

Addendum 2
Gilliam County Small Business Revitalization Grant Guidelines

Foreword

Gilliam County recognizes the importance of social distancing measures in protecting the health and safety of our communities and slowing the spread of the COVID-19 pandemic. While these social distancing measures will save lives, they also come at a great cost to Gilliam County's small businesses and their employees.

The **Small Business Revitalization Grant Program** was established to assist small businesses and organizations who have been impacted by the COVID-19 pandemic. These funds are designated to helping our businesses to safely and successfully re-open.

Eligibility Criteria

Eligible Entities:

To be eligible to apply for this grant funding the applicant must operate a business within Gilliam County, be able to demonstrate the need for assistance and financial hardship due to loss of income from the COVID-19 pandemic, and be one of the following:

- Registered, For-Profit Businesses, including Home-Based Businesses
- Non-Profit Organizations
- Fraternal Organizations

Allowable grant fund uses include:

- Inventory of Perishable Goods (for businesses who were forced to shut down due to COVID-19)
- Personal Protective Equipment
- Sanitation & Cleaning Materials
- Materials and Signage for Social Distancing Measures
- Contactless Payment Systems (Square-Card Readers)

General Guidelines

The Small Business Revitalization Grant Program will be administered by the Condon Chamber of Commerce on behalf of Gilliam County.

The Revitalization Grants are intended to help cover essential business expenses related to starting back up after the re-opening of Gilliam County businesses and organizations.

Requirements

- Applicants are expected to have sought out and applied for federal and state resources.
- Applicants must also schedule one revitalization planning session with the Columbia Gorge Small Business Development Center. This session is free and will help you identify resiliency tools and additional resources available for your business and sector.

Revitalization Grants are not intended to address long-term economic recovery needs nor to replace lost business income associated with the pandemic.

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Review Process & Funding Decision

Applicants must submit a completed application form, budget form, and related support material. Incomplete forms will not be accepted.

Applications will be submitted to the Condon Chamber of Commerce.

The Small Business Revitalization Committee consists of representatives from the Condon Chamber of Commerce, Gilliam County, Columbia Basin Electric Cooperative, City of Condon, City of Arlington, and the Small Business Development Center.

The Small Business Revitalization Committee will:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Seek clarification or additional information from applicants, as necessary.
- Make funding decisions.

Funding decisions are at the sole discretion of the Small Business Revitalization Committee. The Committee reserves the right to award funds at a reduced level from what is requested in the application. The Committee's funding decision is final.

Agreements

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

Reporting

Successful applicants will be required to report to the Condon Chamber of Commerce as outlined in their Grant Agreement. Failure to meet the reporting requirements of the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

Application Deadline

Applications can be obtained from and submitted to the Condon Chamber of Commerce. Applications will be accepted on a rolling basis beginning on May 20th until funding has been fully committed but no later than July 31st.

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