

## Marlborough COVID-19 Small Business Relief Program Application

***Application available beginning: July 30<sup>th</sup>***

***Deadline for completed submission: August 21<sup>st</sup>***

*Applications received after August 21<sup>st</sup> may be considered if funding is still available.*

The purpose of the Marlborough COVID-19 Small Business Relief Program is to provide short term relief to Marlborough businesses, by way of grants, that have been impacted by the COVID-19 pandemic and are re-opening under the state's new guidelines. Eligible businesses will be awarded funds on a first come first serve basis up to \$5,000 by the City of Marlborough through the Marlborough Economic Development Corporation (MEDC). Grant funds are not intended to be used as a supplement to other federal or state COVID-19 relief programs that a business previously received. Eligible uses for the grants include safety and operational retrofits for re-opening, personal protective equipment (PPE), and any other costs related to re-opening under the state's COVID-19 re-opening guidelines.

### **Eligibility Requirements and Guidelines:**

Open to for-profit existing Marlborough businesses that can demonstrate or provide the following:

- business has been impacted by the COVID-19 pandemic;
- 25 employees or less;
- have been in their current Marlborough space and open for business for at least 6 months prior to March 16, 2020;
- costs are related to re-opening under the state's re-opening guidelines;
- quotes, invoices or receipts showing how the funds will be or were used;
- proof of purchase within 30 days of receiving award;
- business and owner in good standing with the City of Marlborough and the State of Massachusetts by way of providing Certificate of Good Standing;
- documentation verifying the number of employees on payroll (such as IRS payroll tax filings or payroll and unemployment insurance filings);
- copy of current lease agreement;
- willingness to enter into a Memorandum of Agreement "MOA" with the MEDC (example of MOA attached).

### **Instructions:**

Please fill out the entire application and submit it with attachments either via email or in hard copy to:

Linda Martins  
Marlborough Economic Development Corporation  
91 Main Street, Suite 204  
Marlborough, MA 01752  
[lmartins@marlboroughedc.com](mailto:lmartins@marlboroughedc.com)

## Business Information

Name of Business:

Business Address:

Street

City

Zip

Please indicate how long you have been operating in your current Marlborough space:

Grant Amount Request (up to \$5,000): \$

Has the business received any COVID-19 federal or state financial assistance?

If so, which program(s):

Contact Name:

Phone:

Contact Email:

Please provide a brief description of the business including the number of employees:

How has your business been impacted by the COVID-19 pandemic:

Please indicate how your business plans to re-open under the current state guidelines and how you plan to use the grant funds:

Name of Property Owner:

Property Owner Phone:

Property Owner Email:

### Signature and Certification

I have read and understand the guidelines of the Marlborough COVID-19 Small Business Relief Program. I understand that approval for funds is based on the approval by the Marlborough Economic Development Corporation and subject to the availability of funds. I hereby certify that the information provided in this application is true and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Attachments:**

- quotes, invoices or receipts showing how the funds will be or were used
- Certificate of Good Standing
- documentation verifying the number of employees on payroll (such as IRS payroll tax filings or payroll and unemployment insurance filings)
- copy of current lease agreement

**MARLBOROUGH COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM  
AGREEMENT Between  
Marlborough Economic Development Corporation (MEDC),  
AND AbcXyz Salon, Inc.**

This MARLBOROUGH COVID-19 SMALL BUSINESS RELIEF GRANT PROGRAM AGREEMENT (the "**Agreement**") is made this **15<sup>th</sup> day of June 2020** by and between Marlborough Economic Development Corporation ("**MEDC**"), and AbcXyz Salon, Inc. (the "**Company**").

**WHEREAS**, MEDC is a section 501(c) nonprofit corporation state chartered economic development arm of the City of Marlborough, Massachusetts acting through its Executive Committee and Board of Directors, having its principal office located at 91 Main Street, Suite 204, Marlborough, MA 01752; and

**WHEREAS**, the Company is a domestic for-profit corporation, having its principal U.S. salon located at 12345 Main Street, Marlborough, MA 01752 (the "**Project Area**") and is authorized to do business in Massachusetts.

**WHEREAS**, the Company intends:

- 1) To use funds granted towards purchasing bulk PPE for its employees and clients for use at the Project Area. Equipment includes: cloth face masks, disposable face masks, hand sanitizer, disposable gloves, antibacterial wipes and sprays.

