CARES Pandemic Relief (CPR) Grant Program
Disbursement Guidelines for Small Businesses & Nonprofits

Governmental entities within Kanabec County have received CARES Act funding from the federal government through allocations made by Governor Walz. A portion of the funds may be utilized to support small businesses and nonprofits that have experienced challenges due to COVID-19 and the Governor’s orders to reduce or close businesses.

The Kanabec County Board of Commissioners named the Kanabec County EDA as the application and disbursement entity for small businesses and nonprofits located in Kanabec County. The EDA has created application forms and a process for reviewing and disbursing the funds.

Prior to receiving grant funds, approved applicants will be required to submit the Kanabec County EDA with a formal letter itemizing how the funds will be spent. The letter will serve as the invoice for payment authorization by the Kanabec County Board of Commissioners. Within sixty days of receiving the grant funds, recipients will be required to submit the itemized list of how the funds were spent, including hard-copy receipts.

Guidelines for Small Businesses

- Eligible applicants may request up to $10,000 in CPR Grant assistance based upon need.

- Actual grant awards will be based on number of employees, gross revenue loss and available funding. See cumulative criteria in the application form for small businesses. Funding will be available on a first-come, first-served basis. The grant funds do not need to be paid back.

- Per Federal guidelines, grant funds are allowed to be spent on the following:
  1) Necessary expenses due to and as a result of COVID-19
  2) Expenses incurred between March 1, 2020 - December 1, 2020

- Completed applications must be received by the Kanabec County EDA by 4:30pm on Friday, October 30, 2020 to be considered.

- Applications will be considered and acted on by a subcommittee of the Kanabec County Economic Development Authority (EDA), which will consist of EDA members: Ivan Black, Wayne Davis and Lisa Holcomb.

- The status of the data supplied for CARES Act funding will be governed by MN Statute 13.591.
Eligible Business Applicants

- For-profit businesses, including home-based businesses such as licensed child care businesses, are eligible if they are able to demonstrate business losses. Businesses must show a gross revenue loss of at least 25% between March 1, 2020 and May 30, 2020 compared to the previous year.

- Small businesses with up to 50 employees (Full Time Equivalents, FTEs) are eligible. Employees for this grant program may be either W-2 employees or independent contractors.

- All eligible applicants must have a physical, commercial location, whether owned or leased, that is located in Kanabec County.

- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.

Ineligible Business Applicants

- Businesses that have permanently closed

- Businesses that discriminate based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability or age

- The following types of businesses are ineligible:

  1) Lending institutions
  2) Law firms
  3) Accounting firms
  4) Utility companies
  5) Chain convenience stores
  6) Residential rental properties
  7) Production agriculture
  8) Insurance agencies
  9) Financial advisors
Guidelines for Nonprofit Organizations

- Eligible applicants may request up to $10,000 in CPR Grant assistance based upon need.

- Actual grant awards will be based on number of employees, loss of gross revenue & number of Kanabec County residents served, and available funding. See cumulative criteria in the application form for nonprofits. Funding will be available on a first-come, first-served basis. The grant funds do not need to be paid back.

- Per Federal guidelines, grant funds are allowed to be spent on the following:
  1) Necessary expenses due to and as a result of COVID-19
  2) Expenses incurred between March 1, 2020 - December 1, 2020

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Eligible Nonprofit Applicants

- Nonprofit organizations, including churches, that can demonstrate a loss of income or increase in demand for services due to COVID-19, or can make an impact for individuals or the community in response to COVID-19

- Nonprofits with up to 100 employees (Full Time Equivalents, FTEs)

- All eligible applicants must have a physical location in Kanabec County and serve the residents of Kanabec County. Nonprofits may have a larger service area, but the resources awarded in this program are intended for services in Kanabec County.

- All eligible applicants must be registered with the Minnesota Secretary of State and have been operating since March 1, 2019.

Ineligible Nonprofit Applicants

- Lobbying groups and political organizations

- Organizations that discriminate based on race, color, national origin, religion, sex, gender identity, sexual orientation, disability or age