

# Norwalk COVID-19 Small Business Assistance Program

The Norwalk COVID-19 Small Business Assistance Program was established to provide limited, one-time direct financial assistance to eligible Norwalk small businesses that employ twenty-five or fewer employees and that have been adversely impacted by the COVID-19 pandemic. The Program is funded through a grant from the City of Norwalk. The Program is intended to provide assistance to allow eligible Norwalk businesses to prevent, prepare for, and respond to the coronavirus pandemic. Consequently, use of the funds must be directly related to the pandemic and resultant public health emergency.

## Eligibility

To be eligible for assistance under this program, applicants must be a for-profit business enterprise that is physically located within the City of Norwalk and that employs twenty-five or fewer employees. The business must have been in operation and be current on its federal, state and local tax obligations as of March 15, 2020. The business must be able to demonstrate satisfactorily that it has been negatively impacted by coronavirus pandemic and not be a repeat offender for COVID related regulation violations.

## Grant Amounts and Availability of Funds

There are 30, \$5,000 grants available at this time. Applications will be accepted for a period of three weeks. After this time the City will review the applications and insert eligible applications into a lottery for selection.

## Use of Funds

Funds are intended to allow eligible Norwalk businesses to prevent, prepare for, and respond to the pandemic. Funds may be used for job retention, rent, utilities, personal protection equipment, improvements made to adhere to state and local guidelines, equipment related to the pandemic, and other legitimate costs deemed appropriate. Applicants are asked to be as specific as possible regarding the proposed use of the funds. Applicants should attach paid invoices, receipts or other documentation to support their request. Funds may not be used for payment of non-business expenses, for political or lobbying activities or for any other purpose deemed inappropriate or expressly prohibited by federal regulations. If you have questions on eligible expenses email Sabrina Church at [schurch@norwalkct.org](mailto:schurch@norwalkct.org).

## Application Process

The online application is available at <https://forms.gle/VProkSMCkEUnh6ah6>. Applicants should note that all information submitted in connection with this application is subject to verification. Non-disclosure or the making of false or misleading statements will result in disqualification, forfeiture of benefits and/or criminal prosecution under the laws of this State.

## Required Documentation

Applicants may be asked to provide documentation as required by program staff to determine eligibility. Incomplete applications may be excluded from grant consideration. Tax and financial information provided as part of this application process will be maintained as confidential, and will only be used by program staff for determining eligibility and participation in the program.

## Grant Approval Process

All submitted applications will be reviewed on the stated eligibility requirements and tax obligations by the Department of Economic and Community Development. Once the applicant is confirmed as eligible, applicants will be emailed a corresponding application number. There will be a live lottery via Zoom where 30 applications will be chosen at random. The lottery results are final.

Once an applicant has been approved to receive funding, they will be required to execute a grant agreement with the City of Norwalk and provide a w-9 form. Both forms will be provided in a grant package following the approval notification.

## Receiving Funds

The grants will function as reimbursable grants. Once appropriate proof of payment (receipts, invoices, paystubs, etc.) is received and approved by the City's Department of Economic and Community Development, the funds will be dispersed by the City in form of a check to the corresponding name and address on the provided W-9 form. If a grantee wishes to have payment sent to another location please email Maritza Alvarado at [malvarado@norwalkct.org](mailto:malvarado@norwalkct.org).

## Questions & Assistance

If you have any questions or need assistance with your application please email Sabrina Church at [schurch@norwalkct.org](mailto:schurch@norwalkct.org) or call 203-939-2202.