



SUPPORTING GAHANNA TOGETHER SMALL BUSINESS ASSISTANCE PROGRAM

The Supporting Gahanna Together Small Business Assistance Program was created to assist small businesses in overcoming the challenges presented by the COVID-19 pandemic. The intent of the program is to provide recovery assistance to our businesses as they work to maintain operations, and retain, create and preserve job opportunities.

Presented by the Gahanna Community Improvement Corporation (CIC) in partnership with the City of Gahanna, the Supporting Gahanna Together Small Business Assistance Program provides an opportunity for businesses to obtain financial assistance as they work to maintain operations and retain, create and preserve job opportunities in our city.

The program offers a ***one-time payment of up to \$2500*** to for-profit small businesses that meet the eligibility requirements set forth below. The Gahanna CIC Committee will review applications for eligibility and completion, and will distribute funds to qualified applicants. Because limited funds are available, businesses should not apply if they do not need recovery funds.

While these funds may not cover all expenses, it is our goal to help bridge the gap for immediate business needs. Funds may be used for rent or mortgage payments, utilities, insurance, COVID-19-related equipment, or other approved business expenses incurred as a result of COVID-19 (e.g., marketing, signage). Businesses must provide documentation with their application that demonstrates the effect of the pandemic on their operations, and the application will be reviewed for approval. Funds will be awarded based on demonstrated need. Not all applications

will be approved or approved at the level requested. Priority will be given to businesses that are not eligible for federal or state assistance programs.

Application Guidelines

Eligibility Requirements:

- Business must be physically located in the City of Gahanna
- Business must have less than 25 employees
- Business must have been in operation on January 1, 2020
- Business must maintain a commercial or retail store front and not be home-based or nonprofit
- Business must be current on all local, state and federal obligations such as taxes, and/or assessments
- Business must be impacted by the COVID-19 pandemic
- If a franchise, business must have no more than two store fronts in the county; no corporate ownership

Availability of Funds:

- Funds are limited and will be awarded on a one-time basis, following committee review and approval, until the funds are expended.
- The Gahanna Community Improvement Corporation reserves the right to deny any and all applications. This program may be discontinued at any time without notice.
- Award Limitations:
 - Funds are to be used for Operating Expenses such as rent, utilities, payroll, marketing, signage, and restart supplies required under safety regulations due to the pandemic (for example, PPE, protective barriers, cleaning supplies, etc.).
 - **Funds may not to be used for payments of taxes and/or assessments**
 - Minimum and maximum of awards: \$500 up to \$2,500

Priority will be given to businesses that have:

- Unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program, Paycheck Protection Program, or any other governmental assistance program
- Made all reasonable efforts to keep employees employed during the recovery process
- Increased costs based on social distancing or other public health restrictions

Other Criteria:

- Your application must document how other financial assistance has been put to use and how these funds will be utilized for other expenses. Benefits cannot be duplicated. (For example, if you received a PPP loan that paid your April utility bills and rent, you cannot request funds through this Assistance program for April utility bills and rent. You can request funds for May utility bills and rent if you did not receive funds through PPP for May expenses.)

Once an eligible business is awarded funds from the Assistance Program:

- Funds must be used within 60 days of receipt of the receipt.
- Evidence/documentation of the proper use of the funds must be submitted to the City within three (3) months of receipt of the funds

Required Documents (Files must be PDF)

Required documents to upload in application include (files must be PDF):

1. Copy of the business's current and previous City of Gahanna Tax License
2. Copy of the business's state business license receipt
3. W-9 form

Application Process:

Application deadline: Applications will be accepted beginning August 18 and will be accepted until funds are expended.

Applications will be reviewed by the Gahanna Community Improvement Corporation (CIC) Committee. This review may include an interview with the Committee.

Business owners will be notified by the Committee via email of the outcome of their application.

Follow-up:

If you receive an award, you will be required to report how you used the funds, within three (3) months of receiving them. The report should include:

- The status of your reopening/recovery
- The number of employees you were able to bring back or retain due to the funding that you received
- Your future plans to continue your recovery
- Whether you believe you will be able to contribute to the “Pay it Forward” program (see below).

Pay It Forward Program:

The Gahanna CIC desires to grow this program into a self-perpetuating fund to ensure that funds are available to support future economic sustainability in our community. To that end, if feasible, we encourage you – if you receive an award – to contribute financially to the Gahanna CIC Small Business Assistance Fund in an amount equal to, or greater than, the amount you receive, once your business is back on its feet. Contributions to the Fund are a business deduction, subject to applicable limitations on the donor.