



COVID-19 Small Business Assistance Grant Program

Program Overview:

The City of Bethlehem has designated \$500,000 in CARES Act Funding to further assist businesses negatively impacted by the COVID-19 pandemic. The City of Bethlehem's Department of Community and Economic Development (DCED) will administer the COVID-19 Small Business Assistance Grant Program. The program is designed for For-Profit businesses with fewer than 50 full-time equivalent (FTE) employees located in the City of Bethlehem. Grants will be awarded in amounts up to \$10,000.

Grant Program Process:

- Applicant will apply online.
- Grant applications will be reviewed by DCED staff. Priority will be given to businesses that have not received other COVID-19 relief funding.
- DCED will make final recommendations for approval.
- Awarded businesses will be required to provide certifications regarding accuracy and truthfulness of information submitted in the application.

Eligible Businesses:

- Must employ fewer than 50 full-time equivalent (FTE) employees;
- Must be an independently owned and operated for-profit corporation or limited liability; corporation, partnership, or sole proprietorship authorized to conduct business in the City of Bethlehem;
- Must have been operating as of March 1, 2020;
- Must have had less than \$5 million in gross operating revenue in calendar year 2019, or a prorated amount if in operation for less than a year prior to March 2020;
- Must have experienced net operating losses since March 16, 2020;
- Must have been closed or had reduced operations due to government orders, public health guidelines, or depressed consumer demand during the COVID 19 pandemic;
- Must be current on all local taxes;
- Must have complied with all relevant laws, regulations, and executive orders from the local, state and federal government, including the social distancing guidelines as promulgated by the Executive Orders of the Governor of Pennsylvania.

Ineligible Businesses Include:

- Businesses that are not physically located in the City of Bethlehem;
- Businesses that are not current on all taxes and fees owed to the City of Bethlehem;
- Businesses that are engaged in any illegal activity;
- Non-profit or religious organizations;
- Private clubs and political associations;
- Financial business primarily engaged in the business of lending, such as banks and finance companies;
- Life insurance companies;
- Real estate companies;
- Government-owned entities or elected official offices;

Eligible Grant Uses: All grant requests must be COVID-19 related:

- Rent and mortgage payments;
- Payments on other debt obligations incurred prior to March 1, 2020;
- Payroll costs;
- Business reopening costs;
- Expenses incurred that prevents, prepares for, or responds to COVID-19

Ineligible Grant Uses:

- Replacement of lost revenue;
- Expenses not incurred in the course of business operations to prevent, prepare for or respond to COVID-19;
- Expenses previously paid with other COVID-19 relief sources including other federal, state and local grant or loan programs.

Required Documentation:

If approved for funding, applicants will be required to provide:

- Most recent tax return (2018 or 2019)
- W-9
- Applicable certificates of insurance