



**Morrison County**  
**Relief Grant Program Application**  
**Application Deadline: February 5, 2021**

Business/Nonprofit Legal Name : \_\_\_\_\_

Business/Nonprofit Operating Name/DBA: \_\_\_\_\_

Contact Name for Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Federal ID Number (EIN): \_\_\_\_\_ NAICS Code: \_\_\_\_\_

**Please answer the questions below in legible writing or typed text, attach additional sheets as necessary. Circle the appropriate answer for YES/NO questions.**

1. Please describe the primary service or product provided by your business or nonprofit.
  
2. Does your business or nonprofit have a physical establishment in Morrison County? **YES / NO**
  
3. Does your business or nonprofit have any current tax liens on record with the Minnesota Secretary of State? **YES / NO**
  
4. Do you certify your business or nonprofit is current on property tax payments, has no IRS debt, is not in bankruptcy, is licensed and in good standing (if applicable)? **YES / NO**
  
5. Do you intend to own and operate your business or nonprofit after March 31, 2021? **YES / NO**
  
6. Did your business or nonprofit experience a financial hardship of at least 20% in 2020 compared to 2019 as a result of a Minnesota Governor executive order or due to the COVID-19 pandemic? (see Overview and Eligibility document for specifics, applicants may be asked for documentation)

to validate information). **YES / NO** If yes, please explain the hardship and financial impact, tell us your story.

7. If awarded, how do you intend to utilize the grant funding? Please note that grant funds must be used for operational expenses incurred during the COVID-19 pandemic. (eligible expenses include but are not limited to; property taxes, insurance costs, payroll, rent, utilities, marketing/advertising, licensing fees, accounting fees, routine maintenance, travel/vehicle expenses, office supplies, repairs to the existing building and equipment). Documentation verifying expenses may be requested.

8. Since and as a result of the pandemic, have you applied for or received grant funding from any other sources? (examples include but are not limited to; Morrison County CARES program, DEED Small business Assistance, City sponsored grant programs, DOR direct-payment or other government programs) Please list from whom and how much was funded. Receipt of previous grant funding does not disqualify an applicant but may be considered when prioritizing recipients and determining funding levels.

9. **Check Applicable Category:**

Business with no W-2 employees (self-employed persons, sole proprietors, independent contractors, home-based business, etc), checking this box certifies the business is your primary source of income

Businesses with one or more W-2 employees

Nonprofits, registered with the MN Secretary of State that earn revenue similar to a business (including but not limited to ticket sales and membership fees), were required by Executive Order to cease or modify operation and have at least one W-2 employee.

Businesses with a commercial location, at least one W-2 employee and required to cease operation in the most recent Governor Executive Order 20-99 (restaurants, cafes, bars, taverns, breweries, dining clubs, etc. those offering food, beverages or tobacco products for on-premises consumption as defined in the order)

10. \_\_\_\_\_ Total Grant Request (depending on total program requests, amount requested isn't guaranteed to be awarded) **Eligibility will be based on at least 20% financial hardship in 2020 due to COVID-19. See Overview and Eligibility document for specifics, businesses may be asked for documentation to validate this statement.**

**Acknowledgments and Disclosures – IMPORTANT – PLEASE READ**

By signing this application, you acknowledge and agree to abide by the terms outlined below:

1. *Consent to share information.* I have requested assistance under the Morrison County Relief Grant Program ("Program"). I authorize representatives from Morrison County to supply and receive information I provide related to this Program. I understand and consent to the disclosure of public and non-public personal information by and between Morrison County in connection with this Program, including, but not limited to: data and documentation verification, review, evaluation, monitoring and oversight.

2. *All information provided is truthful and accurate.* I certify that I am legally authorized to submit this application document and the information and statements that I have provided are truthful and accurate. I understand the information and documentation submitted will be provided to a governmental agency and is subject to the guidelines of the State of Minnesota legislation authorizing these grant funds and this Program. I agree to comply with all guidelines. Failure to provide truthful and accurate information may cause this application to be rejected or the repayment of grant funds awarded.

3. *Privacy notice.* We are asking that you provide the information on the Program application form to determine if you are eligible to participate. Your name, address and the amount of assistance you receive are considered public data under the Minnesota Data Practices Act. Other information that you provide to the Program about you and your business is considered private data. We will use your private data only when it is required for administration and management of the Program. Persons or agencies with whom this information may be shared include:

- Staff and other persons involved in Program administration.
- Auditors who perform required audits of this Program.
- Authorized personnel from local, state and federal agencies providing oversight.
- Those persons who you authorize to see it.
- Law enforcement personnel in the case of suspected fraud or other enforcement authorities as required.

We cannot release private data to anyone else or use the private data in any other way unless you give us permission by completing a consent form that we will provide. Please keep in mind, however, that data must be released if required by court order, and, in addition, your private data may be released if Congress or the Minnesota Legislature passes a new law that authorizes or requires such release of data.

4. *Source of funding.* State of Minnesota funds have been made available to fund this Program. I understand that, in the event federal funding becomes available to fund this program, the funding source may change and Morrison County and/or my business or nonprofit must comply with all terms of

the federal funding source and any applicable Single Audit Act requirements, including the need for federal single audits.

*5. Additional acknowledgements.*

I acknowledge that Morrison County retains final authority to determine if a business or nonprofit is eligible for funding, whether to approve a grant and the final grant amount. Morrison County reserves the right to reduce grant award amounts if the total requests exceed available funding.

I acknowledge that Morrison County has the right to verify any information contained in this application. Additional information and documentation may be requested at a later date. Failure to provide the information required may result in ineligibility for grant program or repayment of the funds. I agree to provide Morrison County any documentation needed to complete an audit of funds awarded. Should Morrison County be audited and it is found that the business payment is not allowable under federal or state guidelines, such business shall repay the funds to Morrison County within three months of notification.

I acknowledge that Morrison County will issue grant recipients an IRS Form 1099 and that these grant funds are taxable.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Grant Application**

Grant applications and IRS Form W9 must be emailed to [debg@co.morrison.mn.us](mailto:debg@co.morrison.mn.us) or left in the Morrison County Government Center drop box located on at 213 St. AVE SE, Little Falls, MN 56345 or mailed to the same address; Attn: Deb Gruber, County Administrator, by 4:30 p.m. on February 7, 2021.

Applications will be available at [www.co.morrison.mn.us](http://www.co.morrison.mn.us) beginning January 8, 2021 and **due by Friday, February 5<sup>th</sup> at 4:30 pm.**

It's anticipated that funds will be distributed by March 12, 2021.

**Questions**

Please email [debg@co.morrison.mn.us](mailto:debg@co.morrison.mn.us) or call (320)-632-0293.