



VILLAGE OF GRAFTON  
960 Main Street  
Grafton, Ohio 44044  
Utility Department (440) 926-1093  
Fax (440) 926-9018

## **Application Proposal (Appendix B)**

### **The Village of Grafton American Rescue Plan Act Small Business Capital Improvement Grant**

The Village of Grafton has created a \$200,000 Small Business Stimulus program that has been designed to assist small businesses in Grafton that have been negatively impacted or have faced hardship due to the Covid-19 Pandemic and its related effects on the economy. In particular, grants will be awarded in connection to a capital improvement project, intended as a business-model expansion, restoration, or operational diversification as an adjustment for complications caused by the COVID-19 pandemic. Grafton received these funds directly from the Federal Government following the passage of H.R. 1319 by the United States Congress, also known as the American Rescue Plan Act or ARPA. The funds will be distributed as grants to awarded businesses in an amount not to exceed \$100,000 per applicant. **These grants are competitive and will be scored. The highest scored capital improvement projects will receive priority funding.** Please complete the following application for The Village of Grafton Small Business Grants.

Full program details can be found [here](#). Eligibility will be determined by The Village of Grafton Administration. Grants will be awarded on a case-by-case basis after review by the Mayor and Administration and approval from the Grafton Village Council.

To be eligible to receive grant funds from this account, a small business must meet the following qualifications:

- Must have 50 or fewer employees
- Business address must be within The Village of Grafton, whether it be an: office, warehouse, retail space, restaurant, etc.
- Must not have exceeded \$2 million in annual gross revenue in 2023
- Must be registered with the [Ohio Secretary of State](#)
- Must have a copy of a 2023 Business Federal Tax Return; be a current GRAFTON-BASED business
- Must be applying for funds connected to a Capital Improvement Project in response to Covid-19
- Must not request more than \$100,000 in funding
- Non-profits may apply, but they must be GRAFTON-BASED, not based in another municipality/township with operational activity in Grafton, and must be capital improvement.

Applicants must also indicate how their business has been negatively impacted or affected by the Covid-19 Pandemic and indicate how they intend to use the potential grant dollars pursuant to the ARPA funding guidelines set forth by the United States Government to alleviate those negative impacts. The aforementioned funding guidelines, can be found at the United States Department of the Treasury website linked [here](#). Local requirements include submission of receipts for use of funds prior to December 31<sup>st</sup>, 2026 to The Village of Grafton administrative team.



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Ineligible businesses include:

- Franchises or “chain” restaurants with more than three (3) locations, storefronts, etc.
- Vice or adult businesses such as: liquor stores, gambling houses, arcades, tobacco/vape/cigar shops, sexually oriented businesses (exceptions to the rule may apply to bars, so long as funds are requested for the serving of food, and not expansion of serving alcohol, for example)
- Multi-level marketing operations
- Professional Services such as: Real Estate, Law, or Accounting Firms
- Banks, Credit Unions, Payday Lenders

**Applications will be accepted starting Thursday, October 3, 2024 and ending at the end of the month. Council reserves the right to add additional funds to this program, if they so choose – depending on demand. Applications are due by COB October 31, 2024. Applications will be reviewed and approved by Grafton Village Council at regularly scheduled council meetings. All awardees will be notified by December 31, 2024 of their project funding, and receipts will be required prior to payout.**

**The Village of Grafton ARPA Small Business Stimulus Application**

1. Business Name

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2. Business Address (must be within Lorain County to qualify)

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3. Business Industry (e.g. Hospitality, Manufacturing, Retail)

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4. Applicant Name, Title/Relationship to Business

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5. Applicant Phone Number

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6. Applicant Email Address

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7. Annual Gross Revenue/Earnings

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8. Number of Employees: Full-Time and Part-Time

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9. Please enumerate (list) below the “Grant Points” chart, each of the bullets below that apply to your business (e.g. “Revenue from \$500,001 - \$1,000,000; Tourism, Hospitality, etc”):

