



NORTH STONINGTON 

The Heart of Southeastern Connecticut
ECONOMIC DEVELOPMENT COMMISSION

**North Stonington
Economic Development Commission
Covid-19 Small Business
Assistance Program**

For program information
please email
edc@northstoningtonct.gov
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860-535-2877 x 127



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North Stonington Economic Development Commission COVID-19 Small Business Assistance Program

PROGRAM GUIDELINES

Program Overview

The North Stonington COVID-19 Assistance Program has been established to provide limited, one-time direct financial assistance to eligible North Stonington small businesses that employ fifty or fewer employees and that have been adversely impacted by the COVID-19 pandemic. The Program is funded through a funds from the American Rescue Funds Act and administered by the Town of North Stonington Economic Development Commission. The Program is intended to provide assistance to allow eligible North Stonington businesses to prevent, prepare for, and respond to the coronavirus pandemic. Consequently, use of the funds must be directly related to the pandemic and resultant public health emergency and be a qualified expenditure.

Assistance Available

Eligible businesses may apply for grants of up to \$10,000. Not all businesses approved for participation will receive the maximum amount, and it is anticipated that average grants will be in the range of \$2,000-\$3,000. Applications will be accepted and processed under an initial sixty-day batch process. There after grants will be awarded on a rolling monthly basis until funds are exhausted of the obligation deadline of December 31, 2024 is reached. Grants will be awarded based upon the greatest need.

Federal Program Eligibility Categories

All grants under this program shall meet the program guidelines of the American Rescue Plan, Coronavirus State and Local Fiscal Recovery Funds as administered by the U.S. Department of the Treasury. Grant funds must be used for costs incurred on or after March 3, 2021 and must be obligated by December 31, 2024 and expended by December 31, 2026.

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

- Decreased revenue or gross receipts.
- Capacity to weather financial hardship.
- Challenges covering payroll, rent or mortgage, and other operating costs.
- Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs.
- Technical assistance, counseling, or other services to support business planning.
- Financial insecurity.
- Increased costs.



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Small Business Eligibility Criteria

An application must document and demonstrate eligibility for a grant pursuant to the following criteria:

- Have operations within North Stonington.
- Employ not more than 50 employees.
- The applicant must be in good standing with the Town of North Stonington in terms of local registrations, business filings, zoning requirements and must be listed on the Town's Grand List.
- The applicant must be current on all taxes with the Town of North Stonington.
- The applicant must be registered with and in good standing with the State of Connecticut in terms of business filings including but not limited to applicable filings such as: sales tax permit, income tax withholding, current licensing, trade name registration and applicable corporate registration filings.
- The business must remain in business for a minimum of three-months after receiving a grant.

Required Documentation

The Following Items will need to be provided for all applications:

- A complete signed application (Attachment A)
- A statement which identifies a negative impact of the COVID-19 public health emergency to your business. A statement how the negative impact fits within one of the small business eligibility criteria. A statement about the business's need for a grant.
- Listing of all federal or state COVID assistance applied for and/or received (i.e., PPP loans, etc.)
- Documentation that the business is registered with the Town of North Stonington and appears on the Town of North Stonington Grand List, is in compliance with local zoning regulations, and that all North Stonington taxes are paid.
- A copy of all state licenses and permits required for the business such as: sales tax permit, income tax withholding, current license, trade name registration and applicable Secretary of State corporate registration filings.
- Copies of signed and filed current Federal and State tax returns. Additional tax returns may be required to document and demonstrate eligibility depending on the eligible use category of the grant request. All tax returns will remain confidential and will be subject to Program Staff Review only.
- The Town reserves the right to require additional documentation which demonstrates eligibility and program compliance. Further the Town may revisit



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applications and request additional information as necessary to ensure compliance with all applicable program criteria.

Supporting Documentation

Depending upon the Program Eligibility Category being utilized additional documentation is required.

- A complete Documentation Listing Form which identifies the expenses for which you are seeking reimbursement.
- Eligible Expenses for reimbursement required a copy of receipt(s) for any eligible item for which you are seeking reimbursement.
- If seeking a grant for payroll assistance documentation supporting the number of employees and payroll before the pandemic and at the time of this application.
- If applicable, dates of closure due to the pandemic shall be provided.
- Additional documentation as required by Program Staff and the Commission.

