

Small Business Relief Fund Frequently Asked Questions



Application Process

Q: How were the businesses that received funds in the 1st round of the grant chosen?

A: The Small Business Relief Grant was offered first come, first served to businesses that met the eligibility requirements.

Q: What were the eligibility requirements for the grant?

A: Eligible businesses must meet the following criteria:

- i. Have a brick-and-mortar storefront location;
- ii. Be located within Paducah's city limits;
- iii. Be up-to-date on business license, payroll, and property taxes;
- iv. Be a non-essential business forced to cease or reduce operations as a result of a Governor's Executive Orders;
- v. Be operating before January 1, 2020;
- vi. Employ 25 or fewer people; and
- vii. Not be a franchise or franchise-affiliated.

Q: How did you prioritize the order in which to give grants?

A: This process was completed on a first come, first serve based on meeting the requirements. Our team reviewed each applicant in order of the applications' arrival time stamp. Each applicant was reviewed for eligibility from the list of criteria above.

Q: What should I do if I applied between 8 a.m. and 11 a.m. on the first day (April 1) when the technical issue occurred?

A: If you submitted your application during this time window on April 1 and did not receive a grant award or a letter stating why you weren't chosen, forward your original "sent" email to twilson@paducahky.gov to show your application time on April 1.

Q: I didn't get the grant because I was behind on business license, payroll, or property taxes. If I reconcile those issues can I receive the grant in a future round?

A: Yes. In a future round, you will be considered in "good standing" if you have reconciled those issues. Your application will be added to the bottom of the list.

Q: How many rounds of funding will there be?

A: There will be as many rounds as we have funding. The first round funded 75 businesses. The second round will fund 50 businesses. When funds become available, we will fund a third round also.

Q: When will Round 2 grants be awarded?

A: The goal is to select Round 2 grants by May 15.

Q: I haven't received a denial letter or a grant award. Why haven't I received any information about my application?

A: The team has reviewed the first batch of applicants in order to award 75 businesses. The last application of the first batch was received at 11:27 a.m. on April 1. If you submitted before this time stamp, you will be receiving either a check or a letter describing the reason you were not selected. Please note, if you can reconcile the issue stated in the letter, you will be considered in "good standing" for future rounds. If you submitted after 11:27 a.m., your application still is being reviewed and will be considered for future rounds.

Q: How many applicants did the city receive?

A: 305 applicants were received between April 1-10 (the open dates for applying)

Q: If I didn't apply this time, will there be a future opportunity to apply?

A: If more funds become available and all initial eligible applicants have been awarded, we will reopen the application process.

Compliance Process for Awardees

Q: What is the beginning date for eligible expenses?

A: The beginning date for eligible expenses is March 23. This is based on the date the Governor ordered business to close.

Q: What is considered a *Utility*? Does a monthly website (host fees), monthly business insurance, etc. count as a utility?

A: A utility can be water, gas, electric, phone, cable, or internet.

Q: How do I provide a cancelled check?

A: This was a mistake in the award letter. A cancelled check is not required. Send a photocopy of the deposited check from your bank statement instead.