Mentor Small Business Restart Program Guidelines

The City of Mentor has established the **Small Business Restart Program** to assist small businesses closed as a result of the COVID-19 pandemic that intend to reopen upon the lifting of applicable government restrictions. A total of $200,000 in Grant Funds will be provided through the City of Mentor's Community Development Block Grant Funds.

ELIGIBLE USES

- **$500 maximum reimbursement for rent or mortgage payments made on or after May 1, 2020.**

GRANT CRITERIA

These criteria fall in line with HUD-requirements and the City's Community Development Block grant (CDBG) Comprehensive Plan.

- Business must have less than 25 employees;
- Must be a non-franchise, independently owned and operated;
- Is doing business at a "bricks and mortar" facility in the city (home-based businesses not eligible);
- Was closed and unable to conduct any business activity as a result of a required government order;
- Was at no time in violation of that government order;
- Is not in default or currently delinquent on any loan provided through the Mentor Economic Assistance Corporation;
- Reopens for business; and remains open for no less a time period than the period which the payment requested for reimbursement was made.

APPLICATION PROCESS

- Application is to be made through the City of Mentor Economic Development Department.
- Applications will be reviewed, verified and funds distributed on a first-come, first-served basis with applications able to be submitted via email on Monday, May 4, 2020 at 9:00 a.m. or later. Applications made earlier than that time will not be accepted. Applications for the program will be available on the Mentor Means Business website (www.mentormeansbusiness.com) starting on Monday, April 27, 2020.
- Applications must be complete, including documented evidence of rent or mortgage payments made on or after May 1, 2020 which may include, but not limited to, a paid invoice or cancelled check as well as a current occupancy or re occupancy permit.

Please submit to: **Department of Planning and Development**
business@cityofmentor.com
Phone: 440-974-5740

MENTOR SMALL BUSINESS RESTART PROGRAM APPLICATION

APPLICANT INFORMATION

Date: _____ Date of Business Closure: _____ Reopen Date: _____

Applicant Business Name: Address: _____

_____ Email: _____

(Current business address)

City: _____ State: _____ Zip: _____

Applicant's Home Address: _____

Business Phone: _____ Cell: _____

Please complete the following questions:

Choose which one applies to you:

_____Building Owner: Attach proof of ownership (e.g. tax bills, title deed, etc.)

_____Tenant: Attach terms, length, and expiration date of present lease

Is your brick & mortar business currently closed? _____ Yes _____ No

Number of employees prior to the pandemic: _____

Current number of employees: _____

Number of employees laid off due to the disaster: _____

Does the applicant or co-applicant owe any property taxes or fees to the City of Mentor? _____ Yes _____ No

Is the applicant or co-applicant one or more of the following:

Involved in a political campaign? _____ Yes _____ No

A candidate or public official or foreign official? _____ Yes _____ No

An immediate family member of a political official? _____ Yes _____ No

A business entity formed by or for the benefit of any public official? _____ Yes _____ No

A member of a local board of committee? _____ Yes _____ No

[continued]

MENTOR SMALL BUSINESS RESTART PROGRAM APPLICATION

Received or expected to receive, a financial interest
or benefit from a CDBG-related activity or contract? _____ Yes _____ No

Has an immediate family member who received or expected to receive,
a financial investor benefit from a CDBG-related activity or contract? _____ Yes _____ No

If yes to any of the above questions, please provide details here:

_____

_____

_____

_____

_____
(Print Name & Title)

_____
(Signature) (Date)

_____

Office use only:

Date and time application received: _____

Application complete? Yes _____ No _____

REV: 091820