



2024 West Florissant Business District Recovery Grant Guidelines and Application

Eligible Grant Uses

Grant funds must be expended in compliance with State and Federal law. Funds must address costs associated with adjustments in operations and/or services due to COVID impacts not otherwise addressed by current programs through the Federal or State governments. Funds can only be used for future expenses.

Eligible Expenses may include:

- Equipment and inventory purchases that respond to a shift in market conditions (e.g., purchase of equipment that will allow a restaurateur to offer outdoor dining);
- Employee retention efforts for front-facing employees (e.g., licensed practical nurses, register workers) *remote workers are not eligible*.
- Purchase of equipment or services to shorten or alleviate inventory or supply chain issues (e.g., shipping);
- Deep cleaning services, purchase of PPE, installation of protective barriers, etc.

Eligibility Criteria

Jennings businesses meeting **ALL** of the following criteria are encouraged to apply:

- Must be an existing for-profit business located in the City of Jennings on west florissant between acme and jennings station rd.
- Must have at least one (1) Full Time Employee (owner included) but less than 250 (defined as at least 30 hours of service per week, or 130 hours per month per IRS regulations - <https://www.irs.gov/affordable-care-act/employers/identifying-full-time-employees>)
- Must possess a valid City of Jennings business license and certification by the Missouri State Corporate Commission (as required)
- Must demonstrate impacts due to COVID-19 (e.g., revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption or other)
- Must demonstrate how grant funds will be used to make adjustments to operations (new operations or addition/expansion to existing operations are permissible)
- Must demonstrate a sustainability plan for maintaining the business in the City of Jennings
- Must be current on all taxes and fees owed to the City of Jennings
- Demonstrate that they were in operation pre-Covid (March 1, 2020)



City of Jennings, Missouri **Small Business Grants**

2120 Hord Avenue
Jennings, MO 63136
(314) 388-1164

Grant Guidelines

The City of Jennings will award grants, each of which will amount up to \$5,000.00. Such grant funds will be awarded after entering into a Memorandum of Understanding agreement with the City. This process will occur as follows:

1. Completion of this Grant Application outlining the use of funds.
2. One (1) grant per business, regardless of number of locations within the City of Jennings.
3. The following items must also be included with application:
 - Three estimates from a licensed contractor,
 - Federal tax return for Tax Year 2020 or copy of Applicant's 2020 IRS Form 1040 Schedule C,
 - Copies of City of Jennings 2020 and 2021 Businesses Licenses, and
 - Current IRS Form W-9 Request for Taxpayer Identification Number & Certification

The following businesses are not eligible:

- Businesses not currently in operation as of the date of this application
- Banks and financial services companies
- Seasonal businesses, which operate for only part of the year
- Franchises or chain businesses
- Businesses temporarily or permanently closed due to illegal activity
- Businesses engaged in illegal activity
- Non-profit organizations
- Businesses opened after March 1, 2020
- Businesses owned by City Officials and/or their relatives to the 4th Degree

Use of Funds Restrictions

- Funds cannot be used to pay taxes, fees, or any other payments due to the City of Jennings.
- Businesses shall not be permitted to use funds received from this grant program for expenses that already or will be covered by any other local, state, or federal assistance program.

Expenses for which applicants are seeking a grant must be:

- Necessary due to the public health emergency known as the Coronavirus Disease 2019 (COVID 19).
- Were incurred after approval by the EDA of the business's grant application.



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Small Business Assistance Application	
Name of Business:	
Business Address:	
Business License No.:	
Owner Full Name:	Date: _____/_____/_____
Owner Permanent Address:	
City/State/ZIP:	
Owner Mailing Address:	
City/State/ZIP:	
Phone Number:	Email:
Driver's License No.:	
General Business Information (Check One):	
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> LLC <input type="checkbox"/> Franchise <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other	
Is your business a SWAM (Small, Women-Owned, or Minority Business)?	
<input type="checkbox"/> Yes (Please attach certifying documents) <input type="checkbox"/> No	
What year was your business established in the City of Jennings?	
Why did the demand for business slow (fully or partially) during COVID-19 health emergency? (Check all that apply)	
<input type="checkbox"/> State Mandate <input type="checkbox"/> Not Enough Customer Demand <input type="checkbox"/> Supply Chain Disruption <input type="checkbox"/> Workforce Availability <input type="checkbox"/> Health & Safety Concerns <input type="checkbox"/> Other	
Signature:	Date: _____/_____/_____



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Business Function (Select One):

- | | |
|---|---|
| <input type="checkbox"/> Arts, Entertainment, Recreation | <input type="checkbox"/> Personal Services (Barber Shop, Nail Salon, Fitness, Dry Cleaners, etc.) |
| <input type="checkbox"/> Child Care, Education, Instruction | <input type="checkbox"/> Private Household Services |
| <input type="checkbox"/> Construction, Engineering, Design Services | <input type="checkbox"/> Professional, Technical, Business Services |
| <input type="checkbox"/> Distribution, Logistics, Warehousing | <input type="checkbox"/> Repair and Maintenance Services |
| <input type="checkbox"/> Finance, Insurance, Real Estate | <input type="checkbox"/> Restaurant, Food Services |
| <input type="checkbox"/> Health & Medical Services | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Hotel & Accommodation | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Information Technology, Broadcasting, Publishing | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Other: | |

Type of Assistance Applying For (Select All That Apply):

Curb Appeal - \$5,000

- Awning
- Glass Replacement
- Fencing or Gating to Assist with Security
- Parking Lot Repairs

Signage - \$5,000

- Exterior Signage

Security - \$2,000

- Security Cameras

Lighting - \$1,000

- Lighting Upgrades



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Final Application Checklist

Please attachments these documents with your application:

- Three estimates from a licensed contractor
- Copies of your City of Jennings 2020 and 2021 Business License
- Current IRS Form W-9 Request for Taxpayer Identification Number & Certification
- Copy of your Federal tax return for Tax Year 2020 or IRS Form 1040 Schedule C

I certify that my business: *

- Is a for-profit enterprise located in the City of Jennings with fewer than 250 employees?
- Suffered negative impacts as a result of the COVID 19 pandemic, including reduction in business or closure (mandated or voluntary, full or partial).
- Was operational as of March 1, 2020.
- Had at least one full-time equivalent (FTE) employee (including owner) prior to March 1, 2020. (i.e., payroll sheet)
- Is current on all fees, taxes and permits with the City of Jennings.
- Have not received funding from any other local, state or federal assistance program for the same expenses I am requesting for this application.

Return completed application to the City of Jennings Economic Development Division at 2120 Hord Avenue or via email at adineen@cityofjennings.org