

## City of Forest Park Launches Assistance Program for Small Businesses Affected by COVID-19

As businesses statewide move forward with a restart of our economy, small businesses face unique challenges associated with compliance requirements under guidelines put forth by the State of Ohio. To help our small business owners meet these challenges, the City of Forest Park has launched a Small Business Assistance Program to provide financial assistance, expedited or discounted permitting, and support with applications for state or federal programs. This program focuses on small business with 50 or fewer employees that are dealing with unexpected COVID-19 related expenses. Eligible companies could receive the following:

- **Restart Assistance Grant** – The City has put together a simple, straightforward application for eligible companies to apply for one-time grants of \$1,000 to \$2,000. These funds can be used for any of the following: COVID-19 related improvements needed to operate the business; materials needed to operate under local, county, state or federal guidelines; employee retention/training; subsidies needed to maintain their Forest Park location (commercial rent, mortgage assistance etc.).
- **Expedited and Discounted Permit Processes** - In addition to this one time grant, we can also expedite or even discount permit requests (planning/zoning, building, and redevelopment assistance grants) for COVID-related projects.

By putting together a comprehensive program that includes direct financial assistance, expedited approvals, and permit discounts, we hope to clear a path for our small businesses and entrepreneurs to remain open. No single initiative will be the entire solution for small business owners. However, our program can be a compliment to other sources of assistance (county, state or federal). Please note: funds for the small business assistance program are limited. So please apply early.

### Eligibility Requirements

To be eligible for this program, the applicant must:

- Be a small business with 50 or fewer employees
- Have an office or retail location in the City of Forest Park
- Be current with its local, county and state tax obligations
- Be in compliance with all building and zoning regulations
- Be negatively impacted by the COVID-19/Coronavirus health crisis

### Application Process

**The first review of applications will occur on Friday, July 31, 2020.** Again, funding for this program is limited, and grants will be distributed on a first come-first served basis. Please note: **electronic applications will NOT be accepted.** To apply for the Forest Park Small Business Assistance Program, complete and return a written copy of this application to:

**City of Forest Park**  
**Small Business Assistance Program**  
1201 West Kemper Road  
Forest Park, Ohio 45240

Questions can be directed to the Economic Development Director at [pbrehm@forestpark.org](mailto:pbrehm@forestpark.org) or (513) 595-5207. Here is the program application:

**City of Forest Park, Ohio**  
**COVID-19 Small Business Assistance Program Application**

The City of Forest Park has established a COVID-19 Small Business Assistance Program designed to help small shops, offices, and restaurants address the requirements established by the State of Ohio to operate their businesses during this crisis. Eligible expenses for grant proceeds include: materials needed to operate under local, county, state or federal guidelines; employee retention/training expenses; subsidies needed to maintain their Forest Park location (rent, mortgage assistance etc.).

Application Requirements

1. All applicants must provide a copy of their most recent W-9.
2. All applicants must have reopened or be in the process of reopening their business to qualify.
3. All businesses recognize that any approvals for banners, modifications to your building or space, or other physical improvements related to the COVID-19 health crisis are temporary. All temporary approvals will be evaluated every 120 days. Once the crisis has passed, businesses must comply with all City zoning and building regulations.

**APPLICATION INFORMATION**

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company Owner/Manager  
(Name and Title) \_\_\_\_\_

Phone/Email Info \_\_\_\_\_

Number of Employees                      Fulltime: \_\_\_\_\_                      Part-time \_\_\_\_\_

Please describe your business:

Please explain why you need assistance (if possible include an estimate of your expenses for reopening):

Are you applying for a small business assistance grant? If yes, what amount (no more than \$2,000)?  
*\*please keep in mind that we have a limited amount of funds when making your request*

Do you need assistance with planning/zoning, building permit approvals?

Do you need assistance with approvals for temporary signs or banners?

Company Representative Name, Title and Signature

Date

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