**American Rescue Plan Act (ARPA)**

 **Grant application for Small Businesses, Tourism and Non-Profits**

 **for Jefferson County, Montana.**

**PURPOSE:** Jefferson County, Montana has received ARPA funds to support response and recovery from the COVID-19 public health emergency. The portion of ARPA funds that pertain to county governments is called The Coronavirus State and Local Fiscal Recovery Funds (SLFRF). More information on SLFRF and the Final Rules issued from the U.S. Treasury Department can be found at <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

**INSTRUCTIONS:** Please go to the appropriate section and fill out required information.

Small Business: Page 2-3

Tourism and Hospitality: Page 4-5

Nonprofit/Volunteer: Page 6-7

**CONTACT:** For questions or assistance please contact Leah Lewis by telephone at (406)459-0689 or email leah.lewis@jldcmt.com

**SUBMITTING APPLICATION:**

Applications can be found at <http://www.jeffersoncounty-mt.gov/> under “Jefferson County Grant Application for ARPA Funds”

**For electronic submissions**: Download application to your personal device, electronically fill out appropriate text boxes, save application, and email leah.lewis@jldcmt.com. Electronic signatures by an authorized individual will be accepted at the time of application. Actual signatures will need be obtained at a later date if grant application is approved.

**For paper submissions:** Electronically edited or hand written applications can be mailed to Jefferson County-ARPA Application, PO Box H, Boulder, MT 59632. Please have the authorized individual sign the appropriate section.

Return all completed applications (one per proposed project) and any attachments to the address as instructed. In the Subject Line, put your organization’s name followed by “ARPA Funds Request.” Emails with attachments over 15 MB in size may be rejected and you may need to do multiple emails with smaller attachments. If this is the case, please indicate the number of emails sent per project submission in the subject line or text.

**Small Business**

Qualifying factors for this grant include:

* Entity Identification Number (EIN) or Tax Identification Number (TIN) or Data Universal Numbering System (DUNS) registered with the Internal Revenue Service (IRS).
* Must do business in Jefferson County and have less than 10 employees.
* Must have active-good standing with the Secretary of State Montana.

Please fill out the following information:

**Business Name:** Click or tap here to enter text.

**Mailing Address:** Click or tap here to enter text.

**EIN or TIN:** Click or tap here to enter text.

**Primary Contact:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Email:**  Click or tap here to enter text.

**Small Business Funding Request:** Click or tap here to enter text.

\*There is maximum $2,500 grant assistance available per business.

***\* SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE OR AGENT***

Name and Title: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**How has COVID-19 impacted your business? What negative economic impacts did you experience as a result of the pandemic?** *Example: “Our business experienced 3 weeks of closures and could only reopen with implementing additional cleaning protocols. We not only lost daily revenue while being closed, but then also had additional expenses to reopen.”*

Click or tap here to enter text.

**How will ARPA funds be utilized?**

 *Example: “We will use ARPA funds as revenue recovery to continue with our regular building maintenance needs. Such as buying lightbulbs, restroom fixture upgrades, and fixing the outdoor sign.”*

Click or tap here to enter text.

**Do you plan on continue operating your business in the near future?**

 *Example: “Yes, while COVID-19 has been hard on my business, these ARPA funds will help me cash flow my upcoming expenses*.”

Click or tap here to enter text.

**Tourism and Hospitality**

Qualifying factors for this grant include:

* Entity Identification Number (EIN) or Tax Identification Number (TIN) or Data Universal Numbering System (DUNS) registered with the Internal Revenue Service (IRS).
* If your organization does not have an IRS tax number than partnering with another legal organization is acceptable with a clear, written memorandum of understanding (MOU).
* Organizations must be in Jefferson County.
* Sponsoring entity must have active-good standing with the Secretary of State Montana.

Please fill out the following information:

**Organization:** Click or tap here to enter text.

**Mailing Address:** Click or tap here to enter text.

**EIN or TIN:**Click or tap here to enter text.

**Is your organization a 501(c)(3) or 501(c)(7)[[1]](#footnote-1)? Yes** [ ]  **No** [ ]

**Primary Contact:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Tourism/Hospitality Funding Request:**Click or tap here to enter text.

