



COVID-19 RELIEF + RECOVERY GRANT

The Erie Downtown Partnership continues to invest in the business community through the availability of façade improvement reimbursement grants, external security camera reimbursement grants, and now the new Covid-19 Relief + Recovery grant.

The Erie Downtown Partnership is revising its use of Mission Main Street funds provided by the Erie County Gaming Revenue Authority, with their permission, to meet the immediate and short-term needs of the downtown business community to remain viable and thrive through the COVID-19 pandemic and the new challenges that come with it.

This grant is specifically for businesses located within the designated Downtown Improvement District, which is from the Bayfront up to 14th Street and over from West Holland to East Sassafras Streets.

The Erie Downtown Partnership has allocated \$54,242.00 toward the phase 1 grantmaking to downtown businesses through the Covid-19 pandemic.

Grant funds may be used for the items detailed below and may be applied to eligible and approved costs incurred no earlier than March 6, 2020, the date of the Governor's COVID-19 Emergency Declaration.

GRANT APPROVAL + DISTRIBUTION

You will be notified of grant approval within 48 hours of the first-round application deadline, which is May 18, 2020. After that date, grants will be distributed as funds are available until completely allocated. Applications will be received on a rolling basis. If you are approved for a grant, the Erie Downtown Partnership will make payment directly to your vendor or consultant if the approval is for a service to be provided or for a service that has been provided and not yet paid for, or as a reimbursement to you if you can submit proof of payment.

SUBMISSION REQUIREMENTS

ALL APPLICATIONS MUST BE EMAILED AT THIS TIME.

Please send your completed application to [emily.fetcko @eriedowntown.com](mailto:emily.fetcko@eriedowntown.com).

DEADLINE IS MAY 18, 2020 for Phase 1.

Grants are available to eligible businesses in amounts up to \$5,000 or half of the total project cost, whichever is less. A 50/50 financial match is required. The applicant must provide a quote or estimate from a legitimate professional and/or vendor to show proof of project costs. Proof of completion and payment must be submitted to the Erie Downtown Partnership upon completion of the project.

Grant funding is to be used to offset unanticipated technical assistance costs caused by the COVID-10 Emergency Declaration. Funding can be used for any of the following, alone or in combination:

- Development of an e-commerce or online selling platform
- Development of gift cards for your business
- Development of a business contingency plan
- Hiring a professional to help you manage your expenses and revenues, and related contracts, which were negatively affected by the impact of the COVID-19 Emergency Declaration
- Hiring a professional to help you communicate with your customers online
- Hiring a professional to help you research, review, and apply for grant and loan opportunities
- Hiring a professional to help you understand, plan for, and react to employment issues
- Hiring a professional to help you create and/or implement employee and/or customer safety protocols required by applicable Department of Health Orders, and/or CDC or other applicable governmental guidelines to enable you to resume business
- Purchasing safety equipment/supplies
- Implementing customer capacity management and fulfillment logistics to include business floor plan layout, signage, contactless transactions

If you have questions about this grant and your eligibility:

Please contact the Erie Downtown Partnership's Main Street Manager at emily.fetcko@eriedowntown.com.

With your application, please make sure you complete and include the following:

- Grant Request Application**
 - *Who you are, what you're going to do with the grant, and grant request amount*
 - *A narrative description of how the COVID-19 Emergency Declaration has affected your business and the greatest needs you have as a result.*
- Signed Agreement**
 - *Acknowledge you understand the terms of accepting the grant*
- Reinvestment Forecast**
 - *Help us understand your business, its needs, what steps you've taken to thrive, and how this grant will sustain your business*

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GRANT REQUEST APPLICATION

Applicant Business Name:

_____ TIN: _____

Applicant Primary Contact Person:

Phone: _____ Email: _____

Please enter the amount in grant funding you are requesting:

\$ _____ (amount must be half of your total project cost up to \$5,000)

Please confirm that you have a 50/50 match contribution toward this project:
Commitment letter(s) from matching sources such as banks or other granting sources should be included with your application.

