



City of Binghamton

Small Business COVID-19 Emergency Grant Program

Grant Program Overview

The COVID-19 Small Business Emergency Grant program is being financed through a special funding allocation from the United States Department of Housing and Urban Development (HUD) and is designed to provide temporary working capital assistance to eligible food, retail, personal services, and other for-profit businesses. Funding for this program is limited and there is no guarantee that every eligible business will receive assistance.

The COVID-19 Small Business grant program is designed to provide funding that will allow small businesses to remain open, re-open, and retain jobs. Grant awards will be determined on a case by case basis.

Eligible Uses of Funds

Applicants may apply for one or more categories of assistance:

1. Funds to pay commercial mortgages, rent, or other bills for the physical location of the business (utility bills including gas, electric, water/sewer not to exceed three consecutive months);
2. Property insurance (limited to 25% of annual premium);
3. Property taxes (limited to 25% of annual tax bill);
4. Replacement of perishable inventory (not including alcoholic beverages) lost due to the Pause NY shutdown order;
5. Cost of goods required to provide take out service (e.g. food containers, disposable utensils);
6. Cost of COVID related cleaning supplies;
7. Purchase of Personal Protective Equipment (PPE) for employees (if required).

Grant Guidelines

- Applicant must have operated the business from a brick and mortar location in the City of Binghamton;
- Business must have been adversely affected by the COVID-19 (e.g. business was closed or reduced operating hours, had to lay off employees, or business revenue from same period in 2019 was reduced by at least 25%)
- Business must have a DUNS number (required by HUD reporting system) [Click here to apply for a DUNS Number](#)
- Applicant must provide a copy of mortgage or lease for the physical location of the business grant funds can't be used to pay arrears incurred prior to March 31, 2020;
- Provide copies of utility, insurance, and tax bills (grant funds can't be used to pay arrears incurred prior to March 31, 2020);
- Provide copies of accounts payable bills incurred after March 22, 2020 (if grant funds will be used for such expenses);
- All taxes and water/sewer bills must be current through at least March 31, 2020 and there must be no outstanding code violations for the property.

Number Of Employees (Including Owner) On March 1, 2020	Maximum Amount Of Small Business Grant Assistance
1-5	Up to \$2,000 based upon documented and approvable costs
6-10	Up to \$3,500 based upon documented and approvable costs
11-15	Up to \$7,500 based upon documented and approvable costs
16-20	Up to \$10,000 based upon documented and approvable costs
21-35	Up to \$12,500 based upon documented and approvable costs
36-50	Up to \$15,000 based upon documented and approvable costs



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Documentation You Will Need For Final Eligibility Determination (NOTE: DO NOT SUBMIT ANY DOCUMENTS WITH YOUR APPLICATION)

- Photo Identification, proof of eligible immigration status, and Social Security card.
- For renters, copy of fully executed lease, with an date effective prior to February 1, 2020. The term of lease must be at least through July 31, 2020.
- For renters, IRS W-9 form from landlord. Landlords will receive IRS Form 1099 for amount of rent paid by the city.
- For renters, copies of rent receipts (January, February, March, April) or statement from landlord indicating that rent was current through at least March 31, 2020.
- For properties owned by the business, copies of mortgage statements for January, February, March, April or documentation verifying that the mortgage was current through at least March 31, 2020. Mortgage must dated prior to February 29, 2020 and can't be a Home Equity Line of Credit (HELOC).
- Copies of NYSEG bills for February, March, April, May for the physical location where the business operates.
- Copy of most recent water/sewer bill for the physical location where the business operates.
- Proof of property insurance for the physical location where the business operates and documentation showing cost of annual policy.
- Copies of invoices, dated no earlier than May 25, 2020, from vendors documenting the cost of goods/materials required to reopen the business. The cost of alcoholic beverages is not reimbursable.
- For cleaning supplies and equipment/personal protective equipment submit copies of invoices, dated no earlier than March 22, 2020 and documentation verifying that the invoices have been paid.