

City of Superior – Small Business Economic Relief Program

Amended and Approved by City Council May 19, 2020

Program Description: The COVID-19 pandemic has affected nearly all businesses in the City of Superior. The ordered closure of non-essential businesses and temporary closure of all dine-in/sit-down bar/restaurants has severely affected our City's small business community. In response to this unprecedented situation, the City of Superior is diverting an additional \$80,000 of funds from the Economic Development Fund to the Economic Relief Program. In addition to these funds, bar/restaurant owners can continue to apply to waive their annual liquor license fees and associated miscellaneous license fees. We have changed the qualifications for business applicants to allow for more eligibility. This program is available until December 31, 2020 or until the funding source is depleted, whichever comes first.

Grant Amount

- The maximum grant amount for each qualifying business is \$750.
- Business owners possessing a liquor license and associated miscellaneous licenses have the option of waiving their upcoming renewal licensing fees and applying for a grant for the remaining balance, if any.
 - Example: Waiving \$600 in license fees + receiving a \$150 grant, totaling \$750 in assistance.
 - These business owners can forego waiving their license fees and apply for total grant amount instead.
 - Business owners **MUST** apply to this program to have their liquor license fees waived; they will not be waived automatically.
 - If opting to waive license fees, businesses will not be allowed to pick and choose fees to waive, all fees will be waived, even if the total amount is above \$750
 - Liquor stores and convenient stores will not qualify to have their license fees waived.
 - The fee for the health inspections paid to the Douglas County Health Department are not covered in this program.

Qualifying Businesses

- For-profit businesses only
- Must have 25 employees or less
- Business must be located in the City of Superior
- Business must have been open and operating prior to March 17th, 2020.

Excluded Businesses:

- Businesses that have received funding, or have been approved for funding, through the Small Business Grant Program in the previous 12 months.
- Businesses that have received funding, or had their liquor license fees waived, through the Small Business Economic Relief Program

Future Assistance from the Small Business Grant Program.

- Business Owners receiving assistance through the Economic Relief Program will not be eligible for funding from the Small Business Grant program for 12 months.
- Business Owners who opted to waive liquor license fees through the Economic Relief Program will not be eligible for funding from the Small Business Grant program for 12 months.

Grant Process:

1. Submit application to the Planning Department for internal staff review and approval.
2. Grant awards will be processed weekly until the funding source is depleted.
3. A report summarizing grant awards will be sent to the Common Council at their bi-monthly meetings.

*Disclaimer: This grant program is contingent upon the availability of funds. If at any time this funding source is depleted, the program will terminate until further action is considered by the City of Superior Common Council.

*City of Superior staff will review each application based on qualifications and need.

Small Business Economic Relief Grant Application Cover Sheet

Date:_____

Business:_____

Applicant(s) name(s):_____

Checklist (Please make sure the following is attached to application)

- W-9 for your business
- Revenue reports for applicable months in 2020
- Revenue reports for January, February and March 2019
- Copy of required liquor license fees (if applicable)

Please submit applications to:

planning@ci.superior.wi.us

or mail/drop off at:

City of Superior Planning Department

1316 N 14th Street, Suite 210

Superior, WI 54880

There is a City of Superior Drop Box located outside the Government Center at the address above. Applications, addressed to the Planning Department, can be placed in the drop box. They will get collected twice daily. Our building is closed to the public

City of Superior – Small Business Economic Relief Program Application

Date: _____ Grant Number (office use only): _____

Business Information

Business Name: _____

Type of business (bar/restaurant, retail, services, etc.): _____

Business Address: _____

Phone: _____

Email: _____

Year established: _____

Website: _____

Current Average Monthly Payroll: _____

Business Description: _____

Applicant/Owner Information

Name(s): _____

Applicant Mailing Address: _____

Phone: _____

Email: _____

Other owners (if any): _____

Small Business Economic Relief Program Questionnaire

1.) Is your business considered essential or nonessential by the State of Wisconsin?

2.) As a business owner, do you also work in the business? _____

3.) Is this your only source of income? _____

4.) Please provide a brief explanation of what adverse economic impacts COVID-19 has had on your business since March 17th, 2020: _____

5.) Prior to the COVID-19 restrictions, how many people did your business employ? _____

6.) Have you received relief funding related to COVID-19 from any other sources? _____

7.) Amount requested from Economic Relief Program (Maximum grant \$750): _____

8.) Do you pay annual liquor license fees? If not, skip question _____

a. Are you requesting to have your 2020 annual liquor license fees waived, if so please provide copy of required fee payments? _____

b. Are you requesting a grant check for the remaining balance, totaling \$750 of overall assistance (if applicable). If so, how much? _____

Attach to application:

- 1.) Provide your business revenues for the previous three months of sales in 2020 from the date of your application. **Revenues for each month need to be shown individually.**
- 2.) Provide your business revenues for January, February and March 2019 (if your business existed at the time). **Revenues for each month need to be shown individually.**
- 3.) W-9 for your business. This needs to accompany your application at the time of submission. **The application will not be considered until we receive your W-9.**
- 4.) If applicable, copy of required liquor license fees.

I hereby certify that the above information is true and correct to the best of my knowledge.

Date _____

Applicant Name/Title (printed) _____

Signature _____

Applicant Name/Title (printed) _____

Signature _____

Please submit applications to:

planning@ci.superior.wi.us

or mail/drop off at:

City of Superior Planning Department

1316 N 14th Street, Suite 210

Superior, WI 54880

There is a City of Superior Drop Box located outside the Government Center at the address above. Applications, addressed to the Planning Department, can be placed in the drop box. They will get collected twice daily. Our building is closed to the public.