



EMERGENCY SMALL BUSINESS ASSISTANCE COVID-19 RELIEF PROGRAM Information & Instructions

Program Summary

The Little Shell Tribal Council has established an Emergency Small Business Assistance Program to provide necessary financial relief to enrolled Little Shell tribal members whose small business operations have been directly or indirectly impacted by the COVID-19 pandemic. Eligible Little Shell tribal members will receive a single small business grant payment of up to \$10,000 – *in no case may the grant amount exceed actual losses sustained or costs incurred*. Eligible Little Shell tribal members are required to complete, certify, and submit the Emergency Small Business Assistance COVID-19 Relief Program Application and other materials.

Emergency Small Business Assistance COVID-19 Relief Program Information

On March 21, 2020, the Little Shell Tribe (“LST” or “Tribe”) declared a state of emergency due to the COVID-19 pandemic. The Tribe recognizes that many of its tribal members who own small businesses have been impacted by this pandemic and have suffered hardship as a result. Since the Tribe’s federal recognition was restored only a few months before the pandemic hit, the Tribe has had limited time and funding to develop necessary tribal programming to aid its tribal members. Thus, the Tribe has created this program to provide essential assistance to small business owners in a manner that is administratively feasible given the current lack of internal governmental programs and employees.

The Emergency Small Business Assistance COVID-19 Relief Program (“Program”) will provide critical and necessary relief to eligible tribal members whose small businesses have suffered directly or indirectly from the COVID-19 pandemic. The Program is intended to give support to small business owners who suffered/are suffering COVID-19 hardships including, but not limited to a loss of revenue, decline in sales due to decreased demand, temporary business closure, and the need to make necessary safety upgrades to the small business.

Applicant Eligibility

The Tribe has established strict parameters on eligibility to ensure the Program complies with all applicable legal and federal requirements. Eligible applicants must be an enrolled LST tribal member and have attained eighteen (18) years of age. In addition, eligible applicants must derive a substantial portion of their household income from the small business. For the purposes of the Program, a small business must (1) be registered and in good standing with the appropriate Secretary of State, Business Bureau, or Business Agency, and (2) have 50 or fewer employees (part-time or full-time). Eligible applicants may reside outside of the Tribe’s service area and the State of Montana (*there are no residency restrictions*).

Certification of Application

Each applicant must certify that the information submitted on the application is accurate. An applicant that provides false information will face penalties including the complete denial of the submitted application, potential exclusion from other LST programs, and/or reimbursing the Little Shell Tribe for receiving federal funds through deception. The Tribal Administrator shall provide the Tribal Council with any information regarding alleged falsification of application statements. The Tribal Council will review and issue a decision on the penalty. All decisions shall be final.



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Materials Required for Submission

All applicants are required to submit the following:

- (1) The LST Emergency Small Business Assistance COVID-19 Relief Program Application. The applicant must provide and certify how the small business has suffered directly or indirectly from the COVID-19 pandemic.
- (2) Supporting documents to verify loss sustained or cost incurred. The applicant must provide documents to support their showing of harm. Such documents may include the IRS payroll or other tax forms, budgetary accounts, and receipts.
- (3) Documentation showing your small business is registered and in good standing with the appropriate Secretary of State, Business Bureau, or Business Agency.
- (4) A photocopy of the applicant's government issued photo ID (LST enrollment card, driver's license, passport, etc.).

Review of Application and Disbursement of Grant Payments

The LST Tribal Administrator will manage the collection of all applications. The Tribal Administrator shall conduct a review of each application to ensure it is complete and then submit it to a Subcommittee of Tribal Council for approval or denial. If the application is approved, the Tribal Administrator will oversee the funding of the application. All grant payments disbursed under the Emergency Small Business Assistance COVID-19 Relief Program must be used to alleviate the impacts suffered directly or indirectly by the COVID-19 pandemic and may not be duplicative of federal or state awards that have already been received. The applicant is required to keep records of how funding was spent for a minimum of five years. If an application is denied, there will be an opportunity to submit an appeal to the full Tribal Council.

Application Deadline and Submission

All applications must be received by **September 11, 2020**. It is the responsibility of the applicant to meet this deadline and verify receipt of their submission.

Submission by E-Mail (Preferred) to Care20@lstribe.org.

Submission by Mail or Hand Delivered to:

LST Tribal Government Building
615 Central Avenue West
Great Falls, MT 59404

Submission by Fax to (406) 315-2401.

Questions

For all questions, please email Care20@lstribe.org or call (406) 315-2400.



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Application

September 11, 2020 Deadline

Checklist of Required Documents for Submission:

- LST Emergency Small Business Assistance COVID-19 Relief Program Application
- Supporting documents to verify loss sustained or cost incurred
- Documentation showing your small business is registered and in good standing with the appropriate Secretary of State, Business Bureau, or Business Agency
- A photocopy of the applicant's government issued photo ID (LST enrollment card, driver's license, passport, etc.)

Information Required to Determine Eligibility

Please complete the sections below. Incomplete applications will be denied. Applicants should carefully read the Emergency Small Business Assistance COVID-19 Relief Program Information & Instructions.

Applicants must be Little Shell small business owners that have experienced a COVID-19-related impact(s) to be eligible for this program. The list of eligible COVID-19 impacts are found below. All responses are confidential.

Check all that apply as it relates directly or indirectly to the COVID-19 pandemic:

- Your small business was forced to temporarily close due to a government order or mandate;
- Your small business reduced its hours of operation;
- Your small business has been unable to make payroll;
- Your small business had to lay off employees;
- Your small business had to decrease employee salaries and/or hours;
- Your small business has been unable to pay or is having difficulties paying overhead costs, including rent/lease payments, utility bills, and/or equipment leases;
- Your small business has experienced a decline in sales due to the decreased demand for your product(s)/service(s);
- Your small business incurred costs for the implementation of workplace modifications to accommodate social distancing between workers and customers, and other safety measures;
- Your small business has experienced increased costs due to safety measures in transporting/packaging your product(s);
- Your small business suffered from market supply chain disruptions;
- Other costs or impacts suffered – Please Specify (attach additional pages if necessary): _



**EMERGENCY SMALL BUSINESS ASSISTANCE
 COVID-19 RELIEF PROGRAM
 Application**

Legal Name of Business	Owner of Business
Address of Business	Phone Number of Business
Name of Government Agency where Business is Registered/Incorporated	Number of Employees (under normal conditions)
Applicant's Annual Gross Income	Applicant's Gross Income Amount Received from Business Revenue
Product(s) Sold	Years of Operation
Estimated Loss/Cost (\$) due to COVID-19	Amount of State/Federal Direct Assistance Received for COVID Relief
Description of Loss Sustained or Cost Occurred Associated with Operation	

Attach Additional Pages as Necessary



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COVID-19 RELIEF PROGRAM**

Application

September 11, 2020 Deadline

Applicant Information:

The applicant is responsible for providing their correct mailing address on the application form.

Full Name:	Tribal Enrollment Number:
Mailing Address:	Date of Birth:
	Phone Number:
	E-Mail Address:

Certification of Information

I, _____ (Print Name), certify that I am an enrolled Little Shell small business owner whose business has been directly and/or indirectly impacted by the COVID-19 pandemic. I confirm that I will use the grant payment for qualified expenditures related to the COVID-19 pandemic. Further, I certify all the above information is accurate and complete. I acknowledge that giving false information is grounds for penalties including the denial of my application and the reimbursement of any funds obtained through deception. I agree to keep all records of how funding was spent for a minimum of five years.

Signature of Applicant

Date

FOR LST TRIBAL ADMINISTRATOR ONLY

APPROVED? ____ YES ____ NO

APPROVED BY: _____