



Northampton Micro Business COVID-19 Relief Funding Program

While each of us has been affected by COVID-19, small and independently owned businesses have certainly experienced significant challenges.

Recognizing that small businesses are the backbone of our community, the Northampton County Board of Commissioners has launched the Northampton Micro Business COVID-19 Relief Funding Program. This is a small business relief program that aims to provide grants to small business owners struggling financially due to COVID-19. The goal is to help them in the short-term, so that they can get back on their feet and remain viable for the long term.

Specifically, the purpose of the Northampton Micro Business COVID-19 Relief Funding Program is to assist Northampton County-based small businesses that are experiencing financial difficulties such as mandated shutdowns, employee layoffs, and operating losses as a result of ongoing efforts of the Federal, State and local authorities to contain and minimize the spread of the COVID-19 pandemic.

The application will be available at noon on Monday, March 29th, 2021 and will remain open through 11:59 p.m. on Friday, May 21st, 2021. Applicants will be asked to submit supplemental materials with the application to Northampton County Local Government PO Box 685 Jackson, NC 27845. These materials (constituting a completed application packet) must be received by 11:59 p.m. on Friday, May 21st, 2021 for the application to be considered for possible funding.

The application and program guidelines will be available on Northampton County's website, Facebook page and at Northampton County's Administration Office.

Businesses that have already received COVID-19 related financial assistance from either the State, Federal or local governments are eligible to apply for the Northampton Micro Business COVID-19 Relief Funding Program.

For additional questions regarding the program and/or process, please see the Northampton Micro Business COVID-19 Relief Funding Program Frequently Asked Questions (FAQ).

General Terms & Conditions

- Open to Northampton County, North Carolina based for-profit small businesses
- Minimum of one year in operation
- Ineligible businesses include, but not limited to, companies involved in real estate investment, multi-level marketing or adult entertainment. Companies with outstanding local tax liabilities or tax liens as of January 6th, 2021, or currently in bankruptcy (Corporate or Personal) are not eligible. Companies that have a past due utility balance as of January 6th, 2021 with Northampton County are also ineligible.
- Evidence indicating profitability prior to coronavirus pandemic
- **The minimum grant award is a one-time check of \$250 per small business with no repayment required. Funds are limited, so payments will be awarded on a first come, first serve basis and upon completion of application (along with supplemental materials). Northampton County has a set pool of financial assistance for this program and checks will be distributed equally based on demand. Checks will be distributed June 2021.**

Qualification Requirements

- Business is located in Northampton County, North Carolina
- Business with 10 employees or less
- Business is locally and independently owned
- Must possess a valid EIN #
- Business has experienced a decline in revenues due to COVID-19 between January 1, 2020 and March 1, 2021.
- Business annual revenue of less than \$70, 000 as of latest completed Business Tax Returns
- Business has not filed for bankruptcy.
- Business does not have any open tax liens.
- Business does not have current open judgments.
- Businesses that have been operating for one year or less and have filed a 2019 tax return AND also meet all other eligibility criteria are eligible to apply.
- Businesses who have been operating for one year or less AND have not filed a 2019 tax return are ineligible to apply.

Required Documentation

- Statement describing how COVID-19 has adversely impacted your business
- Statement of how the grant will be used within organization
- Copy of lease or mortgage agreement for your small business
- Receipt/proof of paid City/County taxes or screenshot
- Business must provide a valid/unexpired driver's license or government-issued photo ID
- Certificate of "good standing" or screenshot from the Secretary of State North Carolina
- Most recently completed & filed business tax returns (2019 tax returns are mandatory, 2018 are optional)

- Your full social security number (SSN) and EIN/ITIN, which will be used to access your credit report and verify your business
- Your banking information including your routing and checking account number

Eligible Uses of Funds

Each of the eligible uses of funds below will be evaluated in the context of being necessary for businesses to provide services in a different manner due to “social distancing” requirements or mandated closures caused by the COVID-19 pandemic.

- Fund working capital or operational funds to retain employees during the COVID-19 pandemic
- Sustain business services or products
- Retain or expand workforce development and job creation
- Funds must be used by December 30th, 2021

If you have questions or want additional information, please reach out to:

Carl Schumpert

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(864) 245 - 2949

Frequently Asked Questions (FAQ)

Which businesses are eligible/ineligible to apply for funding through this program?