Examples of reimbursable items

If you are Applying for a grant under each of the following categories, please include documentation and an explanation for how your request is an eligible expense under a specific category.

Decreased revenue or gross receipts

Include documentation that demonstrates a decrease in revenue or gross receipts. A copy of your signed and filed Federal and Connecticut State Tax returns for 2019, 2020 and 2021 can be used to demonstrate a revenue or gross receipts decline.

Safety Equipment

Personal Protective Equipment (PPE) ▪ Hand sanitizer gel and ethanol (ethyl alcohol) ▪ Safety goggles ▪ N95 Respirators ▪ Facemasks ▪ Isolations Gowns ▪ Eye Protection ▪ Gloves ▪ Powered Air Purifying Respirators ▪ Elastomeric Respirators ▪ Ventilators ▪ Disinfecting wipes ▪ Face shields ▪ IV solutions ▪ Shoe Covers ▪ Surgical Masks ▪ Beard Protectors ▪ Face mask dispensers ▪ Glove dispensers

Payroll support

Please note if an applicant has received PPP assistance, proof that the funds have been exhausted will be requested. If PPP funds have not been exhausted, the business owner must not use a Small Business Emergency Assistance Grant Program Grant awarded by the North Stonington Economic Development Commission for payroll expenses.

Re-opening supplies, equipment & renovations

▪ Advertising/marketing ▪ Signage ▪ Safety floor decals ▪ Hand washing signs ▪ Exit and entrance signs ▪ Outdoor displays ▪ Social distancing equipment and renovations ▪ Protective barriers ▪



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Countertop safety shields ▪ Portable sinks ▪ Hand wash stations ▪ Curbside pickup supplies ▪ Clear Sneeze Guards ▪ Washing Equipment ▪ Others as deemed eligible by the Commission.

Utilities

▪ Natural Gas ▪ Electricity ▪ Telephone ▪ Water ▪ Internet ▪ Others as deemed eligible by the Commission.

****Only for businesses. This does not include home office utilities****

Remote working expenses include

▪ Computers (Laptops/desktops) ▪ Desks ▪ Printers ▪ Cartridges and paper ▪ Office supplies (pens, pads, paperclips, staples, etc.)

****Note: Home internet is not included on the eligible expenses for this category.**

Leases /Mortgage assistance

- This assistance is merely for commercial lease agreements and business mortgages. Home office leases/mortgages ARE NOT allowable in this category.
- A business rent, lease or mortgage payment is eligible during the period when the business was closed or experiencing reduced revenue.

Use of Funds Restrictions

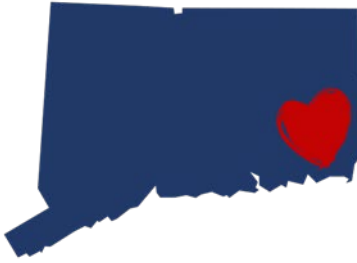
Program grants or funds may not be used:

- To pay a distribution to a shareholder, member, partner, or any other class of equity holder.
- To pay taxes or other amounts owed to government entities.
- To pay non-business expenses.
- For political purposes, including lobbying activities, donating to a political party, candidate, political action.
- To pay expenses for which the applicant has or will receive reimbursement from another source including other Federal, State or Local COVID-19 relief programs.

Approval Process:

North Stonington COVID-19 Small Business Assistance Program applications will be reviewed by and approved by the Economic Development Commission within 1-3 months. The decision of the Commission is final. The Commission may award or deny a grant in part or in full based upon a majority vote of those eligible Commissioners present at the time of consideration of the application. File your completed application with:

Town of North Stonington
Land Use Department - New Town Hall
40 Main Street
North Stonington, CT 06359



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The Planning, Development and Zoning Officer and the Administration and Finance Officer shall serve as the program staff. Program staff will make every effort to ensure timely review and referral to the Commission of all complete applications received. The Town anticipates that grant awards will be processed within one-two months of the receipt of a complete application.

