

Smithfield Stronger Grant

The Downtown Smithfield Development Corporation (DSDC) has created the Smithfield Stronger Grant in order to support Downtown Smithfield's small businesses in the wake of the COVID-19 pandemic. The grants awarded will assist with financial needs as a result of lost revenue, support business growth, and improve the overall appearance of Downtown Smithfield, all of which will discourage vacancies and prevent community deterioration.

Smithfield Stronger Grant Parameters:

- This program will provide assistance to small, for-profit businesses located within the Downtown Smithfield Municipal Service district.
- Grants may provide funds for **one** of the following eligible expenses:
 - **Operating expenses**, including rent, utilities, and inventory, etc.
 - If applying for assistance with operating expenses, the business must be able to demonstrate a loss of revenue of 25% or more for at least one month since March 1, 2020 (applicant must provide documentation to demonstrate the loss of revenue and allow for comparison of average monthly revenue for the two full months of operation prior to the month in which the loss was experienced, or, for businesses whose revenue is more seasonal in nature, a comparison of monthly revenue for the same month in 2020, 2019, and 2018).
 - **Business growth**, including the development of new revenue streams and marketing expenses, etc.
 - **Design projects to improve the overall appearance of Downtown Smithfield**, including facade improvements (renovations, painting, awnings, lighting), outdoor dining furniture, maintenance (including cleaning brick and awnings), repair or installation of murals, etc., and other projects to enhance the appearance of Downtown Smithfield. *The DSDC is able to offer facade design assistance services.
 - All design projects must adhere to the Downtown Smithfield Design Guidelines. If there are no related guidelines for the planned project, it must comply with the Secretary of Interior Standards for Rehabilitation.
 - All design projects must comply with all guidelines set forth by the Town of Smithfield; applicants must receive applicable permits from the Town before funds will be issued.
 - All applicants seeking funding for design projects must have the written permission of the building owner to undertake the desired improvements.
- Grants will be awarded by the DSDC Board of Directors, based on recommendations by an ad-hoc advisory committee.
- The maximum grant amount shall not exceed \$1,500 per business. As we are trying to assist as many businesses as possible, we ask that applicants only request what is absolutely necessary.
- Grant funds will be released as a reimbursement as soon as possible, but no later than fourteen business days after receiving an invoice for the expense and proof of payment made.
- All applications must be approved before any work can begin.
- Funding will be prioritized for applicants who have not previously received a Smithfield Strong grant. Businesses who received a Smithfield Strong grant but that plan to undertake special projects that would qualify for a Smithfield Stronger grant may be considered based on the availability of funds.
- Ineligible program expenditures include:
 - Payroll expenses
 - Expenses for design related projects not in compliance with the DSDC's design guidelines or other grant programs
 - Work done prior to grant approval
 - Expenses paid for by other financial assistance programs
- If a business is awarded a Smithfield Stronger grant, it will not affect their ability to apply for other DSDC grants, including the Awning Grant, Lighting Grant, and R2 RUSH grant.
- All projects must be completed and requests for the release of grant funds made within ninety (90) days. If there are extenuating circumstances and substantial progress toward completion of the project cannot be shown after this period, the DSDC could revoke approval after thirty (30) working days written notice.

Should an individual, organization, business, or other entity wish to contribute to the Smithfield Stronger Grant program, they may do so, but any donations received will not influence grant decisions.

Eligible small businesses are those that:

- Are for-profit businesses located within the Downtown Smithfield Municipal Service District (see map on DowntownSmithfield.com>About the DSDC>Overview)
- Operate under one of the following legal structures: sole proprietorship, LLC, LLP, LP, or Corporation (Franchises, publicly traded companies or subsidiaries of publicly traded companies, and non-profit organizations do not qualify). If multiple businesses are operated in Downtown Smithfield under that legal structure, each business may apply provided that they operate out of separate buildings.
- Have been in operation and show revenues since at least March 1, 2020
- Have a brick-and-mortar location (home-based businesses do not qualify)
- Are an establishment that is open to the general public
- Have at least one payrolled employee and no more than fifty employees (excluding contract service workers and 1099 employees). If a business is a sole proprietorship and the owner is the sole employee (self employed), the business may qualify if it can be demonstrated that rent, mortgage, and other operating expenses are paid to third party entities with no ownership or financial ties to the applicant).
- Have annual gross revenues of less than \$2 million
- Are able to demonstrate that they were current on taxes, rent or mortgage, and utilities as of March 1, 2020, or as of the time that the application is submitted

Applicants will be required to provide:

- Completed application
- Articles of Incorporation or other documentation showing the business' legal structure
- Documentation to support that the applicant was current on their taxes, utilities, and rent or mortgage as of March 1, 2020, or as of the time that the application is submitted
- Documentation related to the proposed expenses, as applicable (lease agreements, mortgage bills, utility bills, quotes, estimates, etc.)
- For design project grants:
 - Photographs clearly showing existing conditions
 - Diagram or documentation of the proposed improvements
- For operating expense grants:
 - Revenue for the month(s) in which the loss was experienced **AND**
 - Monthly revenue for at least two full months of operations prior to the month in which the loss was experienced **OR**
 - For businesses whose revenue is more seasonal in nature, monthly revenue for the same month in which the loss was experienced in 2018 and 2019.

