

# Village of Mukwonago & Citizens Bank Small Business Grant Program Details & Eligibility

## I. PURPOSE

The Village of Mukwonago and Citizens Bank Small Business Grant Program (SBG) will provide small businesses within the corporate boundaries of the Village direct financial support for eligible projects and/or expenses. The goal of this program will be to help businesses under \$1,000,000 in annual sales recover successfully from the Village State of Emergency. The Village will administer funds to provide grants of up to \$5,000 per qualifying business.

## II. TARGET AREA

Any business within the Village of Mukwonago under \$1,000,000 in annual sales/revenue.

## III. OBJECTIVES

To help small businesses that closed or partially closed related to the Safer at Home order, the Village's State of Emergency, or the coronavirus, to reopen in a way that also encourages reinvestment in the community.

## IV. FUNDING

The funding for this program is provided through a combination of the Village of Mukwonago and contributions from Citizens Bank in a total amount estimated to be \$50,000. Grant applications will be accepted until August 31, 2020 and will be limited to the funds currently available. A subcommittee appointed by the Village of Mukwonago Board of Trustees will review applications and provide recommendations to the Village Board.

The approval process will consider the attached application and the statement of need.

Maximum Grant Amount: Grants have a maximum of \$5,000 per qualifying business, until all available funds are expended.

## V. APPLICANT ELIGIBILITY REQUIREMENTS

The program is intended to assist small businesses in the Village of Mukwonago.

1. Businesses must be located within the Village of Mukwonago.
2. Business must have been in operation prior to January 1, 2020.
3. Businesses must have annual sales/revenue less than \$1,000,000 annually.
4. Applicants must provide a good or service. This will typical be retail businesses.
5. Applicants must have a bank account.
6. Applicants must use this grant for the stated business purposes in the application.
7. If the business is sold within 24 months, applicant shall repay the SBG monies to the Village before closing.

The program will fund the following eligible costs:

1. Rent, mortgage, or lease
  2. Employee retention
  3. Exterior signage
  4. Exterior lighting
  5. Other exterior improvements to improve visibility
  6. Improve technological infrastructure e.g. online sales
  7. Other ideas, if explained outcomes match the spirit of the guidelines
- Note: Funds may not be used towards permit fees for all above work requiring Village building or review permit fees.

## VI. APPROVAL PROCESS

1. Applications should be submitted electronically to the Village Administrator at [jweidl@villageofmukwonago.com](mailto:jweidl@villageofmukwonago.com) or mailed/dropped off at Village Hall, 440 River Crest Ct., Mukwonago, WI 53149. Applications can be submitted until August 31, 2020.
2. If the application meets all requirements and is approved, a Conditional Letter of Approval will be sent to the owner/tenant. This letter may require modifications to the original application.
3. The applicant must submit proof of location through tax statement and revenues with a State approved tax return to establish eligibility within the designated area.
4. Following approval by the appointed subcommittee, recommendation will be given to the Village Board.
5. The recommending subcommittee will be a five-member committee, composed of two (2) elected officials, two (2) Village staff, and one (1) Village business owner ineligible for the SBG. This committee shall be appointed by the Village President.
6. Following approval from the Village Board, the applicant must sign the grant agreement, provided on an approved form by Village Hall, and returned to the Village Hall.

## VII. POST APPROVAL PROCESS

Monies will be distributed to the applicant upon completion of the following activities:

1. Grants will be dispersed within 30 days of award. Applicants, after approval, have up to 6 months to use their funds. If an applicant needs more time to use funds, he or she must provide a written statement with a reasonable justification for an extension to the Village Board. Extensions are reviewed and considered by the Village Board and are not guaranteed.
2. Property taxes and utility payments must be current, and applicants may have no debts in arrears to the Village when the grant is considered.

# Village of Mukwonago & Citizens Bank Small Business Grant Program Application

Name of business: \_\_\_\_\_

Business address: \_\_\_\_\_

Applicant name(s): \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant mailing address: \_\_\_\_\_

What good or service do you provide? \_\_\_\_\_

Current number of employees: \_\_\_\_\_ Annual revenue/sales: \_\_\_\_\_ Month/year founded: \_\_\_\_\_

Do you plan to retain all current employees for the next 6 months following the award date?

Yes  No, explain: \_\_\_\_\_

Provide a business description: Explain what your business does, why it was founded, who your clientele is, how your business is run, what your business represents, day to day operations, future goals, and any awards/accomplishments your business has earned. This should be about two paragraphs. Please attach any supplemental documents to application and include photos of your business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose: Communicate the general and long-term effects of the grant. Describe your business needs and select all that apply below.

\_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Employee retention          | <input type="checkbox"/> Rent, mortgage, or lease                       | <input type="checkbox"/> Correct code violations |
| <input type="checkbox"/> Exterior signage            | <input type="checkbox"/> Exterior lighting                              | <input type="checkbox"/> ADA compliance          |
| <input type="checkbox"/> Other exterior improvements | <input type="checkbox"/> Technological infrastructure e.g. online sales |  |
| <input type="checkbox"/> Other: _____                |   |  |

Total amount requested (maximum \$5,000): \_\_\_\_\_

What evidence will you provide to support that the funds are used for eligible business purposes? *Please attach electronically with application.*

\_\_\_\_\_

Do we have permission to check credit, bank records, tax records, and/or profit/loss statements to demonstrate viability?

Yes  No State Filing, Employer Identification Number (EIN), or Business Number: \_\_\_\_\_

Personal Guarantee: I \_\_\_\_\_ as the preparer of this application do hereby certify to the accuracy and completeness of the statements made and information supplied in this application. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

By signing below, Applicant agrees all above information is true and accurate. Should any of the information be provided not be accurate, the Village, at its discretion, will demand a full refund of any awarded funds within 15 days of the Village requesting such funds in writing.

\_\_\_\_\_  
Signature of Applicant Print Name

Return by August 31, 2020 to: Village Administrator, Village of Mukwonago, 440 River Crest Ct., Mukwonago, WI 53149 or jweidl@villageofmukwonago.com

**APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION WILL BE DISQUALIFIED FROM THIS GRANT PROGRAM. APPLICATION DOES NOT GUARANTEE AWARD. BUSINESSES/APPLICANTS SHALL ONLY BE ELIGIBLE FOR ONE AWARD.**