



**Town of Prescott
Small Business Grant Program 2020**

Guidelines & Application

Program Application Deadline: July 31, 2020 | 4:00PM



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Program Overview

The Town of Prescott has developed a new program to assist businesses; as recommended by the recently established Mayor's Economic Recovery Task Force. The Town has allocated \$15,000 to the Small Business Grant (SBG) program.

The SBG program was established to provide funding to small businesses located in Prescott, that have been required to make permanent business upgrades to meet public health & safety requirements, due to the COVID-19 pandemic. As part of the Small Business Grant program, the Town will offer grants of up to \$350 in matching funding to individual businesses, to help cover costs associated with health & safety requirement upgrades.

The Grenville Community Futures Development Corporation (GCFDC) is supporting the Town of Prescott in the delivery of this program, by administering the funds on behalf of the Town. All applications will be screened and evaluated by the Town of Prescott's Economic Development Department & Grant Review Group.

General Eligibility Requirements

The following eligibility requirements are applicable to all applicants and must be met for an application to be considered.

- In order to be eligible for the program an application form must be submitted via email to the Town of Prescott Economic Development Officer, Dana Valentyne at dvalentyne@prescott.ca
- Applicant must own a business that is situated and operating within the Town of Prescott municipal boundaries
- Applicant must be a business that has 50 employees or less
- All grant funding is provided based on receipts for eligible expenses
- Applicant must submit a detailed description of all expenses

Eligible Costs

Grants will be made available for up to 50% of eligible costs up to a maximum of \$350 per business applicant (less HST). Expenses must be incurred from March 15 – August 31, 2020 to be eligible. Applicants may not be approved for the full amount requested depending on eligibility of expenses.

Eligible expenses include permanent business upgrades to meet public health & safety requirements, due to the COVID-19 pandemic. Example costs include: plexi-glass barriers, sanitizer station equipment (not including solution), other non-disposable PPE supplies, signage/decals, and other permanent modifications required to meet physical distancing guidelines.

Questions regarding eligible expense items can be emailed to dvalentyne@prescott.ca

Spending/Reporting Requirements

- Recipients have up to August 31st to spend the approved funding, if expenses haven't already been incurred
- Final funding reports must be submitted to the Town of Prescott by September 15th, 2020
- The applicant will be responsible for reporting on how the funding was invested in their business
- The allocation of funds breakdown must align with the information provided as part of the original application
- The recipient is required to provide the Town of Prescott with final supporting documentation, which may include but is not limited to invoices for all expenses paid and proof of payment (copies of cleared checks)

General Process and Submission Requirements

This section provides a detailed outline of the steps involved in the application process.

Step 1: Application Submission for the Small Business Grant (SBG)

1. Applicants are required to complete and submit the appropriate application form by the deadline, to the Economic Development Department via email to Dana Valentyne at dvalentyne@prescott.ca
2. **APPLICATION DEADLINE: JULY 31, 2020 BY 4:00PM**
3. Applications received after the deadline will not be considered at this time
4. Following the application deadline, the Economic Development Department will perform a preliminary screening of all applications and supporting materials to ensure the necessary information has been provided

Step 2: Application Review

1. Once applications have been reviewed and accepted by the Economic Development Department, they will be forwarded to the Grant Review Group for final review/approval
2. If the application is approved, the application form will serve as the program agreement

Step 3: Payment

1. The applicant must submit the grant reporting form, invoices and proof of payment (payment receipts, bank statement, images of cleared cheques) to receive the approved grant
2. Invoice dates must be within the approved funding period of March 15 – August 31, 2020
3. Once the final report/claim is received and accepted, the Town of Prescott will authorize the Grenville Community Futures Development Corporation to issue payment of the approved grant to recipients, in accordance with the general and specific program eligibility requirements and agreement

Prescott Small Business Grant Application Form

Business Name:

Address:

Owner Name:

Owner Phone:

Owner E-mail:

of Employees:

Please describe the impact of COVID-19 on your business

What will these funds be used towards?

If your business has already incurred eligible expenses to-date, please list them below. Attach copies of invoices/receipts as proof of payment. This will expedite payment of grant funds if approved.

Expense Item	Supplier	Amount (less HST)	Invoice Payment Status (Paid/Unpaid)
TOTAL			

By signing below I _____ (print applicant name) attest that all information provided is accurate and true and that I agree to all terms of the grant program should the application be accepted.

Signature: _____ Date: _____

Prescott Small Business Grant Reporting Form

Business Name:

Address:

Owner Name:

Owner Phone:

Owner E-mail:

Please list your business expenses to be reimbursed. Attach copies of invoices/receipts as proof of payment.

Expense Item	Supplier	Amount (less HST)	Invoice Payment Status (Paid/Unpaid)
TOTAL			

What impact did this grant have on your business?

By signing below I _____ (print applicant name) attest that all information provided is accurate and true

Signature: _____ Date: _____