



Restart Rochelle

Small Business Assistance Program

Guidelines and Application

Application process open: June 2020

Applications will be accepted beginning Monday, June 15, 2020 and remain open while funding lasts. A Grant Committee will review applications and award grants based on the availability of funding and evaluation of the eligibility criteria and required submissions. Please complete the entire application.

Program Overview

The purpose of the Small Business Assistance Program is to help small businesses deemed non-essential pursuant to Governor Pritzker's Stay at Home Executive Order that are located within the City of Rochelle to remain viable during and following the COVID-19 pandemic. The Rochelle City Council wishes to assist area small businesses through this difficult time.

The City will provide the funding for the grant and work with the Downtown Rochelle Association (DRA), the Rochelle Area Chamber of Commerce and the Rochelle Retail Advisor Group to promote this grant. We believe small businesses are an essential part of our culture and business community and understands the significant financial impact COVID-19 has had on them. Our small businesses are very important to the local economy. These small businesses are owned by our friends and neighbors. We must do everything we can to support our local businesses through this financial crisis.

This grant is intended to pay for qualifying expenses not covered by the federal government's Paycheck Protection Program or other sources of State or Federal COVID-19 relief funding. The maximum award a business can receive is \$5,000 for qualifying expenses.

Definitions for the Purpose of this Grant

Small business: A deemed non-essential small business is defined as a business who employs 15 or less employees, including the owner, but not including independent contractors.

Brick and Mortar: A physical commercial business address that is a separate location than the primary residence of the business owner. Homebased businesses do not qualify.

Eligibility

To be eligible for the program, a deemed non-essential business must meet the following criteria:

- Operate out of a brick-and-mortar commercial location and the business is not able to pay for rent, mortgage or utilities. One grant per brick and mortar location. The commercial business location must be within the City limits of Rochelle.

- Meet the definition of a non-essential small business.
- Must generate sales tax or property tax.
- Must be legally capable of entering into a binding contract. A Grant Agreement with Recapture will be required which will obligate the business to repay the grant if program rules are not followed.
- Must remain open for one-year following the grant award. If the business is not able to remain open, the sum equal to 1/12th of the grant amount multiplied by the total number of months (including partial months) remaining on the term shall be returned to the City.
- If a business qualifies for the federal Paycheck Protection Program, the business owner must have applied for a loan under the Paycheck Protection Program.

Qualifying Expenses

- Rent or mortgage
- Insurance
- Inventory
- Payroll
- Personal Protection Equipment
- Utilities
 - Electric
 - Gas
 - Telephone
 - Internet
 - Water service
 - Garbage service

Funding

- The maximum amount of \$5,000 may be awarded to pay for qualifying expenses that are not anticipated to be covered by a Paycheck Protection Program loan or other sources of State or Federal COVID-19 relief funding.
- The grant is intended to be a last resort funding source.
- Paid receipts of eligible expenses must be submitted within 30 days of securing grant funds.
- Eligible expenses must be dated and incurred between March 15, 2020 to July 15, 2020.
- Other documentation of need may be required, i.e.: past due bills or invoices.

Funding Sources

- The City of Rochelle is allocating this grant from Community Development funds. These funds will only be allocated to non-essential businesses located within the corporate city limits of Rochelle. This grant funded program will cease when funds are expended.

Grant Committee

The Grant Review Committee will consist of the Mayor or his designee, a City Council member or his/her designee determined by first volunteered to the City Manager, the Rochelle City Manager, the Finance Director and the Community Development Director. Grant applications must meet the eligibility requirements and receive a majority yes vote from the committee to be recommended to the City Council for final approval. Grants will be awarded on a first-come basis until the total grant fund allocation is gone.

Questions, please contact Jeff Fiegenschuh at jfiegenschuh@rochelleil.us or Michelle Pease at mpease@rochelleil.us

Restart Rochelle

Small Business Assistance Program

Application

Please complete the entire application and attach additional documents as needed. The completed application should be returned to: mpease@rochelleil.us

Applicant Name / Title	
Business Name	
EIN Number	
Business Address	
Phone Number	
Email	
Grant Amount Requested (Not to exceed \$5000)	
Describe funding objective. Include a detailed narrative on why funds are being requested and how the award of this grant will impact future business endeavors and profitability. (Attach additional pages to this application if needed)	

Has your business been forced to close as a non-essential business or are you a restaurant now limited to serving food for consumption off-premises?

- Yes No

Do you operate your business out of a brick-and-mortar facility separate from your primary residence?

- Yes No

Do you have less than the 15 employees?

- Yes No

Have you applied for a Paycheck Protection Program loan or any other State or Federal COVID-19 Relief funding programs? If yes, please specify. _____

- Yes No

Have you received approval for any of the above funding programs? If yes, please provide specific details.

