



## GRANT APPLICATION FOR THE STARKE COUNTY GOVERNMENT OCRA COVID-19 RESPONSE PROGRAM

Applications are due by 6/30/2021. Grant amount will be awarded based on demonstrated need.

### Eligibility:

Businesses eligible for the Starke County Government OCRA COVID-19 Response Program must meet the following requirements:

- Must be in good standing with regard to state and local taxes, licenses and code compliance.
- Must be in good standing with the Indiana Secretary of State.
- Must have been established and operational in Starke County since January 1, 2020. Businesses that have expanded to a storefront from another business are eligible (e.g., an established caterer who opened a restaurant or an online retailer who opened a boutique).
- Eligible uses of funds: payroll (exclusive of owner compensation), utilities, rent, mortgage payments, insurance, or similar expenses, and products directly used in production of a product for sale.
- Have 25 or fewer full and part time employees.
- Must not be a governmental unit or non-profit organization.
- Owners of multiple within Starke County are eligible for *each* business that meets these criteria.
- Preference, but not final determination, will be given to businesses that have:
  - demonstrated a commitment to the community;
  - plans to hire, train or assist individuals who lost jobs or experienced economic hardship during the COVID-19 crisis;
  - length of time within Starke County;
  - unmet needs that have not been or are not anticipated to be addressed through the Small Business Administration (SBA) Disaster Loan Program or through other government assistance programs;
  - made all reasonable efforts to keep employees employed during the recovery process.

This program has limited funding, therefore not all grant requests may be approved. Applications will be reviewed and kept confidential by the selection committee.

Your completed grant application and supporting documents may be emailed to ([roesterreich@co.starke.in.us](mailto:roesterreich@co.starke.in.us)), faxed to (574-772-9119), or dropped off at the Starke County Annex Building, Auditor's Office, 53 E Mound St Knox, IN. Applications and supporting documents may also be completed online at [www.co.starke.in.us](http://www.co.starke.in.us).

### Review Process:

- Applications and supporting documents are due by 6/30/2021.
- Applications will then be reviewed by a selection committee and you will be notified if you have been approved or not approved for the grant.



**STARKE COUNTY,**  
**INDIANA**

**GRANT APPLICATION FOR THE STARKE COUNTY GOVERNMENT  
OCRA COVID-19 RESPONSE PROGRAM**

**Section 1: Business Description**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Owner: \_\_\_\_\_

Business Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

EIN Number: \_\_\_\_\_

Type of Business/Target Market: \_\_\_\_\_

Number of Full-Time Employees as of March 1, 2020: \_\_\_\_\_

Number of Part-Time Employees as of March 1, 2020: \_\_\_\_\_

Number of Full-Time Employees as of application submission date: \_\_\_\_\_

Number of Part-Time Employees as of application submission date: \_\_\_\_\_

1. Are you the sole proprietor of this business? \_\_\_\_\_
2. If so, do you have paid employees and are they provided W-2's? \_\_\_\_\_

\_\_\_\_\_

3. Explain how your business has been affected by the impact of COVID-19 and how your existing needs are consistent with the purpose of the grant program.

\_\_\_\_\_

\_\_\_\_\_

4. Has this pandemic forced you to shut down completely or for any length of time? \_\_\_\_\_
5. What percentage of your business has been affected by COVID-19? \_\_\_\_\_
6. One of the reporting requirements for this grant is job retainage. If you are awarded funds from this grant, would it help you retain and/or allow you to call back desirable employees into the workforce?  
\_\_\_\_\_
7. If no funds are awarded from Starke County Government, please explain why jobs would need to be eliminated if not for this grant. Please attach a separate letter to this application.
8. Have you received any SBA disaster assistance loans, SBA emergency grants, other governmental assistance (i.e., Paycheck Protection Plan) or traditional loans from a bank?  
\_\_\_\_\_  
\_\_\_\_\_
9. Do you currently have or are you in the process of creating a sustainability and resilience plan? \_\_\_\_\_  
Please provide that plan if one is in existence.
10. If no funds are awarded from Starke County, what is the likelihood you will be able to pay August and September rent or mortgage payments?  
\_\_\_\_\_
11. What portion of your revenue comes from your brick and mortar establishment vs. external sources? \_\_\_\_\_  
\_\_\_\_\_
12. In what ways has your business reconfigured its business model during the public health emergency? \_\_\_\_\_  
\_\_\_\_\_
13. Do you have any outstanding tax (property, state, or local) or fee obligations? \_\_\_\_\_
14. Do you have any outstanding liens or legal judgments? \_\_\_\_\_
15. Do you have any unresolved code compliance orders? \_\_\_\_\_
16. Do you have any unresolved financial matters with Starke County? \_\_\_\_\_
17. Please share other information that you would like selection committee to know about your business:  
\_\_\_\_\_  
\_\_\_\_\_

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## Section 2: Grant Request Information

1. How do you plan to use the grant funding? \_\_\_\_\_

\_\_\_\_\_

2. How will these funds help your business move towards stability or sustainability? \_\_\_\_\_

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## Section 3: Certification Statement

I certify that the information above is correct to the best of my knowledge. I authorize the Starke County Government OCRA COVID-19 Response Program selection committee to make inquiries as necessary to verify the accuracy of the statements made by me in the application. I agree to indemnify and hold harmless Starke County, its officers, directors, employees, agents and volunteers from any and all claims, loss or other liability arising from or related to the services that committee provides before, during, and after the grant review process. I agree that I will use any funds received for purposes consistent with my application and with the grant program rules.

**Notice:** *The Starke County Government OCRA COVID-19 Response Program selection committee is dedicated to maintaining the confidentiality of all private client information including proprietary business data, business plans, and tax ID numbers.*

\_\_\_\_\_  
Owner or Authorized Representative Signature

\_\_\_\_\_  
Date

## Section 4: Documentation Check List

In addition to this application, please submit the following:

- Reported Revenues- 2018/2019/2020
- Reported Number of Employees- 2018/2019/2020
- W-9
- Sustainability and Resilience Plan
- Letter of explanation as to why jobs would need to be eliminated if not for this grant.

**If your grant is approved, additional documents may be required before transfer of funds. Additionally, you will need to complete a report later this year to document how the funds were used, consistent with grant program rules.**