- Yes
- No

Please indicate what you will use the grant for (check all that apply):

- Development of an e-commerce or online selling platform
- Development of gift cards for your business
- Development of a business contingency plan
- Hiring a professional to help you manage your expenses and revenues, and related contracts, which were negatively affected by the impact of the COVID-19 Emergency Declaration
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AGREEMENT

I have read and understand the terms of the Erie Downtown Partnership's Relief + Recovery Grant Program, and I am prepared to meet the specified terms if this application is approved.

I confirm that my property assessments (tax liability) to the Erie Downtown Partnership are current and that I have no delinquencies with any other municipal payments (may be subject to verification).

I understand that this project is approved for grant payment in accordance with approved application that is attached to, and incorporated in, this agreement.

I understand any grant money awarded cannot be applied to any other uses not outlined and approved prior to grant payment.

I understand the all work must be completed, and the grant must be closed out, within 60 days of the approval date of this application, unless otherwise agreed to in writing by both parties. Unless otherwise agreed to in writing, any portion of an award not utilized within the 60-day period shall considered to be forfeited by the applicant.

I understand that any change to the project must be first approved by the Erie Downtown Partnership's Relief + Recovery Taskforce.

I understand that I am required to complete the Reinvestment Relief + Recovery Grant reporting upon completion of my project.

I understand that failure to comply with this agreement may jeopardize receipt of grant funds or the request for funds to be returned to the Erie Downtown Partnership.

Business Owner

Date

REINVESTMENT FORECAST

Please share with us how this grant benefits your business.

ABOUT YOUR BUSINESS

How many years have you been located downtown? _____

Do you own the building you operate from?

- Yes
- No

Will your project help retain current employees?

- Yes
- No

How many people do you currently employ? _____

How many people did you employ prior to the COVID-19 Emergency Declaration? _____

COVID-19 IMPACT

Your operation status is?

- Open regular hours
- Open limited/reduced hours
- Not open at all

If you are currently open, how long do you estimate your business can survive in its current state before having to close permanently? _____
(weeks/months)

If you are NOT currently open, will these grant funds help you reopen at some capacity?

- Yes (If yes, please indicate targeted reopen date: _____)
- No

How confident are you in your business's ability to reopen at full capacity after restrictions are lifted?

- Very confident
- Somewhat confident
- Not confident at all

Have you applied for business assistance loans as a result of COVID-19?

- Yes
- No

If yes, please list which loans, the amount of the application and whether you have been approved? (Examples: PPP, EIDL, Other)

Have you applied for other business assistance grants in the last sixty (60) days?

- Yes
- No

If yes, please list which grants? _____

How much in financial assistance have you applied for from other sources?

\$ _____

How much in financial assistance have you received to date from other sources?

\$ _____

Do you have a Business Contingency Plan to help your business through the COVID-19 pandemic?

- Yes (If yes, please attach your plan or an outline of steps taken)
- No

TELL US MORE ABOUT YOUR NEEDS

You may attach separate sheets for your answers.

Please **describe the challenges you have faced as a business** during the COVID-19 pandemic and your greatest needs as a result:

Please **describe the steps you have taken as a business** during the COVID-19 pandemic to address the above challenges including minimizing risk to the public, improving business practices and processes, communicating with employees and customers, as well as your overall plan for recovery:

ADDITIONAL ASSISTANCE

There are other services that the Erie Downtown Partnership may be able to provide to you. Please select any services that you would like more information on:

- External Security Camera Reimbursement Grant
- Business Tenant Retention and Attraction
- Downtown Walking Map Listing
- Ribbon Cutting and Publicity
- Downtown Gift Certificate Participant
- Downtown Event Engagement and Cross-Promotion
- Graffiti Removal
- Snow Removal
- Litter Removal
- Advocacy
- Resources and Connections

How did you learn about this Relief + Recovery grant? Check all that apply:

- Press conference
- www.eriedowntown.com
- Social Media
- News Media
- EDP Staff Member
- City of Erie Staff Member
- Other: _____