**WHEREAS**, the Company has demonstrated a commitment to Marlborough and as determined by both the MEDC Toolbox Subcommittee and Executive Committee has met all qualifications as outlined by the Marlborough COVID-19 Small Business Relief Grant Program parameters.

**WHEREAS**, the parties to the Agreement are desirous of entering into a Marlborough COVID-19 Small Business Relief Grant Program Agreement which shall pertain solely to the Project Area and not to any other portion of the Property; and

**NOW, THEREFORE**, in consideration of the mutual promises of the parties contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and contingent upon receipt of authorization from the MEDC Executive Committee and in accordance with applicable law, the parties hereby agree as follows:

**A. MARLBOROUGH ECONOMIC DEVELOPMENT CORPORATION OBLIGATIONS:**

1. Marlborough Economic Development Corporation approved the provisions of this Marlborough COVID-19 Small Business Relief Grant Program Agreement on **June 15, 2020** pursuant to the vote of the Executive Committee, with a recommendation from the Toolbox Subcommittee. The Executive Committee hereby authorizes the Executive Director to execute this Marlborough COVID-19 Small Business Relief Grant Program Agreement on Marlborough Economic Development Corporation's behalf, and to monitor and enforce compliance by the Company and the Owner with this Marlborough COVID-19 Small Business Relief Grant Program Agreement's terms. The Executive Director is authorized to act for and on behalf of Marlborough Economic Development Corporation.

2. A Marlborough COVID-19 Small Business Relief Grant (the "**Grant**") for the Project Area is hereby granted to the Company by MEDC as outlined below for an amount **not to exceed \$1,000.00, representing the Company's expenses related solely to the purchase of PPE for the Project Area.** The Grant shall be a one-time award, to be paid within 14 days of MEDC receiving this Agreement signed by the Company.

**B. THE COMPANY'S OBLIGATIONS AND THE OWNER'S OBLIGATIONS:**

1. MEDC is providing a Marlborough COVID-19 Small Business Relief Grant for the Project Area in consideration of the following commitments:
  - (a) The Company agrees to provide proof of purchase receipt(s) and/or other documentation to MEDC within 30 days of receiving the Grant;
  - (b) The Company agrees to allow MEDC, its representatives and employees the right to take photographs and release information about the Company, property and its owners in connection with the Marlborough COVID-19 Small Business Relief Grant for the Project Area;
  - (c) The Company authorizes MEDC, to copyright, use and publish the same in print and/or electronically. MEDC may use photographs of the Company with or without the owner's name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, marketing, social media and web content.
2. The Company will be in default of its respective obligations under this Marlborough COVID-19 Small Business Relief Grant Program Agreement if MEDC determines that the Company materially fails to meet or comply with any of the requirements specified in this Agreement, and MEDC further determines that such failure continues or remains uncured for thirty (30) days (or such longer time as MEDC may deem appropriate under the circumstances) after the date of notice, provided by MEDC to the Company, explaining in reasonable detail the grounds for or nature of such failure. Upon MEDC's determination that any default by the Company has continued or remained uncured for such period after the date of such notice, MEDC may terminate the Agreement and require the Company to pay back the Grant in full to MEDC.

**C. OTHER CONSIDERATIONS:**

1. Pursuant to this Agreement shall be binding upon the Company and its successors and assigns, and upon the Owner and its successors and assigns, so long as the Project's certification has not been revoked by MEDC.
2. Should any part, term or provision of this Agreement be determined by any court of competent jurisdiction to be illegal or invalid, the validity of the remaining parts, terms, and provisions shall not be affected thereby and said illegal or invalid part, term or provision shall be deemed not to be a part of this agreement.
3. The effective date of this Agreement shall be June 15, 2020.

**WITNESSETH**, the execution and delivery of this Agreement by the Company, and MEDC as an instrument under seal as of the date last written below by the signatories hereto.

**AGREED TO:**

**COMPANY: AbcXyz Salon, Inc.**

By: \_\_\_\_\_  
Name: Jane Smith  
Title: Owner

Date: \_\_\_\_\_

**Marlborough Economic Development Corporation**

By: \_\_\_\_\_  
Name: Meredith Harris  
Title: Executive Director

Date: \_\_\_\_\_

**SAMPLE**