

# Town of Brownsburg Emergency Relief Grant Program

**Goal:** The purpose of this economic development program is to provide financial relief to help small, for-profit businesses directly affected by COVID-19.

The Town of Brownsburg Emergency Relief Grant Program is a program intended to help companies alter their place of business for the safety of employees and customers during this time of economic hardship.

## Eligibility:

- Business must be physically located within the Town of Brownsburg.
- Business must prove that it has been significantly impacted by the Emergency Ordinances  
*-no stock market or commodity losses are eligible.*
- Business must have 20 FTE or fewer employees, as of March 16, 2020.
- Business must have been operating since September 16, 2019.
- Business must have no current property tax liens or legal judgments.
- Applications must be submitted with the approval of the business owner.

## Grant Program Guidelines:

- Maximum grant amount up to: \$1,000.
- The grant can be used for alteration of premises such as "sneeze guards" and other OSHA approved business-related expenses that help protect the employees and customers from exposure to COVID-19. [See Guidance on Preparing Workplaces for COVID-19, U.S. Department of Labor Occupational Safety and Health Administration OSHA 3990-03 2020 which is included in this packet.](#)
- Business-related expenses incurred after March 16, 2020 are eligible for reimbursement.
- Applications will be accepted beginning Monday, May, 4<sup>th</sup>, 2020 and may be submitted via email or postal mail. Applications will be reviewed on a first come, first served basis.
- In addition to the application, business owners must submit the following documents:
  - W-9
  - Profit/Loss Statement
- Applications will be accepted through December 31, 2020 or until allotted funds are expended.

## Grant Review and Approval Procedure

- The applicant will first submit an application to the Town for initial review by the Town to determine if it satisfies the objectives and criteria of the Program. The Town reserves the right to reject any applications for any reason.
- If the Program objectives and criteria are satisfied, and available funds exist for the grant, then the Town will notify the applicant as to their findings by mail or electronic mail (email).
- If your grant is approved, additional documents may be required before the transfer of funds. Additionally, you may need to complete a report to document how the funds were used, consistent with Program.

Repayment:

If a business ceases operation or relocates its principal operations outside of the boundaries listed above for eligibility within one year after the execution of the application, repayment will be required.

Other Terms:

- Online applications are available on the homepage at [www.brownsburg.org](http://www.brownsburg.org)
- Approved applicants are required to enter into an agreement with the Town of Brownsburg to participate in the Brownsburg Emergency Relief Grant Program

Funding for the Brownsburg Emergency Relief Grant Program is *limited*. Business owners who are interested in this program are encouraged to submit an application. Applications will be reviewed on a first come, first served basis.