



CITY OF RACINE

Small Business Emergency Assistance: Second Round



Applications & Supporting Documentation Deadline: April 29, 2020, 4:00 p.m.

The City of Racine has developed the **Small Business Emergency Assistance** program in response to the economic impact on Racine's small business community from the State of Emergency declaration made as a result of the COVID-19 pandemic. The **Small Business Emergency Assistance** program is intended to provide short-term funding for small businesses awaiting assistance from other state and federal programs, or the lifting of the Emergency Declaration.

A) ELIGIBLE BUSINESSES

1. For-profit business located within the City of Racine jurisdictional boundaries
2. 20 or fewer employees at the time of application
3. Business has been operating for at least 6 months (since October 1, 2019)
4. Business demonstrate efforts to obtain funding sources through other programs
5. Business owner is at least 18 years of age

B) INELIGIBLE BUSINESSES

1. Businesses located outside the City of Racine jurisdictional boundaries
2. Businesses with more than 20 employees at the time of application
3. Home-based businesses
4. Nonprofit organizations are not eligible for this funding opportunity
5. Already received the City of Racine Small Business Emergency Assistance funding
6. Other ineligible businesses include payday loan businesses, liquor and tobacco stores, pawn shops, firearm or other weapons dealers, adult entertainment, passive real estate investments, businesses operating without appropriate zoning and/or permits

C) TERMS

1. Funds are available as a one-time grant
2. Grants between \$2,500 and \$6,500 will be awarded based on demonstrated need

D) AWARD CONSIDERATION CRITERIA

Awards will be based on a number of factors, including but not limited to the following:

1. The degree of need for emergency assistance demonstrated by applicants
2. Geographic diversity across a variety of areas across the City
3. Unique character of the applicant businesses and roles they play in the community
4. Underrepresented business ownership, including those businesses owned by women, persons of color, and veterans

E) APPLICATION PROCESS

Business owners must submit required documentation, including:

- Completed Small Business Emergency Assistance application, IRS W-9 Form, and Acknowledgment of Required Assurances Form
- Proof of employees at point of application (e.g., payroll summaries, FY19 State of Wisconsin WT-7, or other)
- Email to SmallBusinessGrants@CityofRacine.org, mail to City Hall c/o Matthew Rejc, or deposit in the RED Mailbox located between City Hall's western doors and parking lot