



Regional Resiliency Fund – Eligibility & Application Questions

*****PLEASE NOTE***** This document is intended to serve as a guide only as you prepare to complete the online application for the Regional Resiliency Fund. You must formally complete your application online via Traverse Connect’s website. Go to <https://traverseconnect.com/our-region/regional-resiliency-fund/> and follow the links to “Apply”.

The online application takes approximately 30 minutes to complete. You cannot save and return to the online form at a later time, so we recommend that you use the following application guide to prepare your answers to the questions.

If you need assistance completing the application, please contact info@venturenorthfunding.org

Eligibility. In order to qualify, a business must meet all of the following:

- Be headquartered or operate primarily in Benzie, Leelanau, or Grand Traverse counties;
- Employ 9 or fewer full time equivalents (FTE) *(see definition below);
- *Sole proprietors are eligible;*
- Exist as a for-profit entity;
- Not be in any stage of bankruptcy;
- Currently be open or have a plan to reopen.

(*) Employment Definition

- FTE = full time equivalent;
- An FTE is defined as a permanent full time employee (35 hours or more per week);
- OR the total annual hours of part time/seasonal employees (34 hours or less per week) divided by 2080.
- The sum of (1) and (2) equals the total FTEs.
- Do **not** include owners in the FTE calculation

Ineligible. A business that is part of a franchise or marketed as part of the sharing economy, such as Uber, AirBNB, VRBO, etc, is not eligible. Grant funds may not be used to cover franchise fees.

Priorities

- Have been impacted by COVID and needs funds to operate business
- Have made adjustments to goods and services to safely remain open
- Community impact

Grant Awards

- Grant decisions will be made by Venture North with input from Traverse Connect and local advisors.
- Grant funds will be awarded regularly until funds are exhausted.
- Grant funds may be spent to cover reasonable business costs that relate to the ability of the business to open and/or operate consistent with the safety rules and guidelines involving COVID-19. Grant award recipients should consult with their tax or other advisors on IRS requirements.

Regional Resiliency Fund Grant Application – Online Form

1. What is your business name?
2. In what county does your business primarily operate?
 - Benzie
 - Grand Traverse
 - Leelanau
3. How many FTEs (full time equivalent) do you typically employ during the year? (See FTE definition above)
4. Was your business required to close due to the Governor’s Executive Orders? (yes or no)
5. Are you currently “open for business”? (yes or no)
6. If no, what is your reopening plan?
7. Business owner name(s) and % ownership?
Please list all owners that are 25% and over and include % of ownership next to name.
(For example, John Smith 50%; Sue Smith 50%)
8. Is the business owned, in whole or in part, by an individual who identifies as one of the following:
Your response to this question is optional
Minority, Veteran, Woman, Other, choose not to answer
9. Business Address
- 10-12. Main Contact Name, Phone Number, & Email Address
13. Business Start Date (Date of Incorporation)
14. Business Type:

Agriculture, Forestry, Fishing, & Hunting	Professional, Scientific & Technical Services	Management of Companies & Enterprises
Mining	Transportation & Warehousing	Waste Management & Remediation
Utilities	Real Estate Rental & Leasing	Educational Services
Construction	Information	Health Care & Social Assistance
Manufacturing	Finance & Insurance	Arts, Entertainment & Recreation
Wholesale Trade	Retail Trade	Accommodation & Food Service
Other		

- 15-16. Business Operations

Full Time _____ Seasonal _____ Months _____ to _____

17. Please give us a brief description of your business and the clients you serve.
18. Describe the importance and the impact of your business to the local community & economy?
19. Total 2019 Revenues
20. January through June 2019 Revenues
21. January through June 2020 Revenues
22. Total 2020 Revenues (Estimate)
23. Total 2019 Expenses
24. January through June 2019 Expenses
25. January through June 2020 Expenses
26. Total 2020 Expenses (Estimate)
27. Itemize expenses that you've incurred due to COVID?
Examples: Include any investments/capital improvements (equipment, plexi, training, disinfectant, additional staffing, due to COVID)
28. Please provide a brief explanation on how your financials may have been impacted by COVID and the Executive Order?
29. Jobs (Full Time Equivalent Positions)
 2019 FTE's _____
 2020 FTE's _____

Now
(Estimated – when fully open)
30. Explain how staffing issues may be affecting your business?
Examples: What restrictions are you working with right now? Are you having difficulty recruiting employees? Are you operating with smaller staff due to occupancy or social distancing requirements? Issues with VISAs? Staff housing? Please expound.
31. Describe any changes you've made to sell your goods and services?
32. What are you doing to adapt to changing customer demands and safety requirements to protect your employees and customers?
33. Have you applied for and received any emergency aid?
34. Total amount received?
35. There is still funding available for the SBA Payroll Protection Program. We have free resources available to explain eligibility and help make an application. Would you be interested in learning more?

Yes or No
36. Who is your business electric service provider?

Grant Request

37. Amount of grant sought? (Grant amount cannot exceed \$5,000)

38. How do you plan on spending these funds and what will be the impact on your business? Please provide cost estimates.
39. This is the last question: Is there any other relevant information that you'd like to share?

Assurances:

- ✓ I attest that the following information is true and accurate.
- ✓ Our business is not in a stage of bankruptcy.
- ✓ Funding awarded will be used for the above stated purposes for business operations located in either Benzie, Grand Traverse or Leelanau Counties.
- ✓ I realize that I may be audited by the funder to ensure all of these responses are accurate, including use of funds.
- ✓ If funding is awarded, I understand that my business will be listed/identified as a grant recipient.
- ✓ I agree to participate in future economic survey to share the impact of these funds.
- ✓ I understand that, if awarded, I will need to provide my bank routing information within 48 business hours of notice in order to receive the funds (no checks are being issued.) Failure to provide timely banking information will constitute a rescission of the grant offer.