

ELKHART URBAN ENTERPRISE ASSOCIATION

EMERGENCY RELIEF FUND GUIDELINES

PROGRAM PURPOSE AND PRIORITIES

The Elkhart Urban Enterprise Association (EUEA) Emergency Relief Fund is designed to provide short-term financial assistance to locally owned Elkhart businesses experiencing unexpected hardship due to unforeseen and urgent circumstances. The purpose of this fund is to help stabilize and support affected businesses and prevent permanent closure due to events outside of the owner's control.

For the purposes of this program, an eligible emergency is defined as a situation that is:

- Unforeseen – not reasonably anticipated or planned for
- Unbudgeted – not accounted for in the business's normal financial planning
- Time-sensitive – requires immediate action to prevent further loss, damage, or closure

Priority will be given to businesses that demonstrate a clear and immediate need for assistance and a meaningful contribution to the local economy or community.

AWARD AMOUNTS

Grant awards will be made based on demonstrated need, availability of funds, and alignment with program guidelines.

The **maximum award amount is \$5,000 per applicant**. Applicants are encouraged to request only the amount necessary to address the immediate emergency.

EUEA reserves the right to award partial funding based on the scope of need and availability of resources. Funding is not guaranteed, and prior awards do not ensure future funding.

OTHER QUALIFICATIONS

Applicants must be **locally owned businesses operating in Elkhart** and in good standing with all applicable local, state, and federal requirements.

Applicants should be the owner of the property where the emergency occurred. Tenants may apply only if they can provide documentation showing that the requested repairs or improvements are their responsibility under the terms of the lease, or if they provide a letter of support or authorization from the property owner.

Applicants should disclose any other funding, grants, or in-kind contributions they have received or applied for that will be used to address the emergency. This information helps the Board evaluate the overall need and avoid duplication of resources.

USE OF FUNDS

Grant funds may be used only for expenses directly related to the emergency, including but not limited to:

- Emergency repairs to buildings or equipment
- Emergency utility or operational costs directly caused by the event

Funds may not be used for routine operating expenses, ongoing business expansion, projects unrelated to the emergency, or reimbursement for work that has already been completed prior to grant approval.

All proposed uses of funds must be clearly documented in the application and justified as necessary to address the immediate emergency. If awarded, EUEA will pay contractors, vendors, or service providers directly whenever possible, rather than reimbursing the applicant.

REPORTING REQUIREMENTS

Recipients are required to provide documentation demonstrating the need for funds and how they will be used. Required documents may include, but are not limited to:

- