



# LEON CARES

## Small Business Assistance Program

The Leon CARES Small Business Grant Program seeks to drive economic recovery and put citizens back to work by investing \$7.5 million in the restart, re-launch, and re-opening of local businesses impacted by COVID-19. The Small Business Grant Program will provide financial support to approximately 3,100 qualifying small businesses located in Leon County (including businesses within the City of Tallahassee) to cover business expenses directly related to COVID-19, including businesses relaunch costs and COVID-19 safety costs.

### Eligibility criteria

- Fully licensed, legally registered, and not publicly traded for-profit businesses located in Leon County,
- Been in operation prior to March 16, 2020,
- Between 1-100 employees,
- Either forced to close or experienced business impacts directly related to COVID-19,
- Document economic hardship experienced as a result of COVID-19 including business interruption costs, a minimum 25% reduction in revenue year-over-year, or a 25% increase in costs between March-June 2020.

### Allowable Expenditures

1. Business re-launch costs including: payroll, inventory/supplies, rent, mortgage, utilities, signage/marketing to announce re-opening or new hours; and/or
2. COVID-19 safety costs including: PPE for employees, PPE for customers, hand sanitizer, cleaning products, deep cleaning services, equipment associated with establishing social distancing within a business establishment (e.g. plexiglass for point-of-sale, floor markings, signs, cordon and space arranging items).

### Base Award Amounts

Eligible small businesses can receive a baseline funding award between \$2,000 - \$6,000, based on the number of employees as follows:

- 1-10 Employees: \$2,000
- 11-24 Employees: \$3,000
- 25-49 Employees: \$5,000
- 50-100 Employees: \$6,000



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## Supplemental Award Amounts

Supplemental funding awards in addition to the Base Award are also available for “Hardest Hit”, MWBE, and “Rebounding” businesses, as described below:

- **“Hardest Hit” Businesses:** \$500 for small businesses within sectors directly impacted by the state of Florida’s Stay at Home Order (Accommodation & Food Services; Retail Trade; or Other Services) that demonstrate at least a 50% revenue loss related to the economic effects of COVID-19.
- **MWBE Businesses:** \$1,500 for minority-owned and women-owned small businesses that provide documentation of MWSBE certification, or application to become certified, with either the Office of Economic Vitality of the Florida Department of Management Services’ Office of Supplier Diversity as of June 1, 2020.
- **“Rebounding” Businesses:** \$500 for small businesses that certify that they hired two or more full-time or part-time employees in the previous 30 days.

## Required Documentation

Applicants will be required to provide the following documentation with their application:

- Profit & Loss Statement between March 1, 2019 - June 30, 2019 and March 1, 2020 - June 30, 2020
- W-9 Form
- IRS W-3 or IRS 941 form (for businesses with 2 or more employees); IRS SS4 form (for sole proprietors)
- Documentation of MWSBE certification or application for certification through either the Office of Economic Vitality or the Florida Department of Management Services’ Office of Supplier Diversity as of June 1, 2020 (only if applying for the MWSBE supplemental award)

Where you can apply: Beginning on August 17, 2020, eligible small businesses can apply for assistance by completing a brief questionnaire form and attaching verifying documentation online at [www.LeonCountyCARES.com](http://www.LeonCountyCARES.com). Applicants with questions regarding the Leon CARES Online Portal or the Small Business Assistance Program can call the Leon CARES Call Center at (855) 203-6584 (toll free) between 8 a.m. – 6 p.m. Monday through Friday.

Also, beginning on August 17, 2020, if you need assistance with completing the online application, small business applicants can receive FREE assistance by visiting one of the locations below during their respective times of operation.

- Big Bend Minority Chamber of Commerce – (850) 577-0789
- Capital City Chamber of Commerce – (850) 329-8955
- FAMU Small Business Development Center – (850) 599-3407
- Greater Tallahassee Chamber of Commerce – (850) 224-8116
- Tallahassee-Leon County Office of Economic Vitality – (850) 219-1060