Application steps are as follows:

1. Grant applications will be collected via an open enrollment starting on July 1st 2022, and submitted to the Economic Development Commission sixty days later. Thereafter applications will be submitted for the Commission's consideration monthly.
2. Grants will be prioritized based on the greatest need.
3. Upon receipt of the application a completeness review and determination will be made by Town staff.
 - a. If additional documentation is required, the application will be deemed incomplete by the staff and a request for additional information made.
 - b. If the application is not eligible under the programs requirements it may be deemed incomplete and ineligible by program staff.
4. Upon being deemed complete by program staff the application will be placed on the next Economic Development Commission agenda for consideration by the Economic Development Commission. Applications received within seven days of a regular meeting will be placed upon the following month's regular meeting agenda.
5. The Economic Development Commission shall consider the application and determine, based up sufficient documentation and evidence, that the application meets the eligible criteria for the program.
6. The Economic Development Commission may, at its sole discretion, approve or deny a grant for eligible expenses up to the maximum grant award.
7. Approved applicants must execute a grant award agreement and furnish a W-9 form.
 - a. Those applicants who have received other governmental assistance will be required to execute a sworn statement attesting to the fact that grant funds are being used for a purpose other than that for which other governmental assistance was provided prior to receiving reimbursement.
8. Upon receipt by the Town of all required grant approval documents, applicants will be mailed a check.
9. All grant awardees must complete a follow-up survey upon the three-month anniversary of the grant award.



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North Stonington Economic Development Commission Covid-19 Small Business Assistance Program

APPLICATION

Section 1: Applicant Information

Business Name: _____

Business Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____

Website URL: _____

Business Email Address: _____

Federal Employer Identification Number (EIN): _____

What month and year was your business incorporated? _____

Years in North Stonington: _____ Years at Current Location: _____

Business appears on the Town of North Stonington Grant List: Yes No

Business is domiciled in North Stonington: Yes No

Business is current with the State of Connecticut Secretary of State business registration: Yes No Attach a copy of the current registration.

Describe your business and its operations:



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Gross Revenue:

2019 _____ 2020 _____ 2021 _____

How many employees did your business have on March 15, 2020? _____

1 Jan 2020 _____ 1 Jan 2021 _____ 1 Jan 2022 _____

How many employees does your business currently have on payroll? _____

Are you currently seeking new employees? Yes No

Section 2: Owner Information

How is your business structured?

- Sole Proprietorship Partnership Limited Liability (LLC) C-Corporation
 S-Corporation Other _____

Type of Business:

- Retail Trade Personal Services Food Service Professional Services
 Educational Services Manufacturing Other _____

Please list all owners:

Owner 1: Name: _____

Owner 1: % Business Ownership: _____

Owner 1: Phone: _____

Owner 1: E-Mail: _____

Owner 2: Name: _____

Owner 2: % Business Ownership: _____

Owner 2: Phone: _____

Owner 2: E-Mail: _____

List additional owners and percentage of ownership on an attached sheet.



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Section 3: Funds Request

Amount of Funds being requested (up to \$10,000.00) _____

How will you use the funds?

What impact will the grant have on your business?

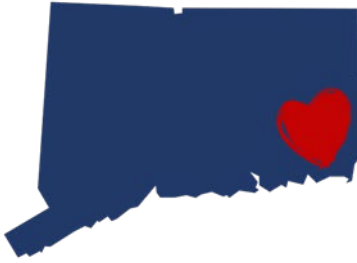
Section 4: Compliance

Do you and your business have any outstanding liens or judgments? Yes No

If you or your business have outstanding liens of judgments, please explain the circumstances:

Are you and your business current on all tax obligations to the Internal Revenue Service, the State of Connecticut, and the Town of North Stonington? Yes No

If you or your business is not current on all tax obligations, please explain the circumstances:



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Have you or your business applied for any federal programs such as Payroll Protection Program (PPP) or SBA Economic Injury Disaster Grant / Loan Program related to the current pandemic and disaster declaration? Yes No
If yes, please provide details as to the program and amount:

Section 5: COVID-Related Expenses Narrative

Please describe how your business experienced negative economic impacts due to the COVID emergency:



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Describe how your business’s negative economic impacts are classified under and meets the following enumerated uses:

- Decreased revenue or gross receipts.
- Capacity to weather financial hardship.
- Challenges covering payroll, rent or mortgage, and other operating costs.
- Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs.
- Technical assistance, counseling, or other services to support business planning.
- Financial insecurity.

