

MICROENTERPRISE GRANT PROGRAM

ELIGIBLE COSTS MAY INCLUDE:

- Purchase of materials or leased equipment needed to convert business activities to comply with social distancing guidelines.
- Purchase of personal protective equipment (PPE) for staff and customers (masks, hand sanitizer, hands-free payment devices, plexiglass shields, etc.).
- Working capital financial assistance for business stabilization due to COVID-19 related revenue shortfalls to cover the business' day-to-day expenses, including:
 - Rent for a commercial location in the City
 - Mortgage payment for a commercial location in the City
 - Utilities (gas, electric)
 - Insurance
 - Technology, marketing, communication, or similar expenses
 - Digital commerce expenses for the creation or enhancement of a website (including hosting, ecommerce platform fees, digital media consulting fees, etc.)

EXAMPLES OF INELIGIBLE COSTS:

- General government expenses and political activities religious activities
- Purchase of construction equipment
- Purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property that is not a permanent structural fixture
- Vehicles or any rolling stock
- Salary or wages
- Utility (water)

SUPPORTING DOCUMENT REQUIREMENTS:

<i>Request</i>	<i>Required Document</i>
Rent	Current lease agreement
Mortgage	Mortgage origination document
Equipment	Equipment & use of funds form
PPE	Equipment & use of funds form
Insurance	Insurance quote or current insurance policy
Utility	Two (2) most recent bills for Gas and/or Electric