

MONROE COUNTY

COVID-19 COUNTY RELIEF BLOCK GRANT

GRANT PROGRAM INSTRUCTIONS

Monroe County has developed a grant program based on the Commonwealth of Pennsylvania's COVID-19 County Relief Block Grant Program. The County will be providing four programs that each provide funding for different types of organizations and each program will have certain restrictions to comply with federal and state guidelines. Each program will have a maximum award of \$50,000 per organization for this phase of the grant program. Some details to help decide which program your entity may utilize.

A. Municipal Grant Program

- a. Open to governmental entities within Monroe County
- b. Funding can be used for expenses incurred responding to the COVID-19 Pandemic
- c. Funding CANNOT be provided for lost revenue as a result of the pandemic

B. Non-Profit Grant Program

- a. Open to organizations designated as 501(c)3 or 501(c)19 by the Internal Revenue Service
- b. Funding can be used for expenses incurred responding to the COVID-19 Pandemic
- c. Funding can be used to replace declined revenue as a result of the COVID-19 Pandemic
- d. Fund can be provided to CEDOs, LDDs, IRCs, SBDCs and EDCs to support the costs of providing assistance to businesses during the COVID-19 Pandemic
- e. Federal guidelines generally require that organizations employ less than 500 employees to be eligible for this program, however is an applicant organization has more than 500 employees, the application will be reviewed to ascertain if any exceptions apply

C. Small Business

- a. Organizations must employ less than 100 employees to qualify for this program
- b. Organizations that received Paycheck Protection Program or Economic Injury Disaster Program funding through the CARES Act are eligible to apply for this program, however preference will be given to entities that did not receive funding through those programs
- c. Funding can be used for expenses incurred in responding to the COVID-19 Pandemic
- d. Funding can be used to replace declined revenue due to the COVID-19 Pandemic

D. Tourism Businesses

- a. This program is open to tourism businesses, including county fairs
- b. Organizations that received Paycheck Protection Program or Economic Injury Disaster Program funding through the CARES Act are eligible to apply for this program, however preference will be given to entities that did not receive funding through those programs
- c. Funding can be used for expenses incurred in responding to the COVID-19 Pandemic
- d. Funding can be used to replace declined revenue due to the COVID-19 Pandemic
- e. Federal guidelines generally require that organizations employ less than 500 employees to be eligible for this program, however is an applicant organization has more than 500 employees, the application will be reviewed to ascertain if any exceptions apply

Steps to Apply:

First Step: Send an email to MC-Cares@outlook.com to signify your intent to apply for a grant with the following information:

1. Business Name
2. Contact Name
3. Contact Email
4. Telephone Number
5. Grant Program you intend to apply for, pick from following:
 - a. Municipal Grant Program
 - b. Non-Profit Grant Program
 - c. Small Business Grant Program
 - d. Tourism Business Grant Program

Second Step: County will reply to your email of intention to apply with the respective application and a login authorization for a "Dropbox" location for you to upload your application and attachments.

Third Step: Complete the application by either printing it and filling it out or using a PDF writer software to complete the application. Ensure your signature is affixed to the required certification at the end of the application.

Fourth Step: Scan the application and all required documentation.

Fifth Step: Upload the scan document to the "Dropbox".