



CITY OF CARLYLE SMALL BUSINESS ECONOMIC SUPPORT PROGRAM PROGRAM GUIDELINES

Small Business Economic Support Program **Application Instructions**

Through the Small Business Economic Support Program (“Program”), the City of Carlyle will be providing up to a total of \$85,000 in direct payments to small businesses that are physically located within City limits and have experienced closures or a significant interruption of business caused by the COVID-19 public health crisis. Businesses that qualify for a support payment and submit a fully completed and approved application may be eligible to receive up to \$5,000. These direct payments will be made to businesses as a grant, which will not be required to be paid back unless the business is permanently closed within a six-month period within receiving the funds.

There are two forms and supporting documents that must be turned in to ensure a proper submission. Please review each document carefully to certify that all information is accurate and that all of the program requirements are met. All program documents are available at Carlyle City Hall and on the City’s website, carlylelake.com.

- 1) Program Guidelines
- 2) Form 1 - Application & Supporting Documentation
- 3) Form 2 - Business Certification & Requirements

The following businesses will be eligible to apply for an economic support grant:

- Small businesses (i.e. small, privately owned, or sole proprietor businesses that have a small staff size – large, corporate owned businesses are ineligible)
- Locally owned and tax generating
- Have been an established business physically located in Carlyle prior to March 1, 2020
- For-profit organization lawfully conducting business in the state of Illinois and are in good standing with the City of Carlyle (no tax delinquencies, up to date on utility payments, etc.)

*All applicants must be able to certify that, due to the COVID-19 public health crisis, your business has experienced closures or a significant interruption of business.

**Businesses that have already received assistance, or notice of award of assistance, under the BIG (Business Interruption Grant) Program are ineligible to apply or receive funds from this program.

Priority will be given to the following industries:

- Restaurants and bars
- Tourism and hospitality businesses
- Spas and salons
- Retail stores

Application to the Program does not guarantee approval or payment. The City of Carlyle will consider the size of your business, number of staff, other sources of relief or funding that your business has received, and the extent and nature of the business interruption that was directly attributable to the COVID-19 public health crisis.



CITY OF CARLYLE SMALL BUSINESS ECONOMIC SUPPORT PROGRAM PROGRAM GUIDELINES

For the purposes of this application, “business interruption” is defined as:

- Decreases in revenue caused by the closing or limiting access to the business establishment to comply with COVID-19 prevention directives or to otherwise prevent the spread of COVID-19 within the business establishment;
- Decreases in revenue caused by decreased customer demand as a result of the COVID-19 emergency;
- Other revenue reductions approved for reimbursement for the Coronavirus Relief Fund by the U.S. Department of Treasury.

The following businesses are ineligible to apply for the Small Business Economic Support Program:

- Any private club or business that limits membership for reasons other than capacity;
- A government-owned business entity (except for businesses owned or controlled by a Native American tribe);
- A business that derives at least 33% of its gross annual revenue from legal gambling activities, unless, subject to the City’s approval, the business is a restaurant with gaming terminals;
- A business that engaged in pyramid sales, in which a participant’s primary incentive is based on the sales made by an ever-increasing number of participants; and
- Payday lenders.

The following businesses are also ineligible under the Program if it:

- Is delinquent on payment of any State of Illinois tax obligations;
- Is engaged in a business that is unlawful under Illinois or federal law;
- Has already received assistance, or notice of award of assistance, under the BIG (Business Interruption Grant) Program;
- Is on the federal System for Award Management (SAM) excluded parties list; or
- Does not meet any other eligibility criteria established in a financial assistance program.
- **Does not comply with all relevant laws, regulations, and executive orders from the State and federal government including mitigation and social distancing guidelines declared by the Governor and Illinois Department of Public Health.**

Grants will be awarded to businesses to cover the following expenses attributed to business interruption:

- Fixed debts
- Payroll
- Accounts payable
- Other expenses as laid out in the Business Certification & Requirements Form (2)

Grant awards may not be used for the following expenditures:

- Any expenses that have or will be reimbursed by any other State, local or federal assistance program, such as the BIG Program or CARES Paycheck Protection Program;



CITY OF CARLYLE SMALL BUSINESS ECONOMIC SUPPORT PROGRAM PROGRAM GUIDELINES

- Any expenses or damages covered by insurance;
- Expenditures prohibited by section 5001(b) of the CARES Act;
- Reimbursement to donors for donated items or services;
- Workforce bonuses other than hazard pay or overtime;
- Severance pay;
- Legal settlements;
- Any other expenditures not reasonably incurred due to the COVID-19 emergency.

Grant Amount:

- The number and amount of grants provided to businesses will be contingent upon the number of eligible applications received. Max grant award of \$5,000. Limit one grant per business. Application to the program does not guarantee approval or payment. Businesses must remain open for a period of no less than six-months from receiving the grant funds.

Applicants will be required to submit the following documentation to be considered:

- Form 1 – Application & Supporting Documentation
- Form 2 – Business Certification & Requirements
- Proof of business address physically located within the corporate limits of the City of Carlyle
- State of Illinois Business License with an EIN or FEIN
- Profit and loss statement or a similar document to show a history of sales, revenue and/or profit/loss for 2019 and 2020
- Most recent certified and signed payroll statement
- W-9 (if grant is awarded)

All forms and applications will be available at Carlyle City Hall starting on November 30, 2020 between the hours of 8:00am and 4:30pm. They will also be available for download at carlylelake.com.

Application Timeline:

MONDAY, NOVEMBER 30, 2020	Applications available at Carlyle City Hall or carlylelake.com
FRIDAY, DECEMBER 18, 2020	Application and supporting documents due at City Hall. No applications will be accepted after 4:30pm. No exceptions.
MONDAY, DECEMBER 28, 2020	Applications will be reviewed by the City Council.
AFTER JANUARY 8, 2020	Award payments will be distributed to the selected eligible businesses that adhered to the program requirements. The exact date of the payment is not yet determined at this time.



CITY OF CARLYLE SMALL BUSINESS ECONOMIC SUPPORT PROGRAM PROGRAM GUIDELINES

Additional Information:

- Before applying, please verify that your business meets the requirements of the program.
- Applications must be completed and submitted in whole and MUST include all supporting documentation.
- All applications will be reviewed for eligibility, accuracy and completion by the program administrator and recommended for review and approval by the Carlyle City Council.
- Applications will be considered based on based on eligibility, type of small business, amount or other sources of relief or funding your business has received, and extent/proof of business interruption and justification of need. Verification of business eligibility will be completed by a cross check of the submitted payroll records, profit/loss statements, tax returns and state of Illinois Business EIN/FEIN. Businesses that have received or have been approved to receive BIG funds will be ineligible to receive a grant payment. The City of Carlyle will verify that the business did not receive a State of Illinois BIG Grant. The City of Carlyle will also verify that the business is not on the United States Department of Labor Debarred Companies List.
- The City of Carlyle will consider staff size, revenue, and the extent and nature of the business interruption attributable to the COVID-19 public health crisis. Application to the program does not guarantee approval or payment.
- Priority will be given to small businesses who meet the following criteria:
 - a. Restaurants and bars
 - b. Tourism and hospitality businesses
 - c. Spas and salons
 - d. Retail stores
 - e. Women and minority owned businesses
 - f. Businesses owned by limited English-speaking business owners
- All program applications and supporting documentation, regardless of whether or not a grant is awarded, will be retained at Carlyle City Hall until March 31, 2026 unless a longer period of retention is required by law.
- All questions regarding the Small Business Economic Support Program should be directed to Andy Brackett at admin@carlylelake.com or (618) 594-2468.