

Town Of Litchfield  
2022 Economic Recovery Small Business and Non-Profit Relief Grants

\$150,000 of American Rescue Plan Funding has been approved to provide direct support to Litchfield small businesses and non-profits who suffered significant losses during the pandemic. Grants will be awarded based upon funds available and the number of applications received for an amount up to \$10,000.

Applications that meet minimum eligibility requirements will be graded according to a list of comparative criteria (outlined on page 2). Applications that receive the highest grades based on the eligibility criteria will receive priority.

**All applications must be received by the First Selectman's Office no later than March 25, 2022 by noon. Applications and supporting documentation should be sent to Finance Director, Amaechi Obe at 74 West St, Litchfield, CT 06759 or e-mailed to [ARPA@townoflitchfield.org](mailto:ARPA@townoflitchfield.org) (scanned as 1 PDF document)**

**Minimum Eligibility Requirements:**

Applicants who received grant funding must:

- Operate in the Town of Litchfield and have a Litchfield address
- Be in good standing with the Connecticut Secretary of the State in terms of business/non-profit filings
- Show evidence for decreased revenue (earned and donated) as a result of the pandemic
- Have been in existence or operation on March 15, 2020 (pre-pandemic)
- Show sound accounting practices as evidenced by submitted documentation
- Have no past-due tax liabilities, tax liens, or have not filed for bankruptcy
- Have no more than 50 employees.
- Have applied for a PPP loan or Employee Retention Credits if they were eligible

**Application checklist:**

- Complete application (below)
- 2019 and 2020 Tax Returns (pages 1 & 2)
- Completed IRS W-9 form (with EIN)
- 2019, 2020, and 2021 Revenues (Earned and Contributed) and Profit and Loss Balance Sheets
- List of Government Grants (including DECD) and PPP loans award amounts

**Application Review Process:**

The Town reserves the right to use its judgement to select grantees that best meet and advance the goals of this program. Grants will not be awarded on a first-come, first-serve basis. The Town reserves the right to revisit applications and request additional information. All grant awards are subject to conformity with federal requirements

**Funding Considerations:**

If there is substantial interest in this program, available resources may not be sufficient to meet the needs of all applicants. In such a case, the town will need to make difficult choices among many worthy and needy businesses and non-profits and has designed a selection process to prioritize entities that most align with the town's goals for the program. The town will also assess how to best use subsequent 2022 ARP funds if there is significant interest in this program.

The Town reserves the right to discontinue or modify requirements and funding for the program. Please note that filling out an application for the program does not imply that funding for the applicant is available or that the applicant is automatically approved.

The Town of Litchfield has the right to reject the Small Business Relief Program application or terminate any agreement if an applicant is found to be in violation of any conditions set forth in these guidelines or intentionally provided misleading or incorrect information. The Town reserves the right to adjust the conditions and parameters outlined in these guidelines.

Questions? Contact [ARPA@townoflitchfield.org](mailto:ARPA@townoflitchfield.org) for more information, details, or clarifications.

**Application Scoring Rubric/Prioritization Criteria**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>Total</b>
<b>Revenue Loss and Documentation</b>	Documentation shows small losses and moderate economic recovery	Documentation shows moderate losses and some economic recovery	Documentation shows significant losses and limited economic recovery	
<b>Plan for Use of Funds</b>	General plan for the use of money, but description lacks specificity or details about impact	Specific plan for use of money with discernable positive impact on business viability and future resiliency	Well thought-out summary of planned use of funds that demonstrates a clear impact on the long-term success and resiliency of the business.	
<b>Service to the local community</b>	General explanation of how the business or non-profit has served the community prior to and during the pandemic and is important to the local community.	Thorough explanation of how the business or non-profit has served the community prior to and during the pandemic and is important to the local community.	Compelling explanation of how the business or non-profit has served the community prior to and during the pandemic and is important to the local community.	

**Town Of Litchfield**  
**2021 Economic Recovery Small Business and Non-Profit Relief Grant Application**

Name of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Type of Entity (circle): Sole Proprietor, LLC, Corp, or Non-Profit

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

Phone of Contact Person: \_\_\_\_\_

Email for Contact Person : \_\_\_\_\_

Business Start/Opening Date: \_\_\_\_\_

List any dates of closure due to the pandemic: \_\_\_\_\_

# of employees pre-pandemic \_\_\_\_\_ Number of employees currently: \_\_\_\_\_

Did you apply for PPP, DECD Grants, or Employee Retention Credits? Yes No

If yes, list amounts you received: \_\_\_\_\_

If no, list why not: \_\_\_\_\_

**Amount of Grant Funds Requested (up to \$10,000) :** \_\_\_\_\_

	Earned	Contributed (exclude PPP and ERC)	Total Revenue
What were your revenues for 2019?*			
What were your revenues for 2020?*			
What were your revenues for 2021?*			

Please answer the following questions:

- 1) Please explain how the pandemic affected your business, how you used any prior government recovery funding or donated income, and how you plan to use the Small Business and Non-Profit Relief Grant money. Include what impact the (up to \$10,000) funding will have on the organization's long-term success.
  
- 2) Please explain how your business or non-profit has served the community prior to and during the pandemic and its importance to the local community?

Please attach as supporting documentation:

- 2019 and 2020 Tax Returns (pages 1 & 2)
- Completed IRS W-9 form (with EIN)
- 2019, 2020, and 2021 Revenue Balance Sheets (Earned and Contributed) and Profit and Loss Balance Sheets