***Financial documents may include: point of sale reports, bank statements, quarterly sales tax filings, tax returns, CPA-certified profit and loss statements. All financial documents and proprietary business information submitted will remain confidential.**

- A signed affidavit indicating the intended use of grant funds and a commitment to spend the funds within thirty days of receipt

For more information, please contact:

Downtown Smithfield Development Corporation
Sarah Edwards, Executive Director
200 S. Front Street
Smithfield, NC 27577
(919) 934-0887
Sarah@DowntownSmithfield.com

Smithfield Stronger Grant Application

Business Owner Name: _____ Date: _____

Legal Business Name: _____

Business Physical Address: _____

City, State, ZIP: _____

Phone: _____ Email: _____

Business Structure (LLC, LLP, LP, Corp, S-Corp, Other): _____

If "Other," Describe: _____ Federal ID (EIN) #: _____

Type of Business (Retail, Service, Restaurant, Etc.): _____

Is your business within the Downtown Smithfield Municipal Service District? Yes No

Does your business have a brick and mortar location outside of your home or residential property? Yes No

Has your business been in operation since at least March 1, 2020? Yes No

Do you pay rent or mortgage to a third party with whom you have no financial interest? Yes No

Have you had a loss of revenue of 25% or more due to COVID-19 restrictions? Yes No

Do you have gross annual revenues of less than \$2 million? Yes No

Were your taxes, utilities, and rent or mortgage current as of March 1, 2020? Yes No

Are your taxes, utilities, and rent or mortgage current as of the time the application was submitted? Yes No

If your business was affected by a Governor's Executive Order, _____ please state which one (if unknown, please leave blank):

Have you applied for and received any other assistance...

Paycheck Protection Program Loan? Applied Received

Economic Injury Disaster Loan? Applied Received

Smithfield Strong Business Assistance Disaster Relief Grant? Applied Received

Triangle East Chamber Business in Need Grant? Applied Received

HartBeat of Main Street Grant Program? Applied Received

Other (please specify) _____ Applied Received

Other (please specify) _____ Applied Received

Grant Type Requested: Operating Expenses Business Growth Design Projects

Grant Funds Requested: \$ _____

If awarded, how do you propose to use the grant funds? _____

Please describe how your businesses has changed and adapted due to the COVID-19 pandemic:

Please attach:

- Articles of Incorporation or other documentation showing the business' legal structure
- Documentation to support that the applicant was current on their taxes, utilities, and rent or mortgage as of March 1, 2020, or as of the time the application was submitted
- Documentation related to the proposed expenses, as applicable (lease agreements, mortgage bills, utility bills, quotes, estimates, etc.)
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Complete applications are imperative to a speedy and complete review. Applications may be emailed to Sarah@DowntownSmithfield.com or placed in the mailbox of the DSDC office at 200 S. Front Street. DSDC Staff will confirm receipt of applications within one business day. Applications must be received by 5:00 p.m. on Friday, November 13, 2020.

Affidavit, Disclaimer and Signature

I authorize the Downtown Smithfield Development Corporation (DSDC), its subcommittees, and/or partner organizations to view, review, and discuss information submitted as part of this grant application.

I authorize the DSDC, its subcommittees, and/or partner organizations to obtain additional public information about my business as necessary for application review.

I certify that I own the business for which this Smithfield Stronger Grant application is submitted.

I certify that all information provided as part of this application (to include attachments and verbal communications) is true and verifiable.

I certify that I have read and understand the Smithfield Stronger Grant program guidelines.

If this application leads to a grant award, I understand that false or misleading information in my application or subsequent verbal or written communications may result in having to pay back grant monies, and make me and my business ineligible for future assistance from the Downtown Smithfield Development Corporation.

Signature: _____

Date: _____

Smithfield Stronger Grant

Scoring Rubric

Criteria	
Innovation during COVID-19 pandemic Scale of 1(lowest) - 4(highest)	
Use of funds Operating Expenses=1 To Support Business Growth=2 To Enhance the Visual Appearance of Downtown Smithfield=3	
Total Points (out of 7)	