

Clinton County CARES Grant Program Application Requirements

The Clinton County Board of Commissioners, in partnership with the Clinton County Port Authority, will be distributing financial assistance to aid small business entities in Clinton County with relief from the COVID-19 crisis. Eligible small business entities can apply for up to \$10,000 to use for rent/mortgage, non-municipal utilities, business insurance, and COVID-19 related expenses (e.g. masks, hand sanitizer, gloves, plexiglass partitions, etc.). Clinton County is utilizing \$250,000 of its CARES Act allocation to fund this grant program.

The intent of this grant is to aid small business entities greatly impacted by COVID-19. This grant is aimed at small business entities that were interrupted through required closures, voluntary closures to promote social distancing, or that were impacted by decreased customer demand due to the COVID-19 pandemic.

We know this pandemic has been a great challenge for individuals, businesses, and organizations throughout Clinton County. We are here to support you.

ELIGIBILITY CRITERIA

- Must be a business entity located in Clinton County, Ohio
- Must have a Federal Taxpayer Identification Number
- Must have 50 or fewer total employees
- Must have a physical storefront (e.g. bar, restaurant, retail, barbershop, etc.) and/or be an allowable home office as reported in the most recently filed tax return
- Must be current on all federal, state, and local taxes
- Must be in compliance with federal, State of Ohio, and local small business requirements

INELIGIBLE BUSINESSES

- Adult entertainment establishments
- Banks, savings and loans, or credit unions
- E-commerce only companies
- Liquor/wine stores
- Vaping stores
- Tobacco stores
- Cannabis dispensaries
- Franchised businesses not locally owned and independently operated

ELIGIBLE EXPENSES

- Rent or lease costs
 - Rent or lease costs for businesses located in or operated out of a personal residence are not eligible
- Mortgage costs
 - Mortgage costs for businesses located in or operated out of a personal residence are not eligible
- Non-municipal utility costs for gas, electric, phone, and internet services
 - Non-municipal utility costs for businesses located in or operated out of a personal residence are not eligible
- Business insurance costs
- Personal Protective Equipment or other COVID-19-related costs

ELIGIBLE EXPENSES, continued

- Revenue replacement

INELIGIBLE EXPENSES

- Cost of vehicles or equipment leased or purchased after March 23, 2020, except if the purchase of equipment is to comply with Responsible RestartOhio
- Personal, non-business expenses of the business or its owner(s)
- Construction costs
- Any tax, license, or fee obligations payable to any governmental entity
- Costs already covered or reimbursed by any COVID related funding

APPLICATION SUBMISSION PROCESS

- Applications will be accepted beginning November 1, 2020. The application period will close on November 27, 2020.
- The applicant should submit the completed application and required documentation to Jennifer Klus Ekey. There are three options for submission:
 - Via email at: jekey@ccportauthority.com
 - Via USPS: Clinton County Port Authority, 1113 Airport Road, Wilmington, OH 45177
 - In person to: Wilmington Air Park Security Desk, 1113 Airport Road (marked "ATTENTION: Grant Application"). Driving directions to the Wilmington Air Park can be found at the end of this document.
- If you have any questions about how to submit your application, contact Jennifer Klus Ekey at 513/616-6055.
- The applicant will receive a confirmation once the completed application has been successfully submitted.

REQUIRED DOCUMENTATION

- For Business Applicants: Copy of last two (2) years' tax returns, including Form 1040 with Schedule C Profit or Loss from Business, Form 1120 (if corporation), or equivalent documentation (new businesses as of January 1, 2020).
- For Non-Profit Organization Applicants: Copy of last two (2) years' Form 990.
- Copy of most recent Form W-3 Transmittal of Wage and Tax Statements (showing number of employees).
- Form W-9, signed in 2020 (available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- Proof of reimbursable business expenditures (receipts, invoices).

FINAL DECISION AND NOTIFICATION

- The Clinton County Port Authority will contact applicants once a decision has been made.
- Approved applicants will complete a grant agreement before the release of funds.
- All grant funds will be distributed via checks made out in the business's legal name.

For additional information regarding the Clinton County CARES Grant Program, contact:

Jennifer Klus Ekey
Economic Development Director, Clinton County Port Authority
jekey@ccportauthority.com – 513/616-6055



From Wilmington you can reach the Wilmington Air Park/Clinton County Port Authority offices either by Progress Way or via SR 134. From Hotels along Rombach Avenue, the fastest approach is via Progress Way.

From I-71, take Exit 45 (SR 73) or Exit 50 (US 68) toward Wilmington. Rombach Avenue is also US 22 and SR 3. At points in the city, US 22 / SR 3 is one-way, divided and at some points it is 5 lanes wide – 2 each way and a turn lane in the middle. The red line above highlights the most direct path from the area of the Hampton Inn or Holiday Inn Express on Holiday Drive off Rombach Avenue to the Wilmington Air Park.

If you are driving directly into the Air Park:

From Dayton, Take US 35 to US 68 and follow US 68 toward Wilmington. Just short of the city limits, take the SR 73 bypass (go left – following the Wilmington Air Park signs). You are on 73 for about 5 miles. Just past mile marker 13 take a RIGHT onto Airborne/Airport Roads. When they split take the LEFT fork to stay on Airborne Road. Go under ONE underpass. Immediately after the underpass take the first RIGHT. Follow it about a block to a 4-way stop. The control tower should be right in front of you. Take a RIGHT from the 4-way stop. This will dead end you in front of a glass-fronted building (the Administration Building) where we will meet you. Park in the visitor parking.

From Cincinnati – take I-71 N to exit 45, SR 73. Follow SR 73 around the city to the Airborne Road exit (see above).

From Columbus - take I-71 S to Exit 50, US 68. Follow US 68 toward Wilmington and then turn onto SR 73 as noted above.