

COVID-19 SMALL BUSINESS GRANTS



COMMUNITY
FOUNDATION
of ABILENE

Grant Program Overview

- HUD grant to City of Abilene through the CARES Act
- Community Foundation of Abilene (CFA) administering funds
- Not a loan - Grant is not required to be paid back
- Over \$500,000 available to support small businesses negatively affected by COVID-19
- \$2,500-\$50,000 grants available per qualified business
- Job Retention for Low- to Moderate-Income (LMI) business owners and employees

Home » Community Impact » COVID-19 Small Business Grants

COVID-19 Small Business Grants



IN THIS SECTION:

[Impact Stories](#)

[Abilene Gives](#)

[Winters Gives](#)

[Coleman County Foundation](#)

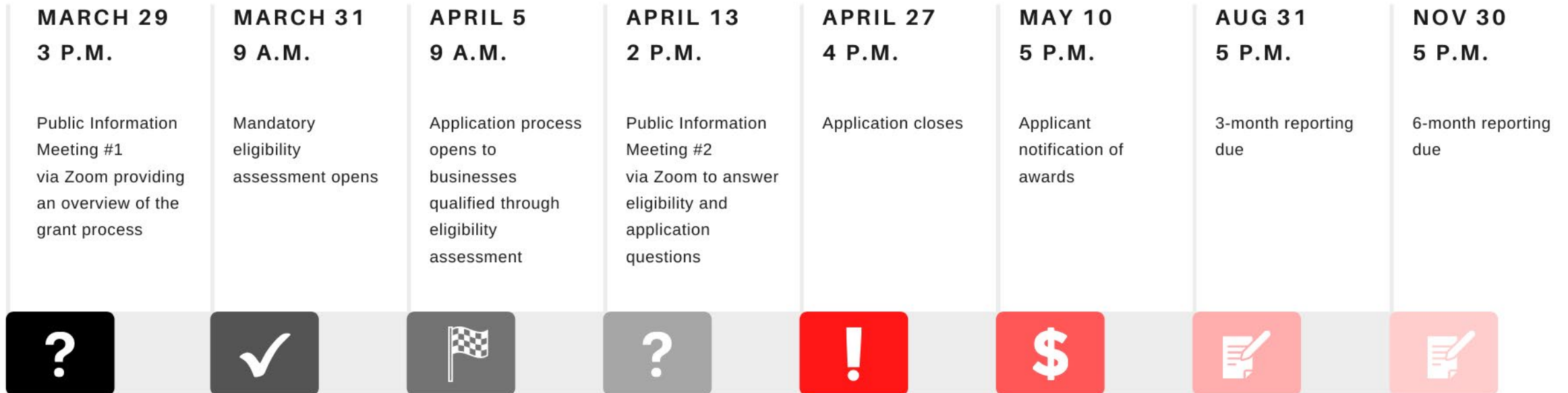
[COVID-19 Small Business Grants](#)

The Small Business COVID-19 Relief Grant Program administered by the Community Foundation of Abilene will provide pandemic-relief grant funding to small businesses impacted by COVID-19 that operate in Abilene, Texas. These funds do not need to be paid back.

The program is funded through a grant to the City of Abilene from the U.S. Department of Housing and Urban Development, Coronavirus Aid, Relief Economic Security Act (CARES Act). In response to the economic hardships experienced by small businesses resulting from the COVID-19 pandemic, the Community Foundation of Abilene will administer funds to retain jobs and stabilize local businesses. Grant funds may be used for overhead expenses, rent, utilities, and necessary equipment to continue business operations, among others.

The program is subject to the availability of funds, compliance with program guidelines and submission of the required application and supporting documentation. [You can review the program guidelines here.](#)

TIMELINE OF COVID-19 SMALL BUSINESS GRANT PROCESS



*ALL UPDATES AND RESOURCES CAN BE FOUND AT: [CFABILENE.ORG/SMALL-BUSINESS](https://cfabilene.org/small-business)

Eligibility Assessment

Available on our website March 31st - April 22nd

When you complete the mandatory assessment, you'll need to allow up to 3 business days for an emailed response from CFA staff.

Response will indicate:

- Your business is not eligible based on your answers, or
- Your business could be eligible- email will contain the application link with detailed instructions

Qualifying to apply through the eligibility assessment **does not guarantee you are eligible.**

Please fully review the **Program Guidelines** to determine your eligibility.

Eligibility Assessment is open March 31st- April 22nd

Application is open April 5th – April 27th

Eligible Businesses

- In operation as of March 16, 2019- 1 year prior to COVID-19 Emergency Declaration
- 50 or fewer employees as of March 16, 2020
- Annual gross revenue under \$750,000
- Proof of gross income loss in 2020, compared to 2019
- Located within Abilene City Limits
- Current with business registration, licensing, fees and taxes

Eligible Businesses (continued)

- 5 or fewer employees, including owner = Microenterprise
- Microenterprise Owner must be Low- to Moderate-Income (LMI)
- 6 or more employees, owner does not have to be LMI:
 - Must use funds to retain at least one Full Time Equivalent (FTE) job that is LMI for at least 3 months from grant date.
 - 2 Part-time positions totaling 40 hours per week qualify as FTE job (both part-time employees must be LMI)

