



INDIAN RIVER COUNTY SMALL BUSINESS RECOVERY COVID-19 GRANT APPLICATION

Through the federal CARES Act funding program, the Indian River County Board of County Commissioners is providing one-time grants of up to \$5,000 to qualifying independently or locally-owned for-profit small businesses in an industry affected by the COVID-19 Pandemic (see Eligible List of Businesses)

The grant is limited to one application per business, including businesses with multiple locations within Indian River County. Funds may be used for business-related expenses incurred between 3/1/2020 through 12/31/2020. Applications will be accepted and processed until the funds are exhausted.

The Florida Small Business Development Center (SBDC) at Indian River State College (IRSC) has agreed to process all grant applications on the County's behalf. Grant payments will be dispersed through the Indian River County Budget Office.

To meet grant eligibility criteria, the business must:

- Operate a business in an industry affected by the COVID-19 Pandemic (see Eligible List of Businesses)
- Be locally or independently owned, and operating in Indian River County – including a home-based business or sole proprietor
- Have 25 or fewer full time equivalent (FTE) employees, including the business owner
- Been in operation since October 1, 2019
- Expects to return to full operations after all local and state emergency guidelines for COVID-19 are rescinded
- Up to date on tangible personal property and/or real estate taxes
- No active judgements, liens, bankruptcies, etc. against the business or business owner(s)

Ineligible businesses include:

- Businesses with more than 25 FTE Employees
- Publicly traded companies
- Non-Profit organizations
- Those not in an industry affected by the COVID-19 Pandemic



- A business that has applied for, or received, CARES Act grant funding from a municipality in Indian River County

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Please complete the application below, and email it with the required documentation for processing to:

Tom Kindred, Regional Director
FL Small Business Development Center at IRSC
fsbdc@irsc.edu

Please scan your application and all supporting documents into one document (pdf), to send in one email or as one combined file.

Company Information

Full Legal Business Name:

Please indicate your business structure (Choose one):

- Sole Proprietor or Partnership
- C-Corporation or S-Corporation
- Limited Liability Company (LLC)
- 1099 Employee

Please indicate your business type (must be hospitality related – i.e., restaurant, bar, tour operator, hotel, dive shop, beach rental, RV park, personal services, etc.)

Business Phone Number: _____ Cell Phone Number: _____

Current Business Address: _____

City: _____ State: FL Zip: _____

Mailing Address, if different from above:

Website: _____



Primary E-mail Address: _____

Primary Owner's Name: _____

Additional Owners' Names: _____

Description of business and products/services offered:

Qualifying Questions

Was your company registered and operational in Indian River County, FL as of 10/1/2019? Yes No

Is your business locally or independently owned?
 Yes No

How many FTE employees, including yourself, did you have as of March 1, 2020?
Full-time (30+ hours/week) _____ Part-time _____
(NOTE: 2 part-time employees equal 1 full-time FTE)

Is the business up-to-date on its tangible personal property and/or real estate taxes?
 Yes No

Are the business and business owners in good standing? (i.e. no active judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, convicted felons, court costs or criminal victim reimbursement programs)
 Yes No

Have you applied for, or received, CARES Act grant funding from a municipality in Indian River County, FL? Yes No

Amount of funds you are requesting (maximum \$5,000) _____



Briefly explain how you intend to use the grant funds:

Eligible Grant Uses

This is a grant program, so no payback is required. Funds may be used for business-related expenses during the period March 1 through December 31, 2020. These funds may be considered taxable income, so please contact your tax professional for guidance. Funds may not be used for the exact same expense that has been reimbursed by another federal program (eg – if the recipient received assistance for rent payments for the month of May and June, and the recipient wishes to use this grant for rent, it can use this grant for rent for different months, such as July and August)

Copies of the following documents must accompany your application for the Indian River County Small Business COVID-19 Grant (scan and upload the documents with your application). Any confidential information received will be shredded once your application is processed.

