

## **Cherokee County SPARK Business Grant Program**

Cherokee County, through the SPARK (Strengthening People and Revitalizing Kansas) Program, plans to allocate funds to assist local businesses. These funds are meant to ensure that local businesses can re-open safely and rebound from COVID-19 and will be offered in the form of grants of up to \$25,000 per business. Award amounts for individual businesses will depend upon program demand, business size, and the priority factors outlined below.

### **Eligibility**

- Must be a for-profit business located in Cherokee County
- Must have been in operation as of March 1, 2020
- Must not have delinquent taxes with Cherokee County, the Kansas Department of Revenue or the Internal Revenue Service
- Must be able to describe how their business was impacted by COVID-19
- Must outline how grant funds will be utilized and, if awarded, commit to providing documentation of all grant expenditures
- Must provide information on other financial support received as a result of COVID-19 and how those funds were utilized

### **Grant Uses**

This grant program is meant to help businesses negatively impacted by COVID-19 to address their COVID-19 related re-opening expenses and other operating expenses made difficult as a result of the virus and provide funds for revenue losses due to required closures. For businesses who have seen an increase in demand as a result of COVID-19, grants may be utilized to help increase capacity to meet that demand.

Allowable expenditures fall into the following two categories.

**Reimbursements** – Expenditures the applicant has incurred due to COVID-19 from March 1, 2020 to date. This includes expenditures for personal protective equipment (PPE), implementation of workplace redesigns, additional signage, new technology solutions for distance working, other items to comply with COVID-19 public health guidelines on safely returning employees to work, payroll, rent, mortgage insurance, utilities, inventory and more. Receipts must be provided for each expenditure, and applicants may not include expenditures that were reimbursed by any other program. Applicants may request loss of revenue but will need to demonstrate that loss through a comparison with 2019 financial records.

**Planned Expenditures** – Anticipated costs through year end for applicants to successfully streamline safety processes, increase ability to sustain sales, increase capacity to add resilience and meet increased demand, prepare for future waves of COVID-19 or other pandemics, or to otherwise protect customers and employees from COVID-related health concerns. All funds awarded must be spent by December 30, 2020 and receipts must be provided by January 15, 2021.

Any monies not spent by December 30, 2020 or expenses unable to be verified by receipt by January 15, 2021 must be returned to Cherokee County.

## **Priorities**

- Businesses who requested funds from the Cherokee County SPARK Task Force by August 5, 2020;
- Businesses who were the most significantly impacted by COVID-19 required closures (i.e., hair salons, gyms, bars, restaurants);
- Businesses who have not received assistance from other programs or have received very little, and;
- Businesses who have experienced the greatest need to increase capacity as a result of COVID-19.

## **Application Process**

To apply, please fully complete the attached application and provide all requested documentation. Incomplete applications will not be considered for funding. Additional information may be requested.

Submit completed application and other documentation by the **application deadline of 5 pm on Friday, September 18th.**

Materials should be submitted to Cherokee County Economic Development Director Janet Miller and may be delivered in the following ways:

- Electronically – [jm@cherokeecountykansas.com](mailto:jm@cherokeecountykansas.com)
- By Mail – Cherokee County Economic Development, P.O. Box 432, Columbus, KS 66725
- In Person – Cherokee County Economic Development, 201 E. Pine, Columbus, KS. Call ahead at 620-762-0717 to ensure that someone is in the office when you plan to stop by.

Applicants will be notified as soon as possible and pending approval of the County plan by the State SPARK Taskforce and Office of Recovery.

If you have questions and/or need assistance with the application process, contact Economic Development Director Janet Miller at 620-762-0717 or [jm@cherokeecountykansas.com](mailto:jm@cherokeecountykansas.com).

## Cherokee County SPARK Business Grant Application

<b>Business Information:</b>			
Legal Name of Business:			
Doing Business As (DBA) Name, if applicable:			
Business Mailing Address:			
Primary Contact Name:			
Primary Contact Title:			
Business Phone:		Cell Phone:	
Email:			
What month & year was the business established?			
Business Structure (LLC, Sole Proprietorship, Corporation, etc.):			
Business EIN:			
Please provide a description of the products and/or services provided by your business.			
Gross Revenues for Calendar Year 2019:			
Current Number of Full-Time Employees (including yourself):			
Current Number of Part-Time Employees:			
Does the business owner have delinquent taxes with Cherokee County, the Kansas Department of Revenue or the Internal Revenue Service?			

**Grant Request:**

Please provide a description of how COVID-19 has impacted the business (i.e., lost revenue due to mandated or voluntary closure, sales declined or increased by XX%, costs increased to implement safety procedures). Be as specific as possible.

Amount of grant funds you are requesting:

How will you use the grant funds if they are awarded (PPE, payroll/wages, mortgage/rent, insurance, utilities, equipment, inventory, remodeling, etc.)? Please be as specific as possible and identify which items are reimbursements versus planned expenditures as indicated below.

- Expenditures from March 1, 2020 to date for which you are seeking reimbursement. (Please provide documentation of these expenditures when submitting your application.)

- Planned expenditures through December 30, 2020 for which you are seeking funding.

Other Funding Received:		
What other sources of funding have you received to help your business deal with the COVID-19 pandemic? Select all that apply & provide detailed information on what the funds were used for ((i.e., payroll from 4/15 to 6/1 and May mortgage payment).		
<input type="checkbox"/> SBA Paycheck Protection Program (PPP)	Amount received:	
What were these funds used for?		
<input type="checkbox"/> SBA Economic Injury Disaster Loan (EIDL)	Advance received:	
	Loan received:	
What were these funds used for?		
<input type="checkbox"/> CDBG-CV Grant	Amount received:	
What were these funds used for?		
<input type="checkbox"/> Other grants/loans (HIRE Loan, Restart Kansas Loan, Kansas SPARK Economic Development or Connectivity Grant, Bank Loan, etc.)		
If yes, please list with amounts and what the funds were used for.		

**Certification**

***By signing below, I certify that I am authorized to apply for grant funds on behalf of the business identified. I also certify that the information provided in this application and all supporting documents is true and accurate to the best of my knowledge. I understand that the grant will be required to be repaid to Cherokee County if false information has been provided.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_