



City of Middletown Support Awards for A Vibrant Economy (SAVE GRANT)

BACKGROUND

The City of Middletown, with the Assistance of the Butler County Commissioners, is offering one-time grant assistance payments to assist small businesses in the City of Middletown, Butler County that have experienced downturn in business related to COVID-19 outbreak. Businesses must demonstrate hardship caused by the COVID-19 virus outbreak in order to qualify for financing.

THE PROGRAM

Under this program, the City will provide one time grants to qualifying businesses to assist in the payment of rent, mortgage, utility, payroll expense as well as equipment purchases necessary to promote social distancing, Protective Equipment and Restate Ohio Upgrades necessary to operate.

ELIGIBILITY

This program is targeted to small businesses who meet the following criteria:

1. Less than 25 employees
2. For profit entity, with less than \$2,000,000 in annual business prior to COVID outbreak
3. Must be operated outside of the home and in the City of Middletown and Butler County Limits
4. Must be current on all City and County taxes
5. Following industries are NOT eligible:
 - a. Sexually oriented businesses
 - b. Businesses that primarily sell tobacco or tobacco related products
 - c. Financial institutions making credit or loans
 - d. Franchises

Please be aware, business owners that own more than one business entity that are eligible for funding are able to submit separate applications for grants for each of their business entities. However, the City will prioritize the business entity for that owner that would result in the highest grant amount first and may award grants to additional businesses for the same owner if funding remains after grants are awarded to other business owners.

HOW IT WORKS

If a business is found to be eligible, the business will qualify for amount of grant depending upon their individual situation. Grant funds will be determined as a base grant plus employee grants. Any grant awarded will be capped at \$10,000 per business entity, but awards may be less than \$10,000.

For the Base grant, Funds will be determined depending upon evidence of profit and loss from before the pandemic began to after the pandemic started. This will be evaluated through financial statements provided. The Base Grant will be determined by the following:

1. Businesses that prove losses more than \$500 per week to \$2,000 per week are eligible for a base grant of \$2,900.
2. Business that prove losses of \$2,001 or greater per week are eligible for a base grant of \$3,800.

In addition to the Base Grant awarded, Eligible Businesses will also be eligible for additional funds to determined by the number of employees on the payroll prior to March Pandemic Declaration

1. Businesses may receive additional grant of \$350 for each full time employee employed as of March 1, 2020.
2. Businesses may receive additional grant of \$210 for each part time employee employed as of March 1, 2020

PRIORITY FOR AWARDS

Once applications have been screened for eligibility pursuant to the listed eligibility qualifications, The City will prioritize applications based on the following criteria:

1. Priority will be given to businesses who have not previously received COVID 19 related financial assistance from the Federal, State, County or Local Government
2. Priority will be given to businesses who have demonstrated efforts to decrease costs, generate new revenues or both in the COVID 19 environment
3. Priority will be given to businesses who have been operating for at least 6 months prior to the pandemic declaration in March 2020
4. Priority will be given to business who were/are directly affected by Shut Down orders from a Government Entity

The City of Middletown reserves the right to prioritize grant awards pursuant to this list. Any determination of priority is made at the sole discretion of the City of Middletown.

APPLICATION PROCESS

To Apply for this opportunity, please complete and return the following:

1. SAVE Grant Application
2. Balance sheet, profit loss statement or other financial documents that demonstrate income from January 2020 through and including September 2020.
3. Proof of employees on March 1, 2020 (Payroll Summaries or the like)

Submit all documentation to Ida Hawkins, Department of Administrative Services, by regular mail at the Middletown City Building, drop off in person or email at IdaH@cityofmiddletown.org

Applications will be accepted by the City from November 23, 2020 to November 30, 2020 via regular US mail, drop off or email. Applications must be received by November 30, 2020. Award Letters will be communicated by December 4, 2020. The City will strive to fund all grants by December 31, 2020.

Please note, this loan program and any specific loans are contingent upon the availability of funds. If at any time, this funding source is depleted, this loan program and any commitments to fund specific loans may become null and void.

QUESTIONS

Please contact Ida Hawkins with any questions by email at IdaH@CityofMiddletown.org or telephone at (513)425-7950