



## Polk County Business Resiliency Grant Program

The Polk County Business Resiliency Grant Program has been created to help sustain businesses in Polk County that demonstrate economic hardship related to the COVID-19 pandemic; and to help restore consumer confidence in the marketplace while reducing the spread of COVID-19. This is a grant – not a loan.

APPLICATION # \_\_\_\_\_

DATE: \_\_\_\_\_

Name of Firm or Business: \_\_\_\_\_

Name of Person Applying: \_\_\_\_\_

Address: \_\_\_\_\_

Township: \_\_\_\_\_

Telephone Number: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

### Key Management Personnel/Owners

Name/Title: \_\_\_\_\_

### Type of Organization: (mark one)

\_\_\_\_\_ Sole Proprietorship

Social Security Number: \_\_\_\_\_

\_\_\_\_\_ Partnership

Federal ID Number: \_\_\_\_\_

\_\_\_\_\_ Corporation

Total Grant Request

\$ \_\_\_\_\_

**Must submit proof of a significant loss in revenue since March 15, 2020**

**Must submit copies of invoices paid/estimates for measures to be done.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

I, the undersigned, certify subject to penalty under law that the above information is true and correct to the best of my knowledge and belief and that the provisions stated above are accepted and agreed to.

## POLK COUNTY BUSINESS RESILIENCY GRANT

**Grant deadline is October 9<sup>th</sup>.** No late grant requests accepted.

Businesses in the following Polk County Townships please send grant requests to: City of Fosston, Attn: Cassie Heide, City Administrator P.O. Box 239, Fosston, MN 56542, [cassie@fosston.com](mailto:cassie@fosston.com)

Johnson, Chester, Gully, Grove Park/Tilden, Badger, Lessor, Hill River, Eden, Woodside, Knute, King, Brandsvold, Queen, Garden, Winger, Sletten, Rosebud, Columbia  
Cities of: Trail, Gully, Mentor, Erskine, Winger, McIntosh and Lengby

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Businesses in the following Polk County Townships please send grant requests to: City of Crookston, Attn: Craig Hoiseth, EDA Director ----- Crookston, MN 56716 [choiseth@crookstonheda.com](mailto:choiseth@crookstonheda.com)

Lowell, Crookston, Gentilly, Tynsid, Roome, Andover, Fairfax, Kertsonville, Tilden/Grove Park, Vineland, Hammond, Russia, Onstad, Godfrey, Hubbard, Scandia, Reis, Liberty, Garfield  
Cities of: Nielsville, Beltrami, Fertile

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Businesses in the following Polk County Township please send grant requests to: City of East Grand Forks, Attn: Paul Gorte, EDA Director 600 Demers Ave NW East Grand Forks, MN 56721, [pgorte@egf.mn](mailto:pgorte@egf.mn)

Higdem, Sandsville, Farley, Brislet, Helgeland, Esther, Northland, Tabor, Angus, Brandt, Grand Forks, Sullivan, Keystone, Euclid, Belgium, Rhinehart, Huntsville, Nesbit, Fanny, Parnell, Bygland, Fisher  
Cities of: Fisher

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To apply for grant funds due to a significant loss in revenue, please use the following guidelines. Note: It is not necessary to provide receipts/invoices for expenses if you are able to demonstrate need, simply provide documentation proving loss due to COVID-19.

### **Eligibility & Required Documentation**

- Must demonstrate a significant loss in revenue since March 15, 2020. Accepted documentation can include:
  - Sales and Use Tax filing reports
  - Internal software reports showing sales in 2019 vs. sales in 2020
  - Revenue documentation is required. Expenses are not required.
- Must be a locally owned and operated business with a physical location in Polk County.
- Must be in operation for at least six (6) months prior to March 1, 2020.
- Polk County 2<sup>nd</sup> Half 2019 Property Taxes must be paid.

To apply for a grant to cover expenses incurred that have not otherwise been covered by any other grant programs, please use the following guidelines. NOTE: it is not necessary to demonstrate a significant loss to qualify for a reimbursement of the following, simply provide receipts/invoices.

**Eligible Reimbursements: -**

Must provide copies of receipts/invoices paid

- Investments that reduce repetitive touch such as:
  - Touchless payment systems or document signing systems
  - Automatic faucets, toilets, and door kicks
  - Technology to manage take-out, or drive-through orders
  - Establishment of Ecommerce
- Improvements that create distance between customers or employees
  - Expanded outdoor dining
  - Partitions between workers who cannot be socially distanced
  - Equipment to allow working from home by employee.
- Purchases of items that directly controls infection, such as:
  - Personal Protective Equipment (PPE) including, but not limited to, masks, gloves, sanitizer, cleaning products.
  - Temperature checking equipment
  - Air purifying units
- Revenue replacement is NOT an eligible expense.

The City of Fosston, City of Crookston, City of East Grand Forks, or its authorized representative shall have the right to review and verify the submitted documentation. Applications will be processed on a first-come, first-served basis. Funding will be approved if the application meets all criteria and funding is still available.

Any expenses deemed ineligible through an audit performed by the state or federal government will result in those expenses being owed back to the county.

Polk County Business Resiliency grants are limited to up to \$5,000 per eligible business. Grant amounts are determined by number of requests, eligibility, and funds available.

If you are located within the city limits of Fosston, Crookston or East Grand Forks please use the grant program form in which city your business is located in.