Provide evidence such as receipts, tax statements, closure dates, employment filings which document the negative economic impact on your business. List these items on the attached Documentation Listing Form and provide copies of applicable documentation with your application submission.



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Section 4: Applicant Certification

I, _____, hereby authorize the Town of North Stonington to share my application and reporting requirements with the Economic Development Commission for the purpose of providing underwriting and administrative services for the program/request.

I agree that any funds provided pursuant to this application will be utilized exclusively for the purpose(s) set forth in this application, the program guidelines, the Economic Development Commission’s approval, and conditions, and shall not be used for any excluded use pursuant to applicable Federal, State or Local program guidelines.

That the business expenses for which I have requested a grant under the North Stonington COVID-19 Small Business Assistance Program are for a different purpose than that for which assistance was provided under the EIDL or PPP and does not constitute a duplication of benefits.

Finally, I swear that the statements made on this application are true and complete. I understand that false or misleading statements may result in forfeiture of benefits and criminal prosecution under the laws of the State of Connecticut.

Applicant Signature: _____

Printed Name: _____

Date: _____

This affidavit being dully signed before me:

 Notary Public or
 Commissioner of Superior Court

 Date

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DOCUMENTATION LISTING FORM

Instructions: Please list your increased expenses or costs due to COVID-19 in the table below. Please list expenses or costs incurred after March 3, 2021 – to the present day. You may consult the list of categories and their descriptions. Before beginning, please review program guidelines and eligibility criteria. Please retain this expense listing and backup documentation (e.g. receipts) of any expenses listed here.

Category: Please select from the categories listed below.	Description: Describe the COVID-related increased cost or expense. Examples: (1) May rent, (2) April internet bill, and (3) tent and planters from hardware store for new outdoor seating area.	Date: Date of invoice or payment (shown on retained documents)	Amount: shown on retained documents (e.g. receipt, invoice, statement, lease, etc.)
Total COVID-related increased costs or expenses:			

Expense Listing Categories	
Category	Description
Increased compensation costs	Increased compensation costs (including salaries, wages, tips, paid leave, and group healthcare benefits) (e.g. hired an additional employee). Please only list increases in compensation that are a direct response to the COVID-19 pandemic and compliance with public health measures. This does not include increase in staffing due to increases in business or demand.
Increased Employee Costs	Includes increased salaries, wages, tips, paid leave, and group healthcare benefits. (e.g. hired an additional employee). Please only list increases in compensation that are a direct response to the COVID-19 pandemic and compliance with public health measures. This does not include increase in staffing due to increases in business or demand.
Increased utilities	Gas, electricity, cable, internet, phone if increased as a result of the COVID-19 pandemic.
Technology upgrades and investments	Technology upgrades and investments as a result of the COVID-19 Pandemic: examples include website or hardware upgrades, ecommerce software or apps, touchless payment systems, digital reservation systems, laptops, computers, tablets.
Physical adaptations	Physical adaptations changes in response to the COVID-19 Pandemic: e.g., plexiglass dividers, furniture/fixture modifications, contractor costs for installation, setting up outdoor dining (tables, landscaping, host stations, hand washing stations, tent purchases or rentals), HVAC related costs. This may include expenses funded by sources listed above. This may not include redevelopment costs not necessitated by the COVID-19 pandemic.
Supplies or equipment	Supplies or equipment purchased as a result of the COVID-19 pandemic: cleaning supplies, masks, gloves, hand sanitizer, face shields, and other COVID-19 related materials. This could also include increased costs of carry out containers, printing, and supplies a business purchased to adapt and continue operations during the COVID-19 pandemic.
Professional services	Professional services used to pivot or adapt to COVID-19 (business consulting, ecommerce platform development).
Inventory replacement	Inventory replacement: Limited to food or perishable items replaced due to mandatory closures or restricted operations; may not include standard or new inventory.