Roscommon County Small Business & Tourism Grant
Program Overview & Application

The Roscommon County Economic Development Corporation is accepting grant applications for businesses and tourism related non-profits affected by the COVID 19 health emergency.

Eligibility Criteria

- Must be an existing or proposed small business; or a tourism related non-profit located in Roscommon County serving Roscommon County.
- Must have fewer than 500 employees.
- Applicant must have had a negative economic impact as a result of the Covid 19 health emergency and be able to describe the impact.

Ineligible Expenses

- Salary/wages
- Purchase of inventory
- Replacement of lost revenue
- Mortgage, rent or utilities
- Taxes
- Repayment of loans
- Reimbursement for completed portions of an ongoing project

Grant Details

- Minimum grant request is $1,000. Maximum grant request is $25,000.
- A 10% cash or in-kind match is required.
- One grant request per business or organization.
- A grant agreement outlining requirements for the program will be required prior to funding being awarded.
- Reports on the progress of the project will be required each quarter. Reporting forms will be supplied.
- Award recipients will need to complete current W-9 Internal Revenue Service Form
- The project must be completed within two (2) years upon receipt of funds.
- Approved grant requests will be awarded based on funding availability and project timeline.

Application Period
- **The application will be available on April 18, 2022**
- **The application will close at 11:59 p.m. on May 31, 2022**
- **This is not a first-come, first-served program**

Accessing the grant application
- **The grant application will only be available online by visiting the Roscommon County EDC website: www.roscocountyedc.org**

Required Documents
- **EIN/DBA # or Sales Tax License**
- **Most recent IRS 990 form, audit, or business plan**
- **Completed application**
- **Completed budget form**

Completing & submitting the application
- **Applications will only be accepted via email.**
- **Email completed application to: bbachelder@michworks4u.org**
- **Ensure that you have attached the application, required documentation and budget when submitting.**
- **Incomplete applications will not be considered.**
- **Grant applications are due by 11:59 pm May 31, 2022. Late applications will not be considered.**

Questions can be directed to:
Brenda Bachelder, Director of Business & Economic Development
989-366-8660 or via email: bbachelder@michworks4u.org

Roscommon County
Small Business & Tourism Grant Application

Organization Information

Organization Name: _____

DBA: _____

Address: _____ City: _____

Phone: _____ Email: _____

EIN #: _____ # of Years in Operation: _____

Start Up Organization   Existing Organization

Contact Information

Contact Name: _____ Title: _____

Contact Mailing Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Owner's Information (if different from above)

Owner's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Email: _____

Is your organization located in Roscommon County and does it provide services within Roscommon County? Yes   No   If no, explain:

_____

Describe your organization:

_____

How has your organization been impacted by COVID 19?

Project Name: _____

Grant Amount Requested: $_____

Applicant Contribution (include both cash & in-kind): $_____

Project Start Date ____/____/____ **Project End Date** ____/____/____

Summary of Project Proposal:

What impact will your project have on the economy of Roscommon County?

[ ]

Has your organization received COVID relief funds since March 16, 2020?
Yes   No   If yes, list the source(s) of funding and the amounts:

[ ]

Has your organization filed bankruptcy in the past?
Yes   No   If yes, explain how long ago and the circumstances:

[ ]

Is your organization in good standing with all local, state, and federal taxes?
Yes   No   If no, explain:

[ ]

Is your organization a start up? If yes, do you have a business plan?
Yes   No   If no, explain:

[ ]

Is your organization a home-based entity? Yes   No
Does your organization operate seasonally? Yes   No   If yes, what months are you typically open? _____

Is your non-seasonal organization currently closed? Yes   No
If yes, please explain your reopening plan and projected opening date:

[ ]

Is your organization operating at full capacity? Yes   No
If no, explain:

[ ]

Does your organization have employees on payroll? Yes   No
**If yes, how many? _____ If no, please explain:**

[ ]

Is this a stand-alone project? Yes   No   If no, please list the names and locations of the other organizations and how the collaboration may affect the project.

[ ]

If you do not receive the entire amount requested, how will that affect your project?

[ ]

Budget Narrative
Please complete the narrative and the attached budget form. Be sure to include a detailed account of all project expenses and total amount of funding requested.

