



Town of Plainfield American Rescue Plan Act Small Business Economic Recovery Grant Program

Small Business Economic Recovery Grants will be funded up to \$25,000 per applicant
Questions? Please email: jlumpkins@plainfieldct.org with any questions about this application.

Eligibility

1. Is your organization a small business or nonprofit as defined for the purposes of this grant?
Small Business: A small business is defined as employing not more than 500 employees having operations in Plainfield, CT and considered a small business as defined in section 3 of the Small Business Act (15 U.S.C. 632). Unincorporated sole proprietors are eligible to apply. **Nonprofits:** Organizations that are organized and operated exclusively for religious, charitable, scientific, testing of public safety, literacy, educational or other specified purposes – specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.
 I represent a small business or nonprofit as defined above.
2. Did your organization suffer economic loss between March 3, 2021 and October 3, 2022. This grant **does not apply to the pandemic period prior to March 3, 2021** per regulations of the US Treasury, and losses prior to March 3, 2021 cannot be considered in this application. Start-ups must be able to describe how their ability to open was hindered during this period, and they must provide sufficient evidence.
 Yes, my organization suffered economic loss after March 3, 2021 and I can share evidence of that loss in this application.
3. The applying organization must be in good standing with the Connecticut Secretary of the State in terms of required business filings.
 My organization is in good standing with the Connecticut Secretary of State
4. Upon its submission, this application and its contents become the property of the Town of Plainfield. The Town of Plainfield will make public the list of applicants who applied for economic recovery and the amounts, if any, awarded to each.
 I understand my application will become the property of the Town of Plainfield, and my application will be included in a list of businesses and nonprofits seeking economic relief.

In addition to the application that follows, businesses must provide the following:

- The applicants must provide a listing of all state or federal assistance applied for and/or received since March 1, 2020 (i.e., PPP loans, etc.).
- Applicants must provide evidence of incorporation and proof of up-to-date real and personal property taxes by the business owner(s).
- If funding will be used for construction the applicant must include:
 - A description of work to be completed
 - 3 quotes from qualified contractors
 - Proof of property ownership or letter from the property owner authorizing the work

Applications must be received by the Economic Development's Office no later than 5:00 pm on 01/03/2023. Electronic applications may be emailed to jlumpkins@plainfieldct.org

Late applications will not be accepted.

Plainfield Town Hall • 8 Community Ave, Plainfield, CT 06374 • www.plainfieldct.org • 860-230-3003

APPLICATION

All questions must be answered. If more space is needed, please attach a separate document.

1. Date of Application Submission: _____
2. Organization Name or name of Unincorporated Sole Proprietor: _____

3. Organization Address: _____
Mailing Address if different than above: _____
4. Brief Description of Organization: _____

5. Primary Contact Name: _____
6. Primary Contact Phone: _____
7. Primary Contact Email: _____
8. Number of employees **currently**: _____
9. Number of employees **February 28, 2020**: _____
10. Number of employees **March 3, 2021**: _____
11. Tax ID #: _____

The following questions refer only to the time period between March 3, 2021 and October 3, 2022, 2022. The questions should not be answered with data prior to March 3, 2021.

12. Did the organization suffer any business closure or reductions due to the Covid-19 public health emergency at any time between 3/3/2021 to 10/3/22?

Yes No N/A

If Yes, on what dates (from 3/3/21 to 10/3/22) and for how long? Please explain:

13. During the closure/reduction (3/3/21 to 10/3/22), how much does the applicant estimate was spent on:
Mortgage/Rent _____
Utilities _____
Insurance _____
Salaries _____
Other operating costs _____

24. Is the applicant certified as a minority-owned business enterprise (MBE) or woman-owned business enterprise (WBE)? Please explain:

25. What Category will grant funds be used for?

- Purchase or renovation of equipment. For Question #26 Applicants must demonstrate how the Pandemic hindered their ability to purchase/renovate this equipment (loss of revenue, increased cost, etc.), or how it will assist in recovering from the COVID-19 Pandemic (build a more resilient business, create jobs, etc.).
- Construction/Improvements of real estate. For Question #26 Applicants must demonstrate how the Pandemic impacted their ability to complete the desired work (loss of revenue, increased cost, etc.), or how it will assist in recovering from the COVID-19 Pandemic (build a more resilient business, create jobs, etc.). **APPLICANTS MUST SUBMIT AT LEAST 3 DETAILED QUOTES OF PROPOSED WORK. Alteration to any leased property must provide written approval by the property owner when applying.**
- Employee training (CNA Certification, CPR Certification, etc). For Question #26 Applicants must describe how this training will help their business in recovering from the economic impacts of COVID-19.
- Nonprofit Program that directly assists in the economic and social recovery of the COVID-19 Pandemic. For question #26 please describe how this program will assist in the economic and social recovery from the COVID-19 Pandemic.

26. The applicant must supply a written statement that will identify a need or negative impact due to the Covid-19 public health emergency to your organization/business during the time period of 3/3/21 to 10/3/22, and an explanation as to how the grant award would address the identified need or negative impact (if more than this space is needed, please include a separate document when submitting your application):

Applicant Signature:

By signing below, I attest to the accuracy of all information provided. I certify that I am authorized to sign on behalf of the organization.

Signature: _____ Date: _____

Printed Name: _____

Acknowledgment:

If the application is approved, organizations should expect that awards will only be granted after the grant agreement is signed stating the application, and all statements contained therein are true, accurate, and complete as of the effective date of the application. The Town reserves the right to request further information regarding the application.

- I understand Economic Recovery Grants will be awarded based on applications meeting eligibility criteria, fund availability, and the number of applications received, for an amount up to and not to exceed \$25,000.

Application Check List:

- Completed Application with signature and date.
- Proof of tax-exempt status **if applicable**.
- A listing of all state or federal assistance applied for and/or received since March 1, 2020 (i.e., PPP loans, EIDL, etc.)
- Small businesses must provide evidence of incorporation and proof of up-to-date real and personal property taxes by the business owner(s).
- Any additional supporting documents (optional). If funding will be used for construction the applicant must include:
 - A description of work to be completed
 - 3 quotes from qualified contractors
 - Proof of property ownership or letter from the property owner authorizing the work
- For electronic submissions, all documents and attachments must be in pdf format (please name files as follows: [name of organization].[name of attachment] ex: abcbusiness.application.pdf)

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jlumpkins@plainfieldct.org

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Physical Copies Must be Addressed to:

*Plainfield Town Hall
ATTN: Small Business Economic Recovery Grant
8 Community Ave,
Plainfield, CT 06374*

Questions? Please email Program Manager Jordan Lumpkins at jlumpkins@plainfieldct.org or call (860) 230-3003.