

University Place Business Relief Program Round Two Grant Fund Guidelines



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What Can Grant Funds Be Used For?

Eligible business expenses are limited to the following types of expenditures:

- Payment of rent or required monthly loan payments.
- Payments of essential wages, taxes, and normal benefits to employees essential to maintain business; provided such expenses have not been and, to the best knowledge of the recipient, will not be reimbursed under any federal, state or regional program, including any grant or loan programs.
- Normal operating costs that are included in "cost of goods sold" on business's income statement (raw materials for manufacturers, component pieces for assemblers, items for resale for retailers, food for restaurants, etc.).
- Normal operating expenses that are included in "operating expenses" on business's income statement (utilities, insurance, professional services, etc.).
- Normal draw or wages on a weekly or monthly basis to owner.
- Increased costs which are necessary to comply with safety-compliance measures or regulatory compliance associated with COVID-19.

Grant funds may not be spent on the following:

1. Any expense that would not be considered an eligible business expense by IRS rules.
2. Political contributions.
3. Bonuses to owners or employees.
4. Wages to any member of owner's family who is not a bona fide employee.
5. Charitable contributions.
6. Gifts or parties.
7. Draw or salary to owner that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.
8. Pay down or pay off debt by more than required in underlying debt instrument.
9. Payment of local, state or federal taxes or assessments.
10. That portion of payroll and other employee- or business-associated costs for which the recipient has received or expects to receive reimbursement from other federal, state or regional funds (e.g. Payroll Protection Program or unemployment insurance).