- **Total of funding requested**
- **Construction: Describe the cost of construction that will be required for your project. Do you have a design or drawings for your project?**
- **Materials: Describe the cost of materials that will be required for your project.**
- **Labor: Describe the cost of labor that will be required to construct your project. If you are using volunteers (In-kind) labor, describe the monetary value of the in-kind labor.**
- **Contracted Services: What contracted services will you be using such as the design of the project, architectural services, engineering services etc. If you are using in-kind services for these services, describe the monetary value of these services.**
- **Equipment/Installation of Equipment: Describe the cost and type of equipment you need for the project. Will you contract out the installation of the equipment? If so, what is the cost of installation? Will you be installing it yourself? If so, what is the monetary value of that installation?**
- **Licensing/permits: Describe any licenses or permits that will be required for your project. What is the cost for licensing and permitting?**
- **Infrastructure: Will you require any new or renovated infrastructure, such as water, sewer, electric, broadband, etc. for your project? What is the cost of that infrastructure?**
- **Fees: Are there any additional fees required for this project. Please explain.**
- **Contingency: Are you planning to add contingency costs to your project? Contingency costs are additional funds that are available to cover over-run costs of construction, labor, equipment costs etc. Please explain.**
- **Other: Describe other aspects of your project that would not be covered by the above categories. Please review allowable costs in the introduction to ensure that your project qualifies.**
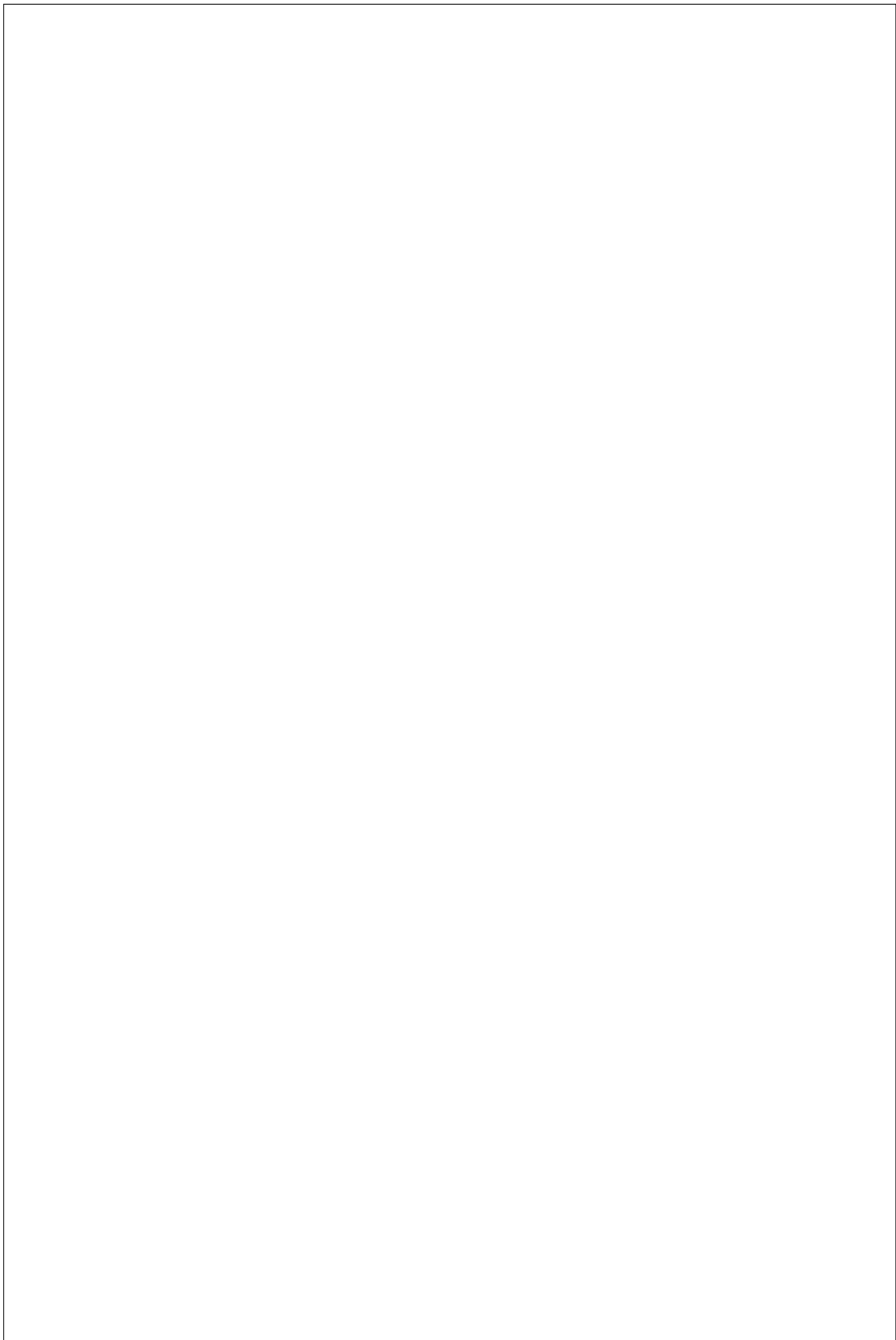
Permissions & Certification

The information in this application is provided for the purpose of applying for the Roscommon County Small Business & Tourism Grant. I certify that all information is true and accurate to the best of the applicant's knowledge and has been given voluntarily. I understand that this information may be disclosed to any party with legal and proper interest. I release the organization from any liability whatsoever for supplying such information as able under law.

I certify that I am authorized to submit this application on behalf of the organization and that no false or misleading statements have been made in order to secure approval of this application. The Roscommon County Economic Development Corporation is authorized to make inquiries deemed necessary in to verify the accuracy of the information contained herein.

Applicant Signature: _____ Date: _____

Applicant Name: _____