Grant Points (To Rank)	<u>10,000</u>	<u>20,000</u>	<u>30,000</u>	<u>40,000</u>
Accumulated Based On:	-Revenue up to \$100,000 <b>OR</b> -Responding to challenges from Covid-19 (narrative-based) which include a change to the business model (examples include providing a new service or convenience). -Home-Based Businesses -GRAFTON-BASED non-profit	-Revenue from \$100,001 - \$500,000 <b>OR</b> -The expansion, renovation or proposed new business model includes activity in the following types of business categories: -Access to Food (nutrition, grocery stores, etc) -Education (for-profit) -Tourism -Travel -Hospitality (restaurants, lodging, recreation/entertainment) -staffs essential workers	Revenue from \$500,001 - \$1,000,000 <b>OR</b> -Includes increased administrative costs to implement new business model (requiring new staff/hiring to accommodate) -Requires new technology/convenience infrastructure (for example, to support remote work, delivery of services, no-contact services or window-services) -Water, sewer, or broadband infrastructure included in request	- Revenue from \$1,000,001 - \$4,000,000 <b>AND</b> - Health or Healthcare Business model (example: pharmaceutical, medical research, hospital, hospice care, etc) -Occupational Risk Category (employees have higher risk of infection or mortality due to Covid-19)

Please list all Grant parameters which apply to you:

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10. Describe how your business has been negatively impacted during the pandemic and public health emergency.

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11. Provide a description of how you plan to utilize the grant award to alleviate the negative impact on your business (e.g. back rent/utilities, equipment upgrades, software, etc.).

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12. Attach a copy of your 2021 Business Federal Tax Return

13. Attach proof of Ohio Secretary of State Business Registration

APPLICANT AGREES TO AND ACKNOWLEDGES THAT IN SUBMITTING THIS APPLICATION, THE VILLAGE HAS THE RIGHT TO OBTAIN AND ACCESS LOCAL TAX RECORDS OF THE APPLICANT TO VERIFY ANY INFORMATION PROVIDED ABOVE.

The undersigned certifies that he/she is authorized to complete, sign and submit this application on behalf of the applicant/owner. Further, the undersigned certifies that the information contained in this application has been reviewed by him/her and that all information, including additional documents, are, to the best of his/her knowledge, complete and accurate and presents fairly the condition of the applicant



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and project accurately. The undersigned hereby authorizes the VILLAGE to investigate the credit worthiness of the undersigned, and/or applicant, if the Village deems it necessary. Intentionally falsifying information in this document constitutes a criminal offense. The undersigned understands that information submitted to the Village as part of this application is considered a public record, subject to Ohio Law. Tax returns are exempt from being considered public record.

The applicant will maintain full and accurate records with respect to all matters covered under this Agreement for 5 years after the completion of the funded project. During such period, the Village will have the right to examine and audit the records and to make transcripts therefrom.

The applicant understands that accurate records are of the utmost importance and agrees to produce all contracts, invoices, purchase orders, change orders, receipts and the like to provide a complete accounting of all grant awards. The organization acknowledges and understands that the grant awards are from ARPA funds and may only be used for the purposes outlined herein and must comply with the United States Code and the United States Department of Treasury regulations on the proper use of ARPA funds.

The undersigned understands that additional information may be required to finalize the approval process. The undersigned also understands that the submission of the application for financial assistance does not automatically constitute approval.

The undersigned understands that if the business or enterprise receiving grant funding closes prior to capital project completion, that the grant funding may be rescinded in its entirety and the undersigned waives any right or claim to the awarded funding.

Name and Title of the person completing this form:

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Signature of the person completing this form:

Date:

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\_\_\_\_\_ Time Stamp Upon Receipt from Community Development Office

**Grant Applications will not be accepted past the October 31, 2024 deadline and remaining funding may be repurposed to other Village of Grafton departmental needs. All funds shall be paid out by December 31, 2026. If grant-awarded project is not complete by then, funds may be withdrawn.**