



**UNION** *County*  
LAKE BUTLER • WORTHINGTON SPRINGS • RAIFORD • PALESTINE • PROVIDENCE

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Union County Board of County Commissioners  
15 Northeast 1<sup>st</sup> Street, Lake Butler, FL 32054 • Phone: 386-496-4241 • Fax: 386-496-4240

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## Union County CARES Small Business Relief Grant

**APPLICATION LAUNCH DATE THURSDAY SEPTEMBER 10, 2020 AND END ON FRIDAY, OCTOBER 30, 2020 OR WHEN ALLOCATED FUNDS ARE EXHAUSTED.**

The Union County CARES Small Business Relief Grant Program uses a portion of the County's allocation from the federal CARES Act approved by Congress. The Program will allow small businesses access to grant money to help cover business expenses, including employee wages, mortgage, rent, vendor invoices, utility bills, payroll and other costs to help offset the financial impact due to business interruption or closures as a result of COVID-19. An applicant will be asked to provide documentation to demonstrate a loss of revenue, along with the application.

**You may pick up and submit your application by one of the following:**

1. At the Union County Board of County Commissioner's Office located at 15 NE 1st Street, Lake Butler, FL 32054 between 9:00 AM to 4:00 PM
2. Email to: [applications@ucbocc.gov](mailto:applications@ucbocc.gov)
3. Mail to: Union County Board of County Commissioners  
Attn. UNION CARES  
15 NE 1st Street  
Lake Butler, FL 32054
4. Download and upload through the Union County Website at: <https://unioncounty-fl.gov/>

**All information submitted to apply for these governmental grant funds may become public information and is subject to audit by the federal, state and local authorities.**

### Ineligibility criteria:

- Union County firms that are a subsidiary or partially owned by a publicly traded company or a hedge fund. Gambling institutions, multi-level organizations, real estate investment firms (REITS), and adult entertainment.
- Companies with legal actions against or from the County, including code enforcement liens.
- Business owners that apply for Union County CARES Business Relief Fund grants on behalf of more than two businesses become ineligible for additional grants.
- Owners of home-based businesses in Union County that are in the process of receiving A COVID-19 individual assistance grant for rent, mortgage, or utility assistance grant from the County do not qualify for the business grant program.

**\*\*IF ANY OF THE INELIGIBILITY CRITERIA ABOVE APPLY, YOUR BUSINESS DOES NOT QUALIFY FOR THE UNION COUNTY CARES BUSINESS RELIEF FUND GRANT\*\***

## Qualified Businesses can receive up to \$5,000

Funding will be made available to a limited number of small businesses that meet specific requirements set by the Union County CARES Small Business Grant Program. Applicants that received funding from any other program such as PPP and EIDL, may still apply however any funds received cannot be duplicated. A qualified small businesses that can attest that they were negatively impacted by COVID-19 include funding levels for those as follows:

- ❖ Home Based Business – up to \$ 1,000
- ❖ Brick & Mortar Business with 0-5 employees – up to \$ 2,000
- ❖ Brick & Mortar Business with 6-15 employees – up to \$ 3,000
- ❖ Brick & Mortar Business with 16-25 employees – up to \$ 4,000
- ❖ Brick & Mortar Business with 26-50 employees – up to \$ 5,000

### Qualifications:

A business applicant that meets **ALL** of the following criteria qualifies:

- ✓ For-profit business only  
*ineligible Businesses are non-profits, gambling institutions, multi-level organizations, real estate investment firms, and Adult Entertainment.*
- ✓ Applicants must have been negatively impacted by the COVID-19 emergency.
- ✓ Applicants must be businesses with a principal location in Union County that is legally operating within Union County and the State of Florida since October 01, 2019.
- ✓ Expect to operate for at least 12 months after grant award.
- ✓ Applicants expect to resume normal operations after the emergency guidelines are lifted.

### Documentation:

#### The following documents will need to be submitted with the application

- A copy or picture of each owner's photo ID
- A copy of an "active" state business registration from the Florida Division of Corporations. (If applicable)  
*Go to this website <https://dos.myflorida.com/sunbiz/search/>, search by Entity Name using full legal business name, select listing with "active" status and attach most recent filing or attach other documentation showing an active business status since 10/1/19 in Union County.*
- Proof of number of employees under payroll.
- A completed and signed IRS W-9 form. The Mailing Address must match your business registration and entries in the General Information section. (Attached)
- Information to estimate your company's average monthly expenses before March 1, 2020. (2019 Income Tax Return) and a Profit and Loss Statement for the months of January through August, 2020.
- Duplication of Benefits Agreement (Attached)

**Please note:** Please do not call to check on the status of your request as this will slow down our process of approving and distributing assistance. If the documents submitted do not meet the required criteria, a letter will be sent to the address listed on the application.