

City of New Albany CARES Small Business Grant Program

The City of New Albany has created the New Albany CARES Small Business Grant Program with \$150,000 from Federal CARES Act funds received by the City to be distributed as grants to New Albany small businesses affected by the COVID-19 pandemic.

The City has designated the New Albany Chamber of Commerce to convene a grant review committee to oversee the grant application, review, and selection process.

Grant Eligibility Criteria

- Business must be located within the City of New Albany. If the small business is a franchise or has multiple locations, grant funds received must be used for the business located in the City of New Albany.
- Residential-based businesses are not eligible for this program.
- Business must have been impacted by federal and state-mandated closures that began on March 15, 2020 due to COVID-19 pandemic.
- Business must have been in operation on January 1, 2020. Business must not be permanently closed or currently in bankruptcy.
- Business must have at least two, but no more than 50 employees as of March 1, 2020.
- Business must be for profit; non-profit organizations are not eligible to apply.
- Business must be current on all local, state, and federal obligations such as taxes and assessments.
- Business must not have been approved or likely to be approved for a business interruption insurance or other claim as a result of COVID-19 public health emergency.
- Grant applicants are eligible for CARES Act Coronavirus Relief Funding if they have previously been approved and used funding from other CARES Act Funding or COVID-19 Relief funding, but the applicant cannot request and use funds for the same expenses as other relief funding.
- Grant applicants awarded funding from the City of New Albany CARES Small Business Program are required to comply with the [U.S. Department of Treasury Guidelines](#), the [State of Ohio Office of Budget and Management Guidelines](#) and the [New Albany CARES Small Business Program Guidelines](#).
- Applicants should review the [IRS FAQ about grant funds](#). Grant awards will be considered gross income taxable to a business receiving the grant under the Internal Revenue Code. The receipt of a government grant by a business generally is not excluded from the business's gross income under the Code and therefore is taxable.

Eligible Expenditures

Expenses experienced directly attributable to the COVID-19 crisis may include:

- Mortgage or lease payments for the business's principal place of business in the City of New Albany. Mortgage or lease payments for businesses located in a residence are not eligible. Provide proof of mortgage or lease and monthly amount due.
- Operational Expenses: Examples include utilities (business, not residential), supplies, marketing, and maintenance and repairs.
- Property and casualty and liability insurance payments
- Vehicle and equipment lease or rental payments for vehicles and equipment leased on or prior to March 1, 2020.

- Such other costs related to interruption of the business caused by required closures, including the closure of the business's suppliers and/or customers.
- Unforeseen Expenses: Examples include the cost of conversion of products or services to meet the ODH health and safety requirements, development of new solutions to problems presented during the COVID-19 crisis, and the purchase of restart safety supplies such as masks, thermometers, hand sanitizer, gloves, safety barriers, signage, protective barriers, cleaning supplies, and items to enforce physical distancing.
- Costs incurred during federal and state mandated business closure such as Tele-work equipment/costs: Computers, video equipment, microphones, VPN, home internet costs, fax machines, scanners, video conferencing subscription costs
- Additional costs occurred to allow for e-commerce and promote social distancing: Upgrades to website, pandemic related advertisements due to reopening, online ordering apps, social distancing signage
- Costs that were, or will be, incurred beginning March 1, 2020 and ending December 30, 2020.

Expenditures Not Eligible

- Employee salaries and related payroll expenses
- Expenses that will be reimbursed by existing federal and state government funding sources or programs
- Operating expenses that were budgeted for that are not essential to addressing COVID-19 and would have otherwise been expended (e.g., planned computer upgrades, office furnishings, etc.)
- Individuals, service clubs, businesses, or organizations with no employees
- Medical marijuana organizations

Application Process

Complete and submit the grant application [online](#) starting Monday, November 9, 2020. Estimated completion time is 30-45 minutes. Be prepared to upload your W-9 and any other supporting documents such as leases and receipts. The application deadline is November 30, 2020.

Submitted information considered to be confidential or protected as a trade secret must clearly be marked as such. Grant award recipients will be notified the week of December 7, 2020. Contact Cherie Nelson, New Albany Chamber, 614-855-4400 or cherie@newalbanychamber.com with any questions.