



**Belleville COVID-19 Business Recovery Grant Program**

**ROUND 2**

**APPLICATIONS DUE NO LATER THAN**  
**4:30 P.M. (CDT) ON MARCH 24, 2021**

**APPLICATIONS RECEIVED AFTER MARCH 24<sup>TH</sup>**  
**WILL ONLY BE CONSIDERED IF FUNDING IS**  
**AVAILABLE**



## **Belleville COVID-19 Business Recovery Grant Program Round 2**

The City of Belleville welcomes applications from Belleville businesses for Round 2 of the Belleville COVID-19 Business Recovery Grant Program. Funding has been provided by the Illinois Department of Commerce & Economic Opportunity (DCEO) via the Local CURE's Economic Support Payments Grant Program ("ES Program") administered by DCEO through the Local Coronavirus Urgent Remediation Emergency Support Program ("Local CURE Program"). The Local CURE Program administers federal funds from the Coronavirus Relief Fund provided to the State of Illinois pursuant to section 5001 of the federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") by providing financial support to units of local government. The ES Program is authorized by Public Act 101-636, Public Act 101-637 and Title 14 Illinois Administrative Code Part 700 (14 Ill. Admin. Code Part 700) to reimburse Local Governments for economic support payments made to qualified businesses within their jurisdictions that have experienced interruption of business attributable to the COVID-19 public health emergency.

Financial assistance to qualified businesses for the cost of business interruption shall be advanced by the City of Belleville and may only be in the form of grants. Qualifying businesses may be reimbursed for **eligible costs incurred from the period of March 1, 2020 through December 31, 2020.**

### **Who is eligible for Belleville COVID-19 Business Recovery Grants?**

- Permanent, year-round Businesses located within the corporate limits of the City of Belleville, IL.
- Businesses with 50 or fewer Full Time Equivalent employees. Full Time Equivalent is defined as a combination of 35 hours per week.
  - Example: 1 Part Time Employee: 25 hours  
+ 1 Part Time Employee: 10 hours  
= 1 Full Time Equivalent: 35 hours
- Revenues reduced >20% by COVID-19 in any months from March-December vs. February 2020.
- Businesses who have not received federal funding (PPP, EIDL, BIG, etc.) in the past, or businesses that have received federal funding and intend to use the Belleville COVID-19 Business Recovery Grant funding for expenses different than what federal funding was used for.
- For-profit small businesses only are eligible (non-profit organizations are not eligible). For profit businesses owned by non-profits are eligible, as long as they meet all other requirements. The application must be made through the for-profit business, and not the non-profit parent company.
- May not have an IRS tax lien or other judgement(s) against it and the business owners or partners may not be currently undergoing bankruptcy proceedings.
- Home based businesses are NOT eligible for this program.
- **Businesses that have received a Belleville COVID-19 Business Recovery Grant are NOT eligible.**

### **How do I demonstrate that I have lost at least 20% of revenue in any month since February, 2020?**

This can be shown by comparing February revenue with revenue of the following months of March through December of 2020. If you have lost more than 20% in any one month since February 2020, you meet that qualification criteria.

### **What can I use the funding for?**

- Payroll.
- Operating expenses.
- Lease or rent payments.
- Modifications that are required for complying with reopening guidelines.
- Inventory and acquisition vital to the business.



**Ineligible costs:**

- Expenses reimbursed under any State, local or federal program.
- Capital improvements.
- Taxes.
- Personal expenses.
- Damages covered by insurance.
- Expenditures prohibited by section 5001(b) of the CARES Act.
- Reimbursement to donors for donated items.
- Workforce bonuses other than hazard pay or overtime.
- Severance pay.
- Legal settlements.
- Any other expenses not reasonably incurred due to the COVID-19 emergency.

**How much funding is available?**

Grants of up to \$5,000 may be available for businesses that meet the eligibility criteria and scoring criteria as outlined in this document. Businesses are eligible for one grant through this program. The number of grant requests may exceed the amount of available funding. Eligible businesses will be scored using the scoring criteria below.

**Scoring Criteria:**

<b>Percentage of revenues lost:</b>	
>80%	70 pts.
71-80%	60 pts.
61-70%	50 pts.
51-60%	40 pts.
41-50%	30 pts.
31-40%	20 pts.
20-30%	10 pt.
<20%	0 pts.