**\***Jefferson County has allocated tourism funding not to exceed $5,000 per applicant, or $10,000 per chamber of commerce.

**Matching Projects Funds:** Click or tap here to enter text.

\*Not required, however approval of grant may be contingent upon the ability to have the necessary funding available to meet timelines. [[2]](#footnote-2)

***\*SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE OR AGENT***

Name and Title:Click or tap here to enter text.

Signature:Click or tap here to enter text.

Date: Click or tap here to enter text.

 **How has COVID-19 impacted Tourism/Hospitality in the community? What events or**

**programs were altered, changed, or canceled from the pandemic?**

 *Example: Our yearly music festival was cancelled due to size restrictions established by the health department. However, we saw a significant uptake and harder use of local walking trails.*

Click or tap here to enter text.

**How will ARPA funds be utilized?**

 *Example: A portion of the ARPA funds will be used to advertise for our music festival in several travel magazines. The other portion of funds will be used to install dumpsters at the trailheads to cut down on litter in the area.*

Click or tap here to enter text.

**How will this project improve or increase tourism to your area?**

*Example: The travel magazine will increase awareness and attendance to the music festival. Trails that are clean and well managed receive higher ratings and reviews on hiking blogs and websites.*

Click or tap here to enter text.

**Not-For-Profit, Nonprofit, or Volunteer**

Qualifying factors for this grant include:

* Entity Identification Number (EIN) or Tax Identification Number (TIN) or Data Universal Numbering System (DUNS) registered with the Internal Revenue Service (IRS).
* If your organization does not have an IRS tax number than partnering with another legal organization is acceptable with a clear, written memorandum of understanding (MOU).
* Organizations must be in Jefferson County.
* Sponsoring entity must have active-good standing with the Secretary of State Montana.

Please fill out the following information:

**Organization:** Click or tap here to enter text.

**Mailing Address:** Click or tap here to enter text.

**EIN or TIN:** Click or tap here to enter text.

**Is your organization a 501(c)(3) or 501(c)(7)[[3]](#footnote-3)? Yes** [ ]  **No** [ ]

**Primary Contact:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Not-For-Profit/ Nonprofit/Volunteer Funding Request:** Click or tap here to enter text.

**\***Jefferson County has allocated funding not to exceed $5,000 per general nonprofit/volunteer group. Organizations that are classified as First Responders such as Volunteer Fire Departments or ambulances can apply for up to $7,500.

***\*SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE OR AGENT***

Name and Title:Click or tap here to enter text.

 Signature:Click or tap here to enter text.

Date: Click or tap here to enter text.

**How has COVID-19 impacted your organization? What negative effects has your organization experienced from the pandemic?**

 *Example: Our Volunteer Fire Department (VFD) has seen a decrease in volunteers, particularly in the older volunteers that do not want to increase exposure risk by responding to incidents.*

Click or tap here to enter text.

**How will ARPA funds be utilized?**

 *Example: We plan on buying better fitting masks and face shields for those volunteers with concerns. We also plan on buying fuel cards to give to new recruit volunteers to help with the expense of driving to the fire station.*

Click or tap here to enter text.

**Do you plan on continueing your nonprofit or volunteer organization through 2026?** *Example: Yes, we plan to continue outreaching to the community to join our organization.*

Click or tap here to enter text.

**ATTACHMENTS:** List anyattachments you would like to be considered with your application. Be sure to include these attachments with your application, either combined together into one document or clearly named additional files.

Click or tap here to enter text.

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**Office Use Only**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Project No.: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. The Internal Revenue Service considers nonprofits and charitable organizations as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Not-for-profits or social/recreational clubs are tax-exempt under 501(c)(7) of the Internal Revenue Code. [↑](#footnote-ref-1)
2. Funds must be incurred (i.e. obligated) by December 31, 2024. Funds must be expended with all work performed and completed by December 31, 2026. [↑](#footnote-ref-2)
3. The Internal Revenue Service considers nonprofits and charitable organizations as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Not-for-profits or social/recreational clubs are tax-exempt under 501(c)(7) of the Internal Revenue Code. [↑](#footnote-ref-3)