- Yes No

Give a brief narrative of your business operations.

If you receive this grant, do you feel you will be able to remain open for at least 1 year? Use the space below if you need to explain further

- Yes No

Cash on hand to support your business.

- \$0 to \$5,000 or less \$5,000 to \$15,000 or less More than \$15,000

If you receive this grant, which of the following qualifying expenses will the funds be used for?

Rent or Mortgage

- Yes No

Electric/Water/Water Reclamation

- Yes No

Gas Bill

- Yes No

Water Bill

- Yes No

Telephone Service

- Yes No

Internet Service

- Yes No

Garbage Service

- Yes No

Insurance

- Yes No

Please include the following with your application:

1. Applicant W-9
2. Paycheck Protection Program approval or denial letter from lender.
3. A copy of the Paycheck Protection Program application, including all supporting documentation.
4. An anticipated budget showing use of the proceeds of the Paycheck Protection Program loan, and other sources of State or Federal COVID-19 relief funding sources. Expenses that will be paid with such sources and those that will be paid with grant funds if approved must be shown. PLEASE USE WHOLE DOLLAR AMOUNTS ONLY.
5. Most recent documentation, such as payroll ledgers, bills and invoice, for items shown on the budget, including qualifying expenses that will be paid with grant funds if approved.



GRANT AGREEMENT WITH RECAPTURE

THIS AGREEMENT (this "Agreement") is made and entered into this ____ day of _____, 2020 (the "Effective Date"), by and between the CITY OF ROCHELLE, an Illinois municipal corporation (the "City") and _____ (the "Recipient").

RECITALS:

WHEREAS, an outbreak of a novel coronavirus, referred to as COVID-19, has emerged globally and spread throughout the United States of America and the State of Illinois, resulting in the declaration of a pandemic by the World Health Organization; and

WHEREAS, in response to the pandemic, the Governor of the State of Illinois has declared a state of emergency and has further issued a series of executive orders directing the closure of all non-essential businesses within the State of Illinois and mandating a general stay-at-home order to the populace; and

WHEREAS, the Mayor and City Council of the City are mindful of the economic impact of COVID-19 on small businesses within the City deemed as non-essential and have created the Restart Rochelle Small Business Assistance Program (the "Program") to aid such businesses with certain Qualifying Expenses (as such term is described in the Program Guide, a copy of which is attached to this Agreement); and

WHEREAS, Recipient is the owner of a qualifying small business located within the City limits (the "Business") and has applied for a grant through the Program, and the City has approved such application.

NOW, THEREFORE, the parties, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

1. **Incorporation of Recitals.** The Recitals set forth in the preambles to this Agreement are true and correct and are hereby incorporated into this Paragraph 1 as if fully set forth herein.
2. **Term; Grant Amount.** The term of this Agreement (the "Term") shall commence on the Effective Date and continue for a period of one (1) year. Upon the execution of this Agreement, City shall cause the disbursement of the proceeds of a grant to Recipient in the amount of \$ _____ (the "Grant"). Payment shall be made by check payable to the order of the Recipient.
3. **Grant Requirements.** Recipient agrees that it shall utilize the Grant solely for the payment of Qualifying Expenses in connection with the brick and mortar location of the Commercial Business as described in the Program Guide.

4. Representations of Recipient. In connection with the Grant, Recipient represents and warrants that:

(a) the Business is a small business that employs less than fifteen (15) employees;

(b) the Business has a physical brick and mortar location within the City limits that is other than the primary residence of the owner of the Business;

(c) the Qualifying Expenses are not otherwise covered by proceeds received from a Paycheck Protection Program loan or other sources of State or Federal funding made available for COVID-19 relief described in the Paycheck Protection Program rules and regulations;

(d) the Grant is necessary for the payment of Qualifying Expenses and that, absent the Grant, Recipient would be unable to make such payments;

(e) following the execution of this Agreement, Recipient will keep the Business open for a continuous period of at least one (1) year; and

(f) the Business shall provide such information as may be requested by the City to document compliance with the requirements set forth in the attached Program Guide and the terms of this Agreement.

5. Breach of Grant Requirements; Recapture. In the event of Recipient's breach of this Agreement or of any of the representations and warranties of Recipient made herein, Recipient agrees to pay the City, within thirty (30) days of demand, the sum equal to 1/12th of the Grant amount multiplied by the total number of months (including partial months) remaining on the Term (the "Recapture Payment"). The Recipient shall also pay to the City within thirty (30) days of demand the amount of all expenses paid or incurred by the City, including reasonable attorneys' fees and court costs, in pursuit of the Recapture Payment. The provisions of this section shall survive the termination of this Agreement and the payment of the Recapture Payment.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

CITY OF ROCHELLE

By: _____

Its:

RECIPIENT:

By: _____

Its: