Utility Bills—including electricity, gas, water, sewer, phone and internet costs (*this may be multiple documents*)

### Application Objective & Review

**This application is structured to identify businesses that have either been closed as a direct result of Executive Order and/or businesses that have experienced significant losses in revenue due to the Coronavirus COVID-19 pandemic. The applications will be reviewed on a first-to-apply basis and fund award of \$1,000 will be granted to the first to apply that meet the requirements of eligibility or until fund is exhausted. We are looking for responses that will give us a good idea of your business's stability prior to the COVID-19 pandemic, immediate need, and economic impact to Marshall County as we recover.**

# MarCo Micro-Grant Program

## Application

### Part 1 - Business Information

**Business Name:**

**Business Address:**

**Contact Name:**

**Title:**

**Email:**

**Phone:**

**Are you the business owner?    Yes                      No**

**If not, what is the business owner's name?**

**What is the address of the business owner?**

### Part 2 - Tell Us About Your Business

**Which of these categories best describes your business? Please select from the following:**

**Freelancer/contractor**

**Health Club or Gym**

**Spa, Salon, or Massage Establishment**

**Multi-purpose Venue, Facility, or Entertainment**

**Professional Services**

**Restaurant or Sports Bar**

**Retail**

**Travel, Tourism, or Recreation**

**Other (*please specify*)**

**In one sentence, what does your business do?**

- (30-word limit) Examples: My business is a salon. My business is a full-service restaurant. My business is renting space in my venue for events.

# MarCo Micro-Grant Program

## Application

### Part 2 - Continued

#### What is the legal name of your business?

- Please provide exactly the name listed with the IRS or on your individual return.

#### What is your business's tax ID?

- Look for this in a previously filed tax return or by following these tips from the IRS.
  - *EIN format: XX-XXXXXXX*

#### How many years has your business been operating in Marshall County?

- Round to the nearest whole number. Count from the year you first filed Tennessee taxes for your businesses. If you are an independent contractor or self-employed, how long have you done this type of work in Marshall County?

#### What is your business's main office address?

- Example: 25 Public Square, Suite B. If you are an independent contractor or self-employed, please include your home address.

# MarCo Micro-Grant Program

## Application

### Part 3 - Tell Us How Your Business Has Been Affected by the Covid-19 Crisis

How has your business been impacted by COVID-19? Select one of the following:

State or Local Government required my business to suspend or alter operations (*such as requiring salons, theaters, or gyms to close; Dining rooms of restaurants to close*)

State or Local Government did not explicitly require my business to alter operations, but I have experience significant revenue loss due to COVID-19 precautions (*such as reduced store traffic or cancelled events*).

My individual income has been severely impacted due to the loss of short-term contracted work or gigs due to COVID-19.

Including yourself, how many of your employees have you laid off, cut hours, or seen a reduction in tips for since March 12, 2020?

Tell us how your business has been impacted by COVID-19?

- Example: Have you incurred additional costs, canceled key events, or postponed important staff travel, lost revenue or customers, etc.?

# MarCo Micro-Grant Program

## Application

### Part 3 - Conclusion

Have you applied for any other financial assistance through the federal, state or other programs created for the Covid-19 impact?    Yes        No

If Yes, did you receive that financial assistance?    Yes        No

If Yes, how much did you receive?

### Part 4 - Provide Documentation for Your Business

Provide all necessary and applicable documentation. This can include anything that shows the comparative loss of revenue due to COVID-19.

*Electronic documentation showing cancelled contracts, orders, or services can be provided as supplemental information. Email Documentation with Application.*

- **Copy of at least one of the following bills for which you are requesting reimbursement:**
  - Mortgage Statement for March, April and/or May 2020 (*including proof of payment*)
  - Lease Agreement that includes March, April and/or May 2020 (*including proof of payment*)
  - Utility Bills—including electricity, gas, water, sewer, phone and internet costs (*and proof of payment*)

### Part 5 - Submission Instructions

Completed applications and all supporting documentation must be submitted by email to [greg.lowe@lewisburgtn.gov](mailto:greg.lowe@lewisburgtn.gov) by Friday July 3 at 12:00pm. Applications received after this time will not be reviewed.

Applications and supporting documents should be submitted as a PDF file as an attachment to your email or as a Dropbox Link. Please include your business name in each file name

- (Example: ABCllc\_Application or ABCllc\_2019IncomeStatement).

Questions may be submitted at any time to [greg.lowe@lewisburgtn.gov](mailto:greg.lowe@lewisburgtn.gov)

# MarCo Micro-Grant Program

## Application

### Part 6 - Read and Agree to Terms & Conditions - Sign Below

Review the terms and sign your application. Below are the terms and conditions of this application. This is not a grant agreement. If you are selected for award, you will be required to enter into a grant agreement.

Funding for this grant is contingent upon continued appropriations to the grantor. This application does not commit the Donors or Administrators of the MarCo Micro-Grant Fund (the Fund) to make a grant award. The Fund reserves the right to accept or deny any or all applications if it is determined to be in the best interest of the Fund to do so. The Fund shall notify the applicant if it rejects their application. The Fund reserves the right to suspend or terminate an application.

The Fund reserves the right to issue addenda and/or amendments subsequent to the issuance of this application, or to rescind this call for applications.

The Fund shall not be liable for any costs incurred in the preparation of the applications in response to this application. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

By signing below, I certify that my response to the questions have been truthful and the supporting documentation I have provided is authentic and I approve of the terms and conditions as state above.

**Signature of Applicant** (Sign Above or use Digital Signature Below)

**Print Here**

**Date of Application Submission**