

# MCLEOD COUNTY BUSINESS AND NON-PROFIT CORONAVIRUS RELIEF FUND GRANT PROGRAM

## FREQUENTLY ASKED QUESTIONS

*Q: Am I eligible if my business or non-profit was not open in 2020, or I was not the owner of an existing business or non-profit, prior to 2020?*

A: The funding application is only open to businesses or non-profits in operation, or owners in possession of businesses or non-profits, in operation prior to Quarter 4 ,2020.

*Q: If my business or non-profit was not open in 2019, what financial documentation can I provide?*

A: Please follow the directions in the application. If your business or non-profit was not open in 2019, you will provide all financial documents listed for 2020.

*Q: As an owner, I have multiple physical establishments within McLeod County. Am I eligible for multiple grants, one for each establishment?*

A: The County is accepting one application per eligible Employer ID number/Tax ID number. You may submit separate financial statements for each establishment or combine them and explain the impact on the individual establishments in the appropriate fields for consideration.

*Q: My entity has received funding through PPP or Small Business Loans or the CARES Act (Township, City or County) administered CARES relief funding. Am I eligible to apply for this funding as well?*

A: If you are an eligible entity, you are welcome to apply. Those that received the most recent round of direct funding from the State based on their NAICS code and over 30% revenue loss may not be considered for funding, dependent upon need and loss demonstrated.

*Q: I have over 35 full-time equivalent employees, can I apply?*

A: No; this grant program is intended for those who have 35 or less full-time equivalent employees.

*Q: How will I know if I've been approved for funding?*

A: The McLeod County Coronavirus Relief Funds Committee will review applications and make recommendations to the McLeod County Board. You can view the agendas for the McLeod County Board meetings at: [www.co.mcleod.mn.us](http://www.co.mcleod.mn.us). All funds will be awarded no later than March 15, 2021, and all funds will be distributed no later than April 1, 2021. It is expected that funds will be awarded and distributed prior to the dates listed above.

*Q: Our Non-Profit entity is primarily funded through donations and fundraisers. Are we eligible for this program?*

A: State of Minnesota requirements are that the entity must earn revenues in a similar way as a business, such as through membership dues or entry fees, therefore entities that earn revenues primarily through donations are not eligible.

*Q: Our business only files Sales Tax returns annually with the State of Minnesota and therefore is not eligible for direct payment from the Minnesota Department of Revenue. Would our organization be eligible to apply for funds through McLeod County?*

A: Yes, if your organization meets the other requirements of the McLeod County program. You would include your annual Sales Tax returns in the Quarter 4 2019 and Quarter 4 2020 fields of the application, respectively.

*Q: What does "locally owned and operated" mean?*

A: To be eligible, the business or non-profit must have a physical establishment within McLeod County and the owner group must be located within McLeod County or border counties.

*Q: If I am a non-profit organization, can I apply?*

A: Yes, non-profit organizations are able to apply for the McLeod County grant program as long as they earn revenues in a similar manner to a for-profit business such as through entrance fees. Non-profits such as food banks will not qualify.

*Q: What are considered eligible expenses?*

A: Funds may be used to cover critical operating expenses such as payroll, commercial rent, commercial mortgage payments, property tax, payments to suppliers, utility bills, direct costs to promote public and employee safety (i.e. cleaning supplies, personal protective equipment, Plexiglas counter shields, etc), and other similar business expenses.

*Q: Will every eligible applicant receive a grant?*

A: Funds are limited to the amount that McLeod County was allocated from the State, minus administrative costs to the County. Allocations will be dependent upon number of applicants, and a calculation of needs and loss basis. Dependent upon the number of eligible applicants, there may not be sufficient funding for all eligible applicants. Submitting a completed application does not guarantee funding.

*Q: My entity will likely receive a direct COVID-19 business relief payment from the Minnesota Department of Revenue. Am I eligible for this grant also?*

A: Yes, you are still eligible to apply for this grant, provided the business has eligible expenses equal to or greater than the grant amount that will not be covered by the direct payment(s) or any other sources of funding. Minnesota Department of Revenue was administering direct relief payments and will have notified eligible businesses through their e-Services account by January 8, 2021. For more information, please review information provided by the Minnesota Department of Revenue (DOR) regarding eligibility, payment amounts, and timelines. Applicants receiving other funding will not be given priority from the McLeod County grant funds, nor are they guaranteed any of these grant funds.

*Q: My business operates an outdoor event venue. Am I eligible to apply and receive funds?*

A: Venues that provide outdoor events and entertainment, and would have been open and providing services affected by the shutdown orders listed in Minnesota Emergency Executive Order 20-99 (Section 7c iii D), are eligible to apply for grant funding provided they meet all other program criteria.

*Q: What documentation is required at time of application?*

A: All application fields are required, and all other documentation requirements are listed within the application.

*Q: How will funding decisions be made?*

A: All eligible and completed applications will be reviewed by the McLeod County Coronavirus Relief Fund committee. Allocation of funds will be determined by number of eligible applicants, amount of need and loss percentage, all will be assigned into a tier/priority level, and size of entity will also be taken into consideration. A recommendation for funds distribution will be made to the McLeod County Board of Commissioners, seeking approval of fund distribution.

*Q: How do I know if I am in good standing with the Minnesota Secretary of State? What does, "in good standing" mean?*

A: Registration with the Minnesota Secretary of State is required as a means of independent verification of your business. "In good standing" means that your business is current and active with any required business registrations with the Office of the Secretary of State. Make sure that the legal entity of your organization, and not only a DBA of your organization, is registered and in good standing. You can look up the status of your registration with the Office of the Secretary of State. Based on State requirements, an organization that has a tax lien filed against your business with the Secretary of State is not eligible to receive funds and will be disqualified. All organizations will have to consent to a tax lien search during the application process.

*Q: How can I determine if my non-profit is eligible to apply for these grant funds?*

A: Non-profits that earn revenues similar to their for-profit business counterparts and were impacted by Executive Order 20-99 shutdown orders (Section 7ciii) are allowed to apply for this grant if otherwise eligible. This includes non-profit theaters, concert venues, museums, arts organizations, fitness centers,

and other organizations that generate revenue on an ongoing basis through a fee-for-service model, such as tickets sales or membership dues that are not tax-deductible.

*Q: My non-profit organization was not able to sell tickets for our annual fundraiser due to COVID-19. Are we eligible for this program?*

A: The current fund guidelines are based on language in the State’s COVID-19 relief package that defines eligible non-profits as, “Non-profits, non-profit arts organizations, non-profit museums, and non-profit fitness centers that earn revenue similar to businesses, including but not limited to tickets sales and membership fees”. For the purpose of this fund, eligible non-profits are those that sell tickets or earn revenue on an ongoing basis through a fee-for-service model similar to for-profit businesses and were impacted explicitly by Executive Order 20-99 Section 7ciii. Non-profits that rely on multiple sources of funding including annual fundraisers with ticket sales, but do not earn revenue similar to businesses, and/or were not impacted by EO 20-99 do not meet the definition of eligibility.

More questions? Email us at [administration@co.mcleod.mn.us](mailto:administration@co.mcleod.mn.us)