

Batavia Reconnected COVID Response Small Business Grant Third Round of Funding



Grant Overview

The City of Batavia, the Batavia Chamber of Commerce and Batavia MainStreet know this has been a challenging time for the community. The three organizations worked together to create the initiative **Batavia Reconnected**. This is a program created to keep our residents informed and increase customer confidence that our businesses and not-for-profits are taking measures to keep their facilities safe. To that end, we know that our local businesses and not-for-profits have been dramatically impacted by this pandemic and did not have a budget for COVID related items. Batavia Reconnected is pleased to provide a grant of \$20,000 to be allocated to the local business and not-for-profit entities that are open to the public to ease their financial burden and take safety precautions for our community.

Businesses and not-for-profits that are located within the City of Batavia, employing less than 10 full-time employees, and that accommodate the public in-person are eligible for this grant up to \$1,000. Grants will be provided on a first come first served basis. When completed, eligible applications for \$20,000 have been received the application period will be closed and applicants will be notified. Please see instructions on Page 2 for eligible reimbursement items to be purchased. See Page 3 for reimbursement for items already purchased. Complete the application on Page 4. Application may be submitted immediately, but no later than Thursday, September 17, 2020 at 5:00 PM to covidgrants@cityofbatavia.net . No businesses who previously received a COVID-19 grant can re-apply.

If you have any questions regarding the application, please contact Anthony Isom, Assistant to the City Administrator at (630)454-2052.

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Grant Application Request Instructions- for future purchase of COVID-related items:

Grants are to be used to ensure that business owners and not-for -profits remain open to the public, and so that their employees and customers will have confidence for health and safety as they support local businesses and receive services in the City of Batavia. The goal of this fund is to assist at least 20 small independent, non-franchise businesses and not-for-profits, employing less than 10 full-time employees total in preparing their business to follow safety guidelines during COVID-19 pandemic regulations. The grant allows for reimbursement of up to \$1,000, including tax and shipping expenses, per business or not-for-profit organization. Grants will be awarded based on the time of receipt of a complete application, on a first come first served basis, until the \$20,000 allocated for the program has been awarded. Applications must be submitted with all required documentation including W-9 Form by 5pm Thursday, September 17, 2020. Businesses who previously received a partial grant may not re-apply. Grant must be used to purchase, install, or update the following COVID response improvements:

- Sanitizer
- Touchless door handles and foot handles
- COVID sneeze screens
- Personal protective equipment (PPE) including masks
- Signage (specific to announcements due to COVID)
- Table and chair purchase or rental

Applicants requesting funds must request a quote from the following approved local service providers:

- Emergent Safety Supply: (630) 406-9666 www.emergentsafety.com
- AAccurate Door: (630) 978-0758 www.aaccuratedoor.com
- Barco Products: (630) 879-0084 www.barcoproducts.com/outdoor-furniture/picnic-tables
- Arthur P. O'Hara Inc.: (630) 786-5454 www.arthuropohara.com
- Whiskey Acres- hand sanitizer: (217) 898-3163 www.whiskeyacres.com/hand-sanitizer
- Unique Party Rentals: (630) 443-3414 www.upartyrental.com
- Kon Printing: (630) 879-2211 www.konprinting.com
- R&M Specialties: (630) 231-6674 www.r-mspecialties.com

Grant Procedure: Contact above vendor and request quote for COVID-related items. Email detailed quote, W-9 Form and completed Grant and Reimbursement Application to the grant team for approval:

covidgrants@cityofbatavia.net. The grant team will review and approve applications until the total amount allocated for the program, \$20,000 has been reached. Applicant will then pay the vendor and will submit final receipts for reimbursement to the grant team by October 1, 2020. Applicant will be issued a reimbursement check of up to \$1,000, including tax and shipping expenses, by the City of Batavia. Any additional costs above and beyond \$1,000 will be the responsibility of the applicant.

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Grant Application Request Instructions- for reimbursement of purchased COVID-related items:

Grants are to be used to ensure that business owners and not-for -profits remain open to the public, and so that their employees and customers will have confidence for health and safety as they support local businesses and receive services in the City of Batavia. The goal of this fund is to assist at least 20 small independent, non-franchise businesses and not-for-profits, employing less than 10 full-time employees total, in preparing their business to follow safety guidelines during COVID-19 pandemic regulations. The grant allows for reimbursement of up to \$1,000, including tax and shipping expenses, per business from any supplier made between April 1 and September 1, 2020. Applications must be submitted with all required documentation including W-9 Form by 5 PM Thursday, September 17, 2020. Grants will be awarded based on the time of receipt of a complete application, on a first come first served basis, until the \$20,000 allocated for the program has been awarded. Businesses who previously received a partial grant may not re-apply. Grant must be used to purchase, install, or update the following COVID response improvements:

- Sanitizer
- Touchless door handles and foot handles
- COVID sneeze screens
- Personal protective equipment (PPE) including masks
- Signage (specific to announcements due to COVID)
- Table and chair purchase or rental

Reimbursement Instructions

Reimbursement Procedure: Complete Grant and Reimbursement Request Application, W-9 Form and submit with paid in full receipts of COVID-related items to grant team for review: covidgrants@cityofbatavia.net by 5:00PM Thursday, September 17, 2020. The grant team will review and approve complete applications until the total amount allocated for the program, \$20,000 has been reached. The City of Batavia will reimburse approved receipts of up to \$1,000, including tax and shipping expenses, from the grant funds. Any additional costs above and beyond is the responsibility of the applicant.

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Grant and Reimbursement Request Application

Applicant Information

Owners Name: _____ Date: _____

Business Name: _____

Address: _____

Street Address

Unit #

Batavia

IL

60510

City

State

ZIP Code

Phone: _____ Email _____

Grant Requirement – Less than 10 full-time employees

Are you a NFP or non-franchise, independent business with 10 or less full-time employees total? Yes/No _____

Are you located within the City of Batavia limits? Yes/No _____

Are you open to the public or hosting a public event? Yes/No _____

Items Requested – Total must be less than \$1,000 including tax and shipping expenses

Attach detailed quote from vendor or receipts dated April 1 - September 1, 2020 for COVID-response improvements: Please check requested or purchased items:

- Sanitizer
- Touchless door handles and foot handles
- COVID sneeze screens
- Personal protective equipment (PPE) including masks
- Signage (specific to announcements due to COVID)
- Table and chair purchase or rental

Total Requested \$ _____

Agreement Signature

I certify that I am applying for funds to assist my business in following safety guidelines and regulations related to COVID-19. I understand that false or misleading information in my application may result in repayment of funds to the City of Batavia. Any additional costs above the amount granted are the responsibility of the applicant.

Signature: _____ Date: _____

For internal use only: Grant # _____ Date: _____ Time: _____ W-9 included: _____