

MILAM COUNTY SMALL BUSINESS GRANT APPLICATION GUIDELINES
July 27, 2021

1. Application process:
 - a. Completed applications must be submitted by December 31, 2021 to the County Judge's office located at 102 S. Fannin Ave., Cameron, Texas, 76520.
 - b. Applications and supporting documents may be mailed to the address of the County Judge or emailed to Denise Wallace at dwallace@milamcounty.net
 - c. Applications must be sworn and notarized.
 - d. Incomplete applications or applications without supporting documents will not be accepted.
 - e. County government employees will not assist with completing grant applications.
 - f. All applications will be forwarded to the Milam County Small Business Grant Review Committee for approval or denial.

2. Who may apply:
 - a. A Milam County business with 25 or fewer employees as of March 19, 2019, who is located and doing business in Milam County, including a business with no employees, but only a sole proprietor.
 - b. The business must be current on all County taxes and school taxes at the time the application is submitted.
 - c. However, if the applicant is not current, but consents in writing to use all or part of the grant funds to become current on its taxes, the application may be considered by the program administrators.

Questions and answers regarding Milam County Small Business Grants

3. Review Process:
 - a. Q. How long will it take to review and approve or decline my application?
 - b. A. A competent committee has been selected by the Commissioners Court to thoroughly review each application to determine its acceptability. No time limit has been established, but depending on the volume of applicants, it is hoped that a decision may be made within 14 days of submittal. Once approved, the County Auditor will issue the appropriate check.

4. Incomplete application:
 - a. Q. I submitted an application for my business, but I did not have the application notarized. Will the committee accept my application?

- b. A. No. The grant rules specifically requires that an application be sworn to and notarized. The committee will not accept nor approve an incomplete application.
- 5. Application without supporting documents:
 - a. Q. I submitted a sworn application and my business did have a loss of revenue, but I did not submit supporting documents. Will my application be considered?
 - b. A. No. The burden of proof lies with the applicant to substantiate the required loss of revenue with reliable supporting documents.
- 6. Supporting documents:
 - a. Q. What types of documents are acceptable to the committee to support a loss of revenue?
 - b. A. Each application will be determined on its own merit and thus there are many different forms of supporting documents that the committee may, at its discretion consider, such as, but not limited to, tax returns, business ledgers and/or receipts.
- 7. Loss of revenue:
 - a. Q. My business had a verified loss of revenue of \$15,000.00. How much money may the business receive from the grant program?
 - b. A. The grant program provides for a maximum payment of \$10,000.00 to a small business with a verified loss of revenue, during the specified period. Therefore, the maximum payment to any single business will be \$10,000.00.
- 8. Loss of revenue:
 - a. Q. My business had a verified loss of revenue of \$5,000.00. How much money may the business receive from the grant program?
 - b. A. The grant program does not provide for a minimum loss, but is capped at \$10,000.00. Thus, in this instance, the payment pursuant to the program is \$5,000.00.
- 9. Small business location:
 - a. Q. Must the business be domiciled exclusively in Milam County?
 - b. A. No. The intent of the grant program is to help small businesses located in and doing business in Milam County. Therefore, the business must be located in and doing business in Milam County. However, it may do business outside the County as well and still be considered for the grant.
- 10. More than one small business:

- a. Q. May the owner(s) of more than one small business make applications for each of the owned businesses?
- b. A. Yes. Should an individual or entity own more than one small business, applications may be submitted for each small business.

11. Grant taxes:

- a. Q. Is the grant subject to Federal Income or other taxes?
- b. A. The grant is not exempt from any taxes. We suggest consultation with a tax expert.

12. Grant reviews by the Commissioners Court:

- a. Q. My application was denied by the Grant review committee. Will the Court automatically reconsider my application?
- b. A. No. It is the intent of the Court for the decisions of the review committee to be final and binding. However, in rare cases the Court may sua sponte reconsider the application.

13. Re-applying for a grant:

- a. Q. I applied for a grant, but my application was denied. May I reapply?
- b. A. Yes, but only if new and/or additional information is included with the application.