



## MARTIN COUNTY BUSINESS RENEWAL PROGRAM

### FREQUENTLY ASKED QUESTIONS

#### **What is the purpose of the Martin County Business Renewal Program?**

The Coronavirus Disease 2019 (COVID-19) crisis forced the Martin County business community to confront immense challenges. The Martin County Business Renewal Program helps Martin County businesses that suffered financial hardship resulting from the Coronavirus pandemic. Small business owners in particular are facing extremely difficult circumstances. The Business Renewal Program focuses on small businesses with \$5 million or less in total gross sales or receipts.

#### **Which businesses qualify for this funding?**

Small businesses in Martin County that have suffered significant loss of revenue or jobs directly related to the COVID-19 pandemic, particularly businesses that have been directly affected by state and local business closure orders, are eligible. Businesses must have \$5 million or less in total gross sales or receipts.

#### **What are the eligibility requirements?**

A business- is eligible to apply for a one-time Business Renewal Grant if the business:

- Has been operating since October 1, 2019 and was still operating on August 1, 2020
- Is located in Martin County
- Is not a publicly traded company
- Is a for profit business. Nonprofit organizations are not eligible.
- Was subject to emergency orders at the state and local level requiring closing or limiting service.
- Has an active Martin County Business Tax Receipt or is exempt from filing a Business Tax Receipt with the Martin County Tax Collector
- Has filed IRS Income Tax returns for 2019 or 2018
- Has payroll forms submitted to the IRS for 2019 (if applicable)
- Does not exceed \$5 million in total gross receipts or sales
- Has not received COVID-19 relief funds in the form of a grant or forgivable loan exceeding \$20,000

#### **What is the Martin County Business Tax Receipt? How do I know if I am exempt?**

It is your license from the Martin County Tax Collector to operate a business in Martin County. You may know it as your "Business License." If you do not have a Business Tax Receipt you are not properly operating a business in Martin County, which makes you ineligible for the grant, unless you qualify for an exemption. Information on exemptions can be found on the Martin County Tax Collector's website.

#### **Will a business tax receipt from a municipality/town/city meet the Business Tax Receipt criteria?**

No. One of the required documents is an active Martin County Business Tax Receipt.

**What are eligible businesses?**

- Adult Day Care Centers
- Agriculture
- Child Care Centers
- Gyms & Fitness Studios
- Hair Salons, Nail Salons, Barber Shops
- Health Care Services & Medical Offices
- Restaurants, Caterers, Bakeries, Bars
- Retail – Physical brick and mortar store
- Professional services (based on NAICS codes) that were subject to emergency orders at the state or local level requiring closure or limitation of service.
- Any other business that was closed or limited by any emergency order at the state or local level.

**Who are eligible applicants?**

- Sole Proprietors or Self-employed Individuals
- Corporations, Professional Associations or Limited Liability Companies
- Partnerships

**Can my business apply if it meets some, but not all, of the eligibility requirements?**

No. The business must meet ALL of the eligibility requirements.

**If I receive Paycheck Protection Program (PPP) funds or other grants or forgivable loans resulting from COVID, will I be eligible for the Business Renewal Grant?**

You cannot apply if your business received more than \$20,000 of COVID-19 relief funds in the form of a grant or forgivable loan from a federal, state and/or local government program. If your business is eligible for a Business Renewal Grant, we will deduct any amount received from another government COVID-19 relief fund in the form of a grant or forgivable loan from your Business Renewal Grant award. ALL applicants are required to attest to their receipt or non-receipt of previous grant awards which is subject to verification. Failure to disclose pertinent information could result in revocation of any grant award or perjury charges being filed.

**I am an Independent Contractor (also known as a 1099 employee). Am I eligible to apply?**

Yes, if your business meets ALL other eligibility requirements.

**What if I own my own business, but have no employees. Can I apply?**

Yes, if your business meets ALL other eligibility requirements.

**I am a business that was not forced to close or limit operations. Am I still eligible for the Business Renewal Grant provided by Martin County?**

No. The grants will only be awarded to businesses forced to close or limit operations.

**How can my business grant funds be used?**

Grant funds can be used for employee wages/salaries; inventories; commercial lease, mortgage or rent payments; utilities; and other expenses incurred due to the new safety provisions related to COVID-19.

**Will I have to repay my Business Renewal Grant if my business receives one?**

No. These are not loans. There is no repayment required. Repayment would only be required if it is later determined to be fraudulent.

**What is the application deadline?**

We intend to keep the program open until November 30, 2020, but this date may change as it is subject to funding availability.

**I own more than one business in Martin County. Can I apply for more than one grant.**

Yes, you can qualify for a grant for each legal business. You must keep separate books, file taxes separately and have different taxpayer ID numbers for each business. Each business must meet the eligibility requirements.

**How does the application approval process work?**

Once the completed application is submitted, the application will be reviewed. The application reviewer may reach out to you to request additional information or documentation so please be sure to provide an accurate phone number and email.

**Will my business be required to report how I spend any awarded grant funds?**

The County reserves the right to request such information. Your business may also be required to provide access to such records as may be necessary to prevent fraud or ensure compliance with federal requirements. Finally, the Internal Revenue Service may consider grant funds as taxable income.

**How are the eligible and ineligible businesses determined for the Business Renewal Program?**

Eligible businesses are those that were closed or forced to limit their services based on an Order issued by Governor DeSantis or a State of Florida Agency or an Emergency Order issued by Martin County. Ineligible businesses are those who were not impacted by any of the Orders issued as a result of COVID-19.

**How are the Business Renewal Grant award amounts determined?**

Businesses must submit their most recently filed and signed tax return (not older than 2018). A business can receive reimbursement for their eligible expenses (not to exceed \$20,000) which were incurred from March 1, 2020 to August 1, 2020. Eligible expenses do not include items such as depreciation, amortization, etc. Additionally, any PPP or other COVID-related assistance in the form of a grant or forgivable loan is deducted from the calculated Business Renewal Program Grant award amount. If the amount of PPP or other COVID-related assistance received exceeds the calculated Business Renewal Program Grant award amount, the application will be denied.

**Must the business be located in Martin County in order to qualify for this grant?**

Yes, the primary address for the business must show the business is located in Martin County in order to be eligible. A company doing business in Martin County while the business' primary address is located outside of the County will be deemed ineligible.

**How long must I maintain documentation used to obtain the Business Renewal Grant?**

Businesses must maintain all documentation regarding the Business Renewal Grant for a period of five (5) years.

**Anything else to keep in mind?**

- Don't rush to submit. The fastest way to get declined is to submit an inaccurate or incomplete application
- Be sure to include ALL of the required documentation.
- Review your application before you submit it.
- You cannot edit a submitted application. All submissions are considered to be the final version. You may, however, be asked to submit additional information based upon the County's review.

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