

EXHIBIT B

CARES ACT RELIEF **LSMO BUSINESS GRANTS** **INFORMATION SHEET**

The City of Lee's Summit has granted funds to Velocity Lee's Summit, Inc. ("Velocity"), with the support of the Lee's Summit Chamber of Commerce, Lee's Summit Economic Development Council, Downtown Lee's Summit Main Street as well as individual volunteers from the Lee's Summit community, for the purpose providing business grants to help offset losses and expenses incurred as a result of the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).

Grants Up To \$5,000. Eligible businesses will be able to apply for grants in an amount up to Five Thousand and No/100 dollars (\$5,000.00), so long as proof is provided by the eligible business for the intended use of funds.

Funding Limited. Depending on the number of eligible businesses who apply, funding may be limited and will be provided on a first come first serve basis with priority considerations as provide below. Once funds are exhausted the LSMO Business Grants program will end.

Subject To CARES Act Changes. All LSMO Business Grants are subject to the availability of funds and any modifications or additional requirements that may be imposed by law. In the event of a change in the CARES Act or guidance issued by the United States Department of Treasury that affect these funds, the obligations of the County and the City may be terminated immediately.

All Funds Expended By November 23,2020. In the event funds are awarded and paid from Velocity Lee's Summit, Inc. to the Applicant, but any of said funds are not expended or incurred on or before November 23, 2020, said funds must be returned to Velocity Lee's Summit, Inc. on or before November 24, 2020.

Right to Withhold Funds. Velocity reserves the right to withhold all or any portion of funds not yet disbursed pursuant to its CARES Act Reimbursement Agreement with the city of Lee's Summit executed on or around September 14, 2020.

What businesses are eligible?

- Businesses physically located in Lee's Summit, Missouri; and
- Businesses with a valid Business License with Lee's Summit, Missouri
- Businesses with 500 or less employees
- Not for profit entities

What businesses do not qualify?

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- Businesses whose primary revenue is generated from rental properties
- Businesses without any earned income prior to March 1, 2020
- Businesses with more than 500 employees
- Businesses who are owned by, employ or contract with any volunteers or other persons participating in overseeing the LSMO Business Grants.
- Businesses without a valid Business License with Lee's Summit, Missouri (if you don't have one, but would otherwise qualify [apply here](#)).

Priority will be given to:

- Businesses with a brick and mortar presence in Lee's Summit
- Businesses with less than \$1,000,000 in annual revenue
- Businesses who have not received any COVID-19 relief funding
- Businesses with less than 50 employees

Use of funds:

- Grants can be used for expenses (i) not accounted for in the budget most recently approved as of March 27, 2020; (ii) incurred between March 1 and November 23, 2020, and (iii) that respond to or mitigate against COVID-19, including but not limited to the purchase of personal protective equipment (PPE), social distancing signage and reconfigurations and to reimburse the costs of business interruption caused by required
- Grants may not be used for repayment of any federal or state loan programs related to COVID-19 relief funding
- **NO DOUBLE DIPPING:** Grants may not be used for expenditures for which Recipient is already receiving other emergency COVID-19 supplemental funding (whether state, federal or private in nature) for the same expense, including donations
- Grants may not be used as a revenue replacement for lower than expected tax or other revenue collection
- Grants may not be used for activity that is illegal under federal, state or local law

Additional Information:

- Grant applicants must provide documentation of eligible COVID-19 expenses
- Grant fund information is considered public information, and may be published
- Grant fund expenditures may be audited at a future date
- Grant Applicant must be an owner of the applying business
- In the event a business receives an LSMO Business Grant that the business should have otherwise been ineligible to receive, or made any material misrepresentation on its application, that business agrees to promptly repay all funds paid to back to Velocity Lee's Summit, Inc.

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Additional Documents to submit with application *(please provide all that support your planned use of funds):*

- Driver's License or other government issued ID
- Payroll information from January 1, 2019 to Present
- 2019 Business Tax Returns (or Schedule C of your 1040 if applicable)
- Copy of Lee's Summit Business License
- Copy of lease for Business location
- 6 months of bank statements for all Business accounts
- Copy of Promissory Note for PPP loan
- Copy of submitted PPP forgiveness application

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LSMO BUSINESS GRANTS APPLICATION

This Grant cannot be used to reimburse expenses that have already been covered by other CARES Act funding (i.e. PPP loans).

All Applications must be supported by proof of incurred expense or loss.

Legal Name of Business: _____

Address for Principal Place of Business: _____

Phone Number for Business: (_____) _____

Brief Description of Type of Business: _____

Length of Time you have been in business in Lee's Summit: _____

Name of Grant Applicant: _____

Number of Owners of Business: _____

Legal Names of all Owners of Business: _____

1. Please check Yes or No for applicability to the applicant business:

Question	Yes	No
Is your primary revenue generated from rental properties?		
Does your business have any owners or employees serving with the LSMO Business Grants Task Force?		
Does your business have more than 500 employees?		
Is your business a not-for-profit?		
Did you earn any income prior to March 1, 2020?		

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2. How will these funds be used (check all that apply)? Please provide the amount for each chosen category, and remember no double dipping if you received a PPP loan.

Reimburse/Purchase COVID-19 Supplies/Equipment \$ _____

Business interruption costs due to COVID-19 \$ _____

Total Amount of Grant Funding Requested: \$ _____

3. What additional funding have you received during the COVID-19 pandemic? Please provide the amounts received for each source of funding.

PPP Loan/Grant \$ _____ EIDL Loan \$ _____ None

Other (please describe): _____ \$ _____

4. Do you currently have a lease agreement or mortgage for your business's physical location? If so, please provide a copy of your current lease agreement, or your most recent mortgage statement.

Yes No

5. Did you incur any additional operating expenses in order to adjust to the Jackson County Health Department requirements? This could include costs associated with adding delivery or curbside services, increased costs for cleaning, etc.

Yes No

By signing and submitting this Application, the Business and individuals signing on behalf of the business, are agreeing to all terms and conditions of the LSMO Business Grants provided in this Application, and the Information Sheet attached to this Application.

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I, individually and on behalf of the Business, certify that the above information, including any attachments or exhibits provided to supplement this Application are valid and correct to the best of my/our knowledge.

Signature of Applicant

Date

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