

City of Metropolis Economic Support Grant Application

The City of Metropolis Economic Support Grant helps Metropolis businesses to purchase necessary protective and sanitizing equipment to facilitate the safe return of customers and employees to their businesses and pay for operating expenses resulting from closure or reduced capacity.

How will the City of Metropolis Economic Support Grant help my business?

This grant program is intended to assist Metropolis businesses by reimbursing funds to alleviate the extraordinary expenses incurred by employers that would not have otherwise been necessary to business operations due to the COVID-19 Pandemic. This grant will reimburse qualifying related expenses that were made between March 1, 2020 and December 30, 2020. Examples of extraordinary expenses include:

- Hydrostatic wands
- Ventilation improvements (MERV-13 or higher filtration)
- Plexiglass or acrylic dividers
- Purchase or rental of tents for outdoor dining or retail services
- Outdoor heating equipment
- Personal Protective Equipment for employees or customers
- Purchase or rental of sanitization stations
- Specialized sanitizing/cleaning services
- Software or subscription fees to for online or via touchless systems
- Touchless fixtures (ex. sinks, toilets, foot door pulls)
- Cost of installation for the above-mentioned items
- Rent, mortgage or utilities paid during closure due to mandate

This grant program can reimburse for expenses as mentioned above with a valid proof of purchase.

Documentation is required for reimbursement. This grant program can also reimburse for future purchases of items if purchased before December 30, 2020.

What is the maximum grant amount?

Businesses that meet the criteria and eligibility may receive up to a \$3,000 grant.

Minimum Requirements

- Business must be located within the City of Metropolis
- 2019 Net Annual Revenue must not exceed \$800,000
- Business must operate in a physical location outside of a residence.
- Business cannot have received funding through the State of Illinois' Business Interruption (BIG) Grant program.
- Business must currently be open, or plan on reopening by December 31, 2020.

How do I apply?

- Fill out the application form and submit it to the City of Metropolis no later than December 30th, 2020. **All grant applications are subject to the availability of funding.**
- Priority will be given to those industries that have been most affected by state and local closure mandates.
 1. Hospitality Businesses (ex. hotel, food and beverage, indoor event centers, entertainment venues)
 2. Retail and Service Businesses (ex. clothing, grocery, salons, gyms)
 3. Office and Industrial (ex. Law office, insurance office, warehouse, distribution center)

- Additionally, any businesses who were temporarily closed during the pandemic will receive extra consideration based upon how long they were closed.
 1. Any business that was closed and generated \$0 revenue for 60 or more days
 2. Any business that was closed and generated \$0 revenue for 30 – 60 days
- All valid proof of purchase documentation must be submitted for reimbursement by January 22, 2021 to qualify.

Awarding of the Grant

- The City must receive a current W-9 from the business to award a grant.
- The City must receive proof of payments and receipts for eligible expenses equal to the size of the grant awarded from either the business or property owner.
- Active businesses must have no outstanding fines or fees owed to the City of Metropolis.
- The City will issue the grant directly to the business or commercial property owner.

Timeline of Important Dates

December 11, 2020	Submit Application to DCEO
December 21, 2020	Announce and promote program if awarded
December 21, 2020	Begin accepting and scoring applications from businesses
December 30, 2021	Last day for applications to be submitted
January 4, 2021	Begin payment requests for grant awards
December 30, 2020	Deadline for businesses to incur eligible expenses
January 22, 2021	Deadline for businesses to submit final supporting documentation
January 29, 2021	Deadline to request reimbursement checks to approved grant recipients

Completed applications may be submitted along with receipts and proof of purchases for eligible expenses by email at grants@metropolisil.gov or by appointment by calling City Hall at (618) 524-4016 or (618) 524-3411.