



Carlton County COVID-19 Relief Grant Guidelines (State-Funded Second Round for Businesses & Non-Profits)

Funding Information

- Carlton County has set no maximum or minimum grant award for this program; grant awards will be based on funding priorities, gross and net revenue losses from 2019 to 2020, and available funding
- This is a grant program, not a loan; grant funds do not need to be paid back unless the awardee does not comply with the grant terms, misrepresents information, or does not use funds appropriately
- Completed applications must be received by the Carlton County Economic Development Department by 4:00 p.m. on Tuesday, February 16, 2021 to be considered (no exceptions will be made)
- Applications will be considered and acted on by the Carlton County Economic Development Department Staff, Carlton County EDA, Carlton County Board of Commissioners or any combination thereof.
- Businesses receiving grant funds must provide verification of eligible grant expenditures within 60 days of award notification (no later than May 15, 2021)
- Awards will be announced by March 15, 2021 with checks available by April 1, 2021
- The privacy status of the data supplied for grant funding will be governed by MN Statute 13.591
- Consult your accountant regarding tax implications of receiving grant funds

Eligible Applicants (must meet all eligibility requirements)

- For-profit businesses and non-profits with a business component that can demonstrate gross and net revenue losses and financial hardship in 2020 compared to 2019 due to the impacts of the COVID-19 pandemic after accounting for other grant funding and normal business expenses
- Small businesses with 1 to 50 full-time employees (part-time to be calculated as full-time equivalents); employees for this grant program may be either W-2 employees or independent contractors
- Must have a physical location and address, whether owned or leased, that is located in Carlton County
- If a sole-proprietorship/independent contractor/self-employed, must be the owner's primary source of taxable income documented by tax returns
- Must have unreimbursed, documentable, eligible expenses
- Business must be majority-owned by a permanent resident of Minnesota
- Must be registered and in good standing with the Minnesota Secretary of State if required to be registered; and in operation on March 1, 2020 and currently
- Must not have state/federal tax liens
- Must have applicable licenses and permits to legally operate in Carlton County

Ineligible Applicants

- Lending institutions, law firms, accounting firms, utility companies, corporate or multi-state chains (locally owned franchises are eligible), insurance agencies, financial advisors, and religious organizations (unless the religious organization is a non-profit that has a business operation component)
- Businesses that derive income from gambling, vaping, sexually explicit material, passive investments, speculative activities, real estate transactions, business-to-business transactions, property rental, property management, billboards, lobbying, or pyramid sales
- Businesses debarred from doing business with state or federal government
- Municipal-owned businesses

Funding Priorities

- Businesses and non-profits directly and indirectly impacted by Governor Walz's Executive Orders to close, especially EO 20-99
- Businesses and non-profits that should have been eligible for the MN Department of Revenue direct funding but "slipped through the cracks" for technical exclusions (MN Unemployment NAICS code, business pays sales tax annually, sustained under 30% revenue loss, etc.) and did not receive funding
- Businesses and non-profits that have not received funding from other government or COVID-related funding sources including unemployment and sustained gross and net revenue losses due to COVID-19

Application Requirements

- Completed applications must be received in the Carlton County Economic Development Office located on the 1st floor of the Carlton County Courthouse, 301 Walnut Ave, Carlton, MN or received by mail by 4:00 p.m. on Tuesday, February 16, 2021 in order to be considered. Mail to: Carlton Co. Economic Development, 301 Walnut Ave., P.O. Box 607, Carlton, MN 55718. Applications received after February 16, 2021 will not be considered even if due to Postal Service delays. Monday, February 15th is a federal holiday (post offices and the courthouse will be closed)
- A copy of the most recent federal tax return filed by the business or federal 990 filing for non-profits; 2019 and 2020 if possible
- Year-end income/expense (profit/loss) reports for 2020 and 2019; include all COVID-19 grant funds or forgivable loans as income
- W9 Form

If awarded, Additional Documentation May be Needed Including:

- IRS form 941, W3 or other documentation of payroll employees
- A copy of the business's current filing with the Minnesota Secretary of State Office
- REV185 Form (to verify Dept. of Revenue direct grants)
- Other items as requested by Carlton County

Eligible Expenses

- Property taxes, rent and mortgage payments, utility payments, insurance premiums, employee wages during the pandemic, inventory, cleaning supplies, PPE, technology changes made to safely remain in operation, other regular business operation expenses incurred between October 1, 2020 and May 15, 2021
- Expenses must be eligible, documentable and unreimbursed by previous COVID-19 financial assistance
- If awarded funds, and the awardee has unpaid county taxes, bills, assessments, etc., grant funds must be utilized for those purposes first.

Anti-Discrimination

Carlton County and any contracted vendors do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.