<b>Duration of closure:</b>	
8 months	50 pts.
7months	45 pts.
6 months	40 pts.
5 months	35 pts.
4 months	30 pts.
3 months	25 pts.
2 months	20 pts.
1 month	15 pts.

<b>Years in business:</b>	
>25	12 pts.
21-25	10 pts.
16-20	8 pts.
11-15	6 pts.
6-10	4 pts.
1-5	2 pts.

<b>Percentage of business operations subject to mandatory closure:</b>	
>80%	50 pts.
71-80%	45 pts.
61-70%	40 pts.
51-60%	35 pts.
41-50%	30 pts.
31-40%	25 pts.
20-30%	20 pts.
<20%	15 pts.

<b>Number of Full Time Equivalent (combined 35 hrs. per week) employees:</b>	
26-50	30 pts.
21-25	25 pts.
16-20	20 pts.
11-15	15 pts.
6-10	10 pts.
1-5	5 pts.

**What documentation do I need to submit with my grant application?**

- Completed application.
- Description of the impact of COVID-19 on the business (including revenue)
- 2019 or latest business tax return.
- Signed W9
- Bank statement from 2020 showing loss in revenues.
- Documentation of expenditures to be funded (paid invoices, payroll, etc.).
- Proof of previous Federal funding (PPP, EIDL, BIG, etc.) and documentation of expenses funded through those programs (if applicable).



## **Belleville Business Recovery Grant Application**

1. Legal Business Name/Applicant: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. Permanent Parcel # \_\_\_\_\_

4. City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

5. Federal Tax I.D. #: \_\_\_\_\_

6. Contact Person/Title: \_\_\_\_\_

7. Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

8. Type of business:

- Bar/Restaurant
- Entertainment (movie theater, family entertainment, event space, etc.)
- Service (Dry cleaner, salon, etc.)
- Retail/Wholesale
- Other. Please explain : \_\_\_\_\_

9. Is this a for-profit business? \_\_\_\_\_

10. How long have you been in business? \_\_\_\_\_ 11. How long at current location? \_\_\_\_\_

12. Number of Full-Time Equivalent (FTE) employees (Total of 35 hrs./week=1 FTE employee): \_\_\_\_\_

13. Percentage of business closed due to COVID-19 restrictions between March and December of 2020? \_\_\_\_\_

14. Length of closure? \_\_\_\_\_

13. Percentage of revenue lost since February, 2020: \_\_\_\_\_

16. Are there any IRS tax lien or other judgements against the business, any owners, or partners? \_\_\_\_\_

17. Is the business or any owner or partner currently undergoing bankruptcy proceedings? \_\_\_\_\_

18. Have you or your business received any federal funding related to COVID-19 relief (PPP, EIDL, BIG, etc.)? If so, please list specifics of all said funding (program, amount, expenses funded, etc.).

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**20. Required Attachments:**

- 2019 or latest business tax return.
- Signed W9.
- Bank statement from 2020 showing loss in revenues.
- Documentation of expenditures to be funded (paid invoices, payroll, etc.).
- Proof of previous Federal funding (PPP, EIDL, BIG, etc.) and documentation of expenses funded through those programs (if applicable).

**21. Project Representative**

I hereby certify I have read and understand the content of the Belleville Business Recovery Grant Program and to the best of my ability present the above information as true and accurate.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME (PLEASE PRINT)

Applications are due no later than 4:30 p.m. (CDT) on March 24, 2021. For questions, please call 618-233-6810, Ext. 1249 or [edpz@belleville.net](mailto:edpz@belleville.net) . Incomplete applications will not be accepted.

Submit applications to: Belleville COVID-19 Business Recovery Grant Program  
c/o Economic Development & Planning Division  
407 E. Lincoln St.  
Belleville, IL 62220

Or submit electronically to: [edpz@belleville.net](mailto:edpz@belleville.net)

**Office Use Only**

Total Points: \_\_\_\_\_ Amount Awarded: \_\_\_\_\_

Documentation Submitted:

- 2019 or latest business tax return.
- Signed W9.
- Bank statement from 2020 showing loss in revenues.
- Documentation of expenditures to be funded (paid invoices, payroll, etc.).
- Proof of previous Federal funding (PPP, EIDL, BIG, etc.) and documentation of expenses funded through those programs (if applicable).

Notes: \_\_\_\_\_

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