- Small business applicants must be located within Northampton County and in locations zoned appropriately for the intended business activity.
- Business applicants must be for-profit business entities.
- Business with 10 employees or less
- Business applicants must have no outstanding tax liens or legal judgments as of January 6th, 2021.
- Ineligible businesses include, but not limited to, companies involved in real estate investment, multi-level marketing or adult entertainment. Companies with outstanding local tax liabilities or tax liens as of January 6th, 2021 or currently in bankruptcy (Corporate or Personal) are not eligible. Companies that have a past due utility balance as of January 6th, 2021 with Northampton County are also ineligible.
- Businesses that have already received COVID-19 related financial assistance from either the State, Federal or local governments are eligible to apply for the Northampton Small Business COVID-19 Relief Funding Program.

Who will review grant applications and determine the awards?

- Northampton County staff will service the grants, to include marketing the program, receiving all applications for review, disbursing funds to award recipients, providing administrative reports, and processing all associated documentation.
- The Northampton Micro Business COVID-19 Relief Funding Program is funded by the Northampton County Board of Commissioners, which retains the right to amend the grant procedures as necessary to assist the broadest cross-section of Northampton County's small businesses.

What will the application and funding process look like?

- Interested businesses should complete and submit the application by 11:59 p.m. on Friday, May 21st, 2021 to start the process and meet the submission deadline. Once the application has been submitted, applicants will receive an email from Northampton County staff within two business days acknowledging receipt of your application. All required documents must be received by 11:59 p.m. on Friday, May 21st, 2021.
- Northampton County staff from County Administration and the Finance Office will pre-screen the applications to make sure they include all required documentation and meet the published qualifications.
- Applicants will then be contacted in writing to share the evaluation results and what the next steps in the process will include.
- Each business receiving a grant must provide an accounting of how all funds were used by the business within 180 days of the receipt of the grant.

What criteria will be used to evaluate a small business applicant's economic need to receive a grant?

- Duties of the Commissioners shall include generally monitor the Program administration. These responsibilities will include:
 - Determining innovative measures to deploy grant funds to sustain small business development and job creation, leading to recovery.
 - Applicants must submit certain financial and tax information of their small business to Northampton County's Finance & Administration Department including Federal Tax ID # and bank account information.

What are the eligible uses of the grant funds?

- Business expenses in the following categories as a result of a need to expanded a business model to accommodate social distancing:
 - Fund working capital or operational funds to retain employees during the COVID-19 pandemic
 - Sustain business services or products
 - Retain or expand workforce development and job creation
 - Funds must be used by December 30th, 2021

What are examples of unauthorized uses of grant funds?

- Businesses that are not based in Northampton County
- Refinancing existing bank debt or investor loans
- Purchase of equipment or improvement of real estate to be used for personal use
- Political activities or private membership clubs
- Owner salary and dividend payments beyond an agreed upon amount
- Speculative ventures such as drilling for gas, oil, and commodity futures
- Lending or speculative investment purchases
- Real property held for sale or investment
- Pyramid sales - distribution plan businesses
- Floor plan financing, which is defined as a revolving line of credit that allows the borrower to obtain financing for retail goods; these loans are secured on collateral including vehicles, recreational vehicles and manufactured homes
- Foreign controlled businesses
- Paying off existing debts, tax liens, judgments or collections

What is the amount of the grant program’s potential award value to a small business applicant?

- *The minimum grant award is a one-time check of \$250 per small business with no repayment required. Funds are limited, so payments will be awarded on a first come, first serve basis and upon completion of application (along with supplemental materials). Northampton County has a set pool of financial assistance for this program and checks will be distributed equally based on demand. Checks will be distributed June 2021.*
- All grants are subject to availability of Northampton County’s funds for this program and the level of eligible requests the program receives from small businesses.

What is the cost to a small business that receives a grant?

- The grant program has no application fee, no repayment provision and no other costs to the grant recipient.

What types of financial records and related documentation will be required as part of the grant application process?

The Commissioners shall review and consider the following in determining whether a grant should be made:

- Statement describing how COVID-19 has adversely impacted your business
- Statement of how the grant will be used within organization
- Copy of lease or mortgage agreement for your small business
- Receipt/proof of paid City/County taxes or screenshot
- Business must provide a valid/unexpired driver’s license or government-issued photo ID
- Certificate of “good standing” or screenshot from the Secretary of State North Carolina
- Most recently completed & filed business tax returns (2019 tax returns are mandatory, 2018 are optional)
- Your full social security number (SSN) and EIN/ITIN, which will be used to access your credit report and verify your business
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