HUD Income Limits for Low-Moderate Income (LMI)

These limits are effective as of July 1, 2020. These maximum income numbers must be demonstrated for the retention of jobs held by low- and moderate-income persons.

| Household Size | Maximum Income |
|----------------|----------------|
| 1 | \$36,300 |
| 2 | \$41,500 |
| 3 | \$46,700 |
| 4 | \$51,850 |
| 5 | \$56,000 |
| 6 | \$60,150 |
| 7 | \$64,300 |
| 8 | \$68,450 |

Ineligible Businesses

- Non-Profit organizations
- Home-based businesses
- Payday or Title Loan businesses
- Financial or Lending institutions
- Franchises or Chains not locally owned
- Sexually oriented businesses
- Liquor or Tobacco shops
- Firearms or Weapons dealers
- Gambling establishments
- Pawn shops
- Any business operating without appropriate zoning or permits

Eligible Expenses

Fixed Assets:

- Equipment / Machinery (must be directly related to COVID-19)
- Personal Protective Equipment (PPE)
- Technology (ex. Online order and payment systems)
- Contactless payment devices
- Business software (QuickBooks, etc.)

Marketing:

- Website design
- Website improvements and redesign
- Cost of digital marketing

Eligible Expenses (continued)

Services:

- Working Capital
- Payroll Expenses, Contract Labor
- Health care benefits
- Supplier payments
- Rent, lease, or mortgage payments for real property used for business purposes
(ex. A storefront or warehouse. Does not include personal residence.)
- Rent, lease, or purchase payment for business property
(ex. Delivery vehicle, food truck, kitchen equipment, technology payment, and communications systems/equipment)

*Funds used for rental/mortgage assistance are subject to a Visual Lead Inspection of the property

Ineligible Expenses

Funds under this program may not be used to:

- Reimburse expenses incurred prior to March 16, 2020
- Pay off non-business debt, such as personal credit cards for purchases not associated with the business or pay other expenses not associated with the business
- Pay off taxes and fines
- Personal property or home office expenses
- Construction/physical alteration of building
- Purchase equipment, including IT systems
- Finance prohibited or political activities as defined at 24 CFR 570.207(a)(3)

Duplication of Benefits

Businesses may not receive grant funds if they have already received federally-subsidized disaster assistance funding for the same purpose.

Federally-subsidized disaster assistance includes, but is not limited to:

- Economic Injury Disaster (EID) Loans
- Paycheck Protection Program (PPP) loans
- Federal Emergency Management Agency (FEMA)

Grant applicants must disclose any funds applied for and/or received from these sources or other federal assistance programs within the online application.

***If a duplication of benefits is determined to have occurred after grant funds have been disbursed, the amount of funds determined to be duplicative must be repaid by September 30, 2021.**

Required Documents

Business owners must provide the following:

- Completed Application (online)
- Identification – Valid Government issued ID (Driver's License or Passport)
- Data Universal Number System (DUNS) Business Identifier Number

Obtaining a DUNS Number is free

IRS provides guidance and instructions to apply by phone, or apply online

Supporting Documentation

Applicant will be required to substantiate information provided in the application. Documents could include:

- Financial Statements or Business operating bank statements from 2020
- Income – 2019 Business tax return, and 2020 Business tax return (if available)
- Business Owner(s) – Proof of business ownership
- Payroll – Monthly/Weekly payroll documentation
- COVID 19 Impacts – Documents verifying how COVID-19 negatively impacted the business
(ex. Profit and Loss statement for the year ended 2020, notice(s) received to close)

Application Processing

- Community Foundation Staff Review
- Grant Committee Review
- Award Amounts Based on Objective Criteria:
 - Size of Business (Number of Employees)
 - Annual Revenue
 - Percentage of Revenue decline in 2020
 - Number of Low- to Moderate-Income Employees

Based on these criteria, eligible applicants could qualify for only a portion of requested grant amount. These applicants will be contacted by CFA during application processing.

Grant Award & Reporting

- Applicants Notified of Award Status **May 10, 2021**
 - Grantees will be required to sign an agreement with CFA to receive their grant check.
 - Grantees will have follow up reports assigned online:
 - 3-month Reporting due August 31st
 - 6-month Reporting November 30th
- *Receipts for eligible expenses must be submitted with follow-up reports to remain in compliance**

Review & Support

<https://cfabilene.org/small-business>

- See **Program Guidelines** linked on web page
- Submit mandatory **Eligibility Assessment** form
 - Available March 31st
 - Response may take up to 3 business days
 - If you appear **eligible**, you'll receive a **link to the application** with instructions
 - If not eligible, you will receive email notification indicating so

CFA Staff Contact: Kassidy Nygaard 325-676-3883 or knygaard@cfabilene.org

Additional Support

All area small businesses are encouraged to register with **Abilene's Small Business Development Center (SBDC)** for free consultation and support.

Applicants for COVID-19 Small Business Grants can also reach out to them for assistance producing the required **supporting documentation** for the application.

Call **325-670-0300** to register, and check out <https://www.abilenesbdc.org>.



Q & A



COVID-19 SMALL BUSINESS GRANTS

<https://cfabilene.org/small-business>

CFA Staff Contact: Kassidy Nygaard 325-676-3883 or knygaard@cfabilene.org