- State of Florida business registration from the Florida Division of Corporation showing the business is registered in Indian River County; visit Sunbiz.org for assistance
- City and/or Indian River County Business License
- Individual or business owner(s) Driver's License, or other government-issued identification
- Full employee list as of March 1, 2020, noting either full-time or part-time
- A completed and signed IRS W-9 form - Request for Taxpayer Identification Number and Certification (visit the IRS website for assistance)
- Documentation verifying loss of income due to COVID-19 – this can include Profit & Loss statements from 2019 and 2020 (year-to-date) or QuickBooks reports
- All applicants will register with the Florida Small Business Development Center at Indian River State College

These are limited funds that will be distributed on a first-submitted and eligible application basis. **Please submit your application online in its entirety, including necessary documentation, to:**

Tom Kindred, Regional Director
Florida Small Business Development Center at IRSC



fsbdc@irsc.edu

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There is no deadline to apply. The Indian River County Small Business Recovery Grant has a limited amount of funds available and applications will be accepted until funds are exhausted.

If you have applied for and/or received grant funding from a municipality within Indian River County, you are ineligible to apply or receive funds from the Indian River County Small Business Recovery Grant program.

Any questions, please contact Helene Caseltine, Economic Development Director with the Indian River County Chamber of Commerce, 772-567-3491 or helene@indianrivered.com.

Grant Compliance

If you do not comply with the requirements listed below and submit proper documentation, you will be responsible for repaying the grant in full.

Grant recipients must submit supporting documentation that they have registered with Florida SBDC within one month of submission of application as part of the Grant compliance. [Click Here to Register](#)

By clicking the Submit button below, I agree to the following terms and conditions.

The Applicant agrees that neither Indian River County nor the FL Small Business Development Center at IRSC assume any responsibility for the success or failure of the Applicant's existing business.

The information in this application is provided for the purpose of applying for the Indian River County Small Business Recovery COVID-19 Grant program. The information is accurate to the best of the Applicant's knowledge. The Applicant understands that personal and/or business information may be requested pursuant to this application and hereby grants consent for such information to be provided to Indian River County.

I (we) understand that any willful misrepresentation on this application could result in a fine and/or imprisonment under provision of the United States Criminal Code U.S.C. Title 18, Section 1001, and shall entitle the County to receive a return of any funding provided hereunder, in addition to any other remedies it may have against Applicant at law or in equity.

I (we) further understand that, pursuant to Section 92.525, Florida Statutes, a person who knowingly makes a false declaration thereunder is guilty of the crime of perjury by false written declaration, a felony of the third degree,



punishable as provided in Sections 775.082, 775.083 or 775.084, Florida Statutes.

The submitted application, including attachments, is subject to disclosure under Florida's public records law subject to limited applicable exemptions. The Applicant acknowledges, understands, and agrees that, except as noted below, all information in the application and attachments will be disclosed, without any notice to the Applicant, if a public records request is made for such information, and neither Indian River County nor the FL Small Business Development Center at IRSC will be liable to Applicant for such disclosure.

Social Security numbers are exempt from the public records law pursuant to Section 119.071, Florida Statutes.

If the Applicant believes that the information in their application, including attachments, contains information that is confidential and exempt from disclosure, the Applicant must include a general description of the information and provide reference to the Florida Statute or other law which exempts such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by the Applicant as exempt from disclosure is in fact exempt, and if the County disagrees, it will make such disclosures in accordance with its sole determination as to the applicable law.

You are authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein. Additionally, the Applicant agrees that in the event that money is provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. The Applicant shall fully cooperate with the County or its agent and timely respond to any requests for such records. Without limiting the generality of the foregoing, the Applicant specifically acknowledges and agrees that, if awarded funds pursuant to this application, the County, and any duly authorized agents or representative of the County are entitled to examine documentation which concern or relate to this Application at any and all times during normal business hours upon request.

Under penalties of perjury, I, the Applicant(s), declare that I have read the foregoing application and that the facts provided are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.



Acknowledgement & Signature

Completion and submission of the application by the Applicant to Indian River County via the FL Small Business Development Center at IRSC is merely a request for grant funds and shall not be construed as an approval nor commitment by Indian River County.

Printed Name(s) _____

Authorized Signature(s) _____

Date _____

Please submit your application online in its entirety, including necessary documentation, to:

**Tom Kindred, Regional Director
FL Small Business Development Center at IRSC
fsbdc@irsc.edu**

Please scan your application and all supporting documents into one document (pdf), to send in one email or as one combined file.

Click [here](#) to register with the FL Small Business Development Center (SBDC) at IRSC

Once reviewed for completeness, the SBDC will forward your application package to the Indian River County Budget Office for final review. If approved, the County Budget Office will disburse the grant funds on a weekly basis.

We anticipate the review and approval (or denial) process will take about one week, depending on the application's completeness.

