



ARPA - Small Business Assistance Grants

Information & Application Process

Background Information

The City of Morgantown, through the use of American Rescue Plan Act (ARPA) funds, has developed a Small Business Assistance Grant (SBAG) Program in partnership with the Small Business Administration. This SBAG seeks to assist eligible businesses that were affected by the COVID-19 pandemic's economic impact, as well as entice new businesses that may not have opened due to the pandemic. The City of Morgantown encourages local business expansion and retention, as well as spurs new business in the City by providing monetary resources.

The Morgantown SBAG is a reimbursable grant designed to assist businesses by providing up to \$20,000 in grant monies. The grant monies will help locally owned small businesses maintain commercial vibrancy in the historic downtown area of Morgantown and other key business areas of the City. The guidelines for this new and innovative grant will be based on Economic Vitality, one of the four points of the Main Street Morgantown Program. Economic Vitality focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

Uses Of Funds

Assistance to small businesses includes, but is not limited to:

- Fixed Assets
- Funds to implement COVID-19 prevention or mitigation tactics, such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs; and
- Funds to mitigate financial hardship such as declines in revenues or impacts of periods of business closure, for example by supporting payroll and benefits costs, costs to retain employees, mortgage, rent, or utilities costs, and other operating costs;
- Funds for technical assistance, counseling, or other services to assist with business planning needs
- Marketing
- Other technology that allows business to operate online.
- Other expenses the business can justify is related to the COVID-19 pandemic.



Program Funding

All grant funds are allocated and administered by the City of Morgantown based on the funds available and number of requests under consideration. The money is in the form of a grant, not a loan, and grants up to \$20,000.00 are available.

While there is no grant match required, having a match may make your application more competitive. Please indicate in your application if you are contributing additional funds beyond what is requested in this application.

Eligibility

This grant is available to existing and potential new businesses and is geared at revitalizing the downtown and wharf district, but applications from businesses outside of the downtown business district will be considered on a case-by-case basis (must be within City limits).

The applicant must show that the funding is necessary for the business to remain in operation or to operate successful in the “era of COVID” and that the business continues to be financially impacted by the pandemic.

The business must be up to date on all local taxes, fees, and licensing.

The business must provide a Federal Employment Identification Number (FEIN).

Application Scoring Criteria

The review committee will review and score at each application individually for completeness and strength of application. Depending on the number of applications and available funds, applications may be scored against other applications. The City reserves the right to award or deny award of any application as it determines use of ARPA fund eligibility, best use of funds, or other criteria. Applications will be scored, at minimum, on the following criteria”

- Feasibility of proposal
- Extent to which grant will help address an acute business need or help a business owner implement innovative solutions to address COVID-19-related challenges
- Opportunity for other businesses to learn from work
- Business’ contribution to the local community
- How the grant will help improve the viability of business
- Strength of letters of support and other supporting documents



Additional Information Needed

- Documentation showing loss of business income is COVID 19 related.
- Business financials to include, Income Statement (or Profit and Loss Statement) which is no more than one (1) year old and/or Business Balance Sheet which is no more than one (1) year old, or most recent tax return.
- Most recent business plan.
- Information on other financial assistance requested/granted
- Written plan specifying how grant funds will be used to support local business.
- Evidence of business property ownership or current lease.
- Letters of Support

Information contained in the application, such as tax returns, revenue information, and lease terms, may be proprietary and/or confidential information that you would not want distributed to the public, whether due to business competition concerns or because it includes personal identification numbers or tax information. The City will attempt to protect that information from disclosure to the extent that it is able to do so. While City records are generally available to the public, proprietary business information and personal information such as Social Security Numbers can be withheld from disclosure. In order to assist in protecting this information, applicants should clearly mark all information and documents that they believe are proprietary, confidential, or otherwise should not be disclosed. Identifying this information will assist the City in protecting information from disclosure under FOIA or federal reporting requirements.

Application Process

- 1. Business Submits Applications.** Applications can be picked up at 430 Spruce Street or online at morgantownwv.gov by searching for “Small Business Assistance Grant”. Businesses complete the Small Business Assistance Grants Application and provides any additional information. Completed applications should be emailed to kevin.tennant@morgantownwv.gov or delivered to the Finance Department at 389 Spruce Street, Morgantown WV 26508, Attn: Kevin Tennant.
- 2. Review.** Applications will be reviewed by a committee designated by City of Morgantown Administration. While there is not a specific deadline to apply, applications are received and reviewed on a rolling basis, and awarded based on availability of funds. The committee may reach out to you for additional information regarding your application.
- 3. Grant approval.** Once an application is approved, the grantee will be required to enter a subrecipient agreement with the City of Morgantown and provide regular requests for reimbursements along with specific documentation on timelines specified by the City of Morgantown.



Detailed Budget for Requested Funds:

Please use the table below to indicate the expense category and amount requested for each to help us understand how you would use the requested funds. Please see the ARPA - Small Business Assistance Grants Information & Application Process for a list of potentially eligible expenses through this program.

Expense Category	Amount Requested
TOTAL	

Explain in detail how grant monies will be utilized – be specific in outlining scope of efforts:

Any awarded funds for the activities listed in this section will require a subrecipient agreement that details a period of performance and regular requests for reimbursement. Please describe the timeline for spending SBAG funds:

Provide any other pertinent information which would be helpful in the grant decision making process (If attaching documents not listed in this application, please list attachments here. Please list any contributions of funds beyond what is requested here for matching):

Section 5 – Financial and Additional Information

Copy of lease or ownership of building enclosed:	Yes	No	N/A
Copy of most recent tax return enclosed:	Yes	No	N/A
Most Recent Income (or Profit and Loss) Statement Enclosed:	Yes	No	N/A
Do you hold a current City of Morgantown Business License?	Yes	No	
Are you current with local taxes and fees?	Yes	No	
Letters of support enclosed:	Yes	No	