

# SEWEDA

Southeast Washington Economic Development Association

## Town of LaCrosse Small Business & Nonprofit COVID Relief Grant Rules and Expenses

### Grant Rules:

- The Town of LaCrosse Small Business & Nonprofit COVID Relief Grant Application and Expense Detail Spreadsheet can be found at [www.seweda.org](http://www.seweda.org). You may fill out and upload any documents on the website or you may print out and mail your paperwork to:

**SEWEDA**  
**845 Port Way**  
**Clarkston, WA 99403**

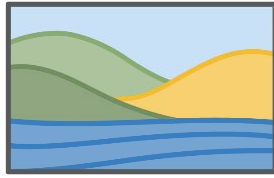
- Please submit Grant Application and Expense Detail Spreadsheet **no later than December 1<sup>st</sup>, 2020**. The application will remain open until December 1<sup>st</sup> or until funds are expended.
- This grant is awarded based on reimbursement of COVID related expenses. Businesses may not be reimbursed by multiple funders for the same cost (double-dipping), and this principle also applies to any recipients of CARES funding: **No duplicate payments or supplanting of other costs is allowed.**

### Eligible Criteria:

- A business (corporation, partnership, LLC, sole proprietor, nonprofit, etc.) based in the town of LaCrosse.
- Businesses must have **5 or fewer** employees who have been impacted by COVID-19.
- Must have an active Washington State UBI number prior to March 1, 2020
- Must be active and in good standing with the Washington State Secretary of State, Department of Revenue, and Department of Labor and Industries
- If a franchise, must be independently owned and operated
- Business must be negatively impacted by the COVID-19 emergency

### Ineligible Criteria:

- Businesses that are a subsidiary or partially owned by a publicly traded company or hedge fund.
- Entities with legal actions against or from the county, including code enforcement liens
- Business owners that apply for county funds on behalf of more than two businesses are ineligible for additional grants
- Businesses that are currently debarred
- Businesses that have filed for bankruptcy



# SEWEDA

Southeast Washington Economic Development Association

## **Eligible and Ineligible Expenses List:**

### **Eligible Expenses:**

Operational expenses  
Rent and mortgage (that is in the business name only)  
Business Vehicles transportation and payments (that are in the business name only. Think Plumbing service trucks)  
Supplies  
Inventory  
Utility Bills  
Consulting Expenses  
Marketing Expenses  
Training

### **Ineligible Expenses: these will not be reimbursed**

Payroll (if PPP was previously used)  
Benefits, i.e., medical/dental insurance, 401K contributions etc.  
Travel  
Bills for taxes including County property tax and State Excise, B&O or Sales tax  
Federal or State Expenses – including professional licenses and driver's licenses  
Land Acquisition – this pertains to new land acquisition  
Office equipment – desks, chairs, tables, file cabinets, and cubicle wall structures.  
Equipment - Equipment is defined, by the Office of Financial Management (OFM), as something that would last more than a year.

<https://www.ofm.wa.gov/accounting/saam/glossary#e>

Purchase/Lease of Equipment-this includes computers, laptops, tablets, monitors, printers, multi-function copier/printers, computer related software (unless they are supplies used as part of your business service (resale items), i.e. selling computers, selling software etc.)

Software as a Service (SaaS): these are usually cloud based software applications that many medical, dental, chiropractors, and massage therapists use, in addition to beauty salons and tattoo businesses. They often include scheduling applications (online), billing applications, and Customer Service Relationship (CSR) management products as well. They are considered software and are not an eligible expense.

Alcohol – not eligible for hosted events etc., like a business meeting expense, during travel, at dinners, as gifts, or for a retirement party. It is however eligible for a business that either uses alcohol as part of a manufacturing process or sells it as a retail item the way a winery, brewery, restaurant, bar, or pub would sell to customers.

Hosting Expenses

Meals – business meetings.

Lodging

Transportation

Lobbying or political influence

Possibly other costs not directly related to the operations of business