

### **1. HOW DID THIS SMALL BUSINESS RELIEF GRANT PROGRAM COME ABOUT?**

The Meridian Economic Development Corporation (EDC) approved the allocation of \$180,000 from its discretionary funds to business relief initiatives on May 13, 2020, in response to the COVID-19 pandemic. The Meridian EDC intends to provide working capital grants to help alleviate the economic distress placed upon the Township's small businesses.

### **2. WHAT AMOUNT OF FUNDS WERE REALLOCATED FOR THIS GRANT PROGRAM?**

\$180,000

### **3. WHAT AMOUNT IS AVAILABLE FOR INDIVIDUAL APPLICANTS?**

Grants of \$4,000 will be made to awardees.

### **4. WHAT ARE THE KEY DETERMINANTS OF ELIGIBILITY?**

To be eligible, applicants must be a local, small, physical (brick-and-mortar) business within Meridian Township that was negatively affected by the COVID-19 pandemic or related Executive Orders. Applicant businesses cannot be delinquent on any accounts, fees, taxes or assessments owed to Meridian Township.

Additional business eligibility requirements can be found in the Meridian EDC's Grant Overview.

### **5. ARE SOLE PROPRIETORS OR HOME-BASED BUSINESSES ELIGIBLE?**

Sole proprietors are eligible, adhering to the same eligibility determination requirements noted in the application and the Meridian EDC's Grant Overview. However, home-based businesses are ineligible.

### **6. ARE NONPROFITS ELIGIBLE BUSINESSES?**

Yes, nonprofits are eligible if they meet all eligibility requirements. Nonprofits still need to answer all business-oriented questions and will be scored on the same criteria as for-profit businesses.

### **7. IF MY BUSINESS HAS MULTIPLE LOCATIONS, DO I NEED TO SUBMIT A SEPARATE APPLICATION FOR EACH?**

Yes, every business location requires its own application. The applicant must use company-wide metrics during the process (i.e. total number of employees, financial data, etc.) for eligibility determination and review purposes.

The applicant must specify in the application when prompted which brick-and-mortar business location the requested grant funds will be exclusively deployed.

### **8. IS MY FRANCHISE-OWNED BUSINESS ELIGIBLE?**

Yes, franchises or businesses affiliated with a national chain are eligible.

### **9. WILL I NEED TO SUBMIT FINANCIAL DOCUMENTS AS PART OF THE APPLICATION?**

No, the Meridian EDC is not requiring the applicant to submit financial documents. The applicant must acknowledge and agree to answer all questions truthfully to be eligible for grant funds. Gross sales receipts for questions pertaining to revenue suffices.

**10. WILL THERE BE A DEFINED APPLICATION PERIOD?**

Yes, the grant application period for this program will be open May 20, 2020, through 5:00 pm on May 23, 2020.

**11. WHERE WOULD AN INTERESTED SMALL BUSINESS OWNER GO TO APPLY?**

The application will be available on the Meridian EDC's page of the Meridian Township website, [meridian.mi.us](http://meridian.mi.us). Completed applications must be submitted via email to [lane@meridian.mi.us](mailto:lane@meridian.mi.us). If a business owner is unable to complete the application form for any reason, they are encouraged to contact Meridian Township's Economic Development Director Ken Lane for assistance at 517.853.4568, or email [lane@meridian.mi.us](mailto:lane@meridian.mi.us).

Meridian Township small businesses that were denied a grant from the Michigan Small Business Relief Program, as administered by the Lansing Economic Area Partnership (LEAP), can use the application previously submitted for the LEAP grant program to apply to the Meridian EDC's Small Business Relief Grant Program, if the business meets all eligibility requirements as specified in the Meridian EDC's Grant Overview (please note, the eligibility requirements differ from the LEAP grant program requirements).

**12. HOW EXTENSIVE WILL THE APPLICATION BE?**

The purpose of this grant program is to quickly provide financial relief to businesses affected by the COVID-19 pandemic or related Executive Orders here in Meridian Township. We expect the application will take a typical respondent around 15-20 minutes to complete, with most of the requested information expected to be readily known or accessible to most business owners.

**13. WHO CAN I TALK TO ABOUT QUESTIONS, CLARIFICATIONS AND SCORING CRITERIA ON THE APPLICATION?**

Applicants are encouraged to review the Meridian EDC's Grant Overview, Scoring Criteria and this FAQ document. Applicants can also consult with Township Staff by calling 517.853.4568 during normal business hours or by sending an email to [lane@meridian.mi.us](mailto:lane@meridian.mi.us).

**14. WHEN WILL APPLICATIONS BE DUE?**

Applications will be due by 5:00 pm on May 23, 2020.

**15. HOW WILL ANY CONFLICT OF INTEREST BE ADDRESSED IN THE CONSIDERATION OF GRANT APPLICANTS?**

The review committee will acknowledge all actual or perceived conflicts of interest and will not be scoring any business for which a conflict could exist.

**16. BOARD MEMBERS OF THE MERIDIAN EDC MAY OWN ELIGIBLE BUSINESSES. HOW ARE YOU REMOVING FAVORITISM AND SELECTION BIAS FROM THE GRANT APPLICANT SELECTION PROCESS?**

Meridian EDC members are ineligible to apply for or receive grants under this program.

**17. WHEN WILL SUCCESSFUL APPLICANT BUSINESSES BE NOTIFIED AND WHAT IS EXPECTED FROM THEM TO RECEIVE GRANT FUNDS?**

We intend to inform successful applicant businesses on May 29, 2020. The Meridian EDC will require an executed W-9 form, along with a simple grant contract agreement that speaks to fund use and reporting requirements.

**18. WHEN WILL GRANT FUNDS BE RECEIVED BY SUCCESSFUL APPLICANT BUSINESSES?**

It is our goal to have all funds delivered to grant recipients by close of Township business on June 2, 2020.