

Eligibility to be determined as follows:

- Must be a FOR-PROFIT entity
- Must have a North American Classification System (NAICS) designation within the Accommodation subsector (721) or Food Services and Drinking Places subsector (722) and where accommodations, food or drink is served to or provided for the public, with or without charge.
- It has fewer than 300 full-time equivalent employees.
- It has a maximum tangible net worth of not more than \$15 million.
- It was in operation on February 15, 2020 and remains in operation and DOES NOT intend to permanently cease operations within one year of the date of application.
- COVID-19 has had an adverse economic impact on the eligible applicant which makes the grant request necessary to support the ongoing operations of the eligible applicant.
- Applicant had gross receipts in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts in 2019.
- Applicant had gross receipts during the first, second, third OR fourth quarter in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the SAME quarter in calendar year 2019.
- Business must be located in Bradford County
- Must be an incorporated business in and/or registered to conduct business within the Commonwealth of Pennsylvania

Priority consideration will be given to eligible business applicants that:

- Have not received a loan or grant issued under the authority of the commonwealth or the commonwealth's political subdivisions or by the federal government;
- Were subject to closure by the Governor's disaster declaration; or
- Can demonstrate one of the following:
 1. A reduction in gross receipts of 50 percent or more for the period beginning after March 31, 2020, and ending before December 31, 2020, in comparison to the period beginning after March 31, 2019, and ending December 31, 2019.
 2. If the eligible applicant was not in operation during the entire comparison period, but was in operation on February 15, 2020, a monthly average reduction in gross receipts of 50 percent or more for the period beginning after March 31, 2020 and ending before December 31, 2020, in comparison to the period beginning after January 1, 2020, and ending before April 1, 2020.

Example of Scoring

Project Name:		
Project Characteristic	Max Value	Score
Application/Description	25	
Need for the Project	35	
Future Viability	15	
COVID-19 Operation Impact	25	
Total	100	0

Grant Amount Determination:

Final grant determination will be made based on the invoices submitted as the "project". Eligible costs for this program are limited to operating expenses, which include but are not limited to; rent/mortgage, utilities, insurance, legal fees, marketing and inventory costs from April 1, 2020 through December 31, 2020. Grant amount will be determined using discretion for each business entity.

Program Guidance:

Please review the Application Guidelines for this program. These items are being published in advance of the application window so that Bradford County Businesses can prepare their applications. Questions not addressed in the guidelines or FAQ should be forwarded to the Progress Authority – cbpa@epix.net or 570-265-0937.

The following documents are required for this grant application:

- **Completed application questionnaire**
- **A copy of your most recently submitted tax return, with signature**
- **2019 financial statements including quarterly breakdown**
- **2020 financial statements including quarterly breakdown**
- **W9 executed by the business**
- **Invoice copies of qualifying operating expenses, such as, but not limited to:
inventory purchases, supply purchases, rent/mortgage, and/or Utility invoices
(discretion will be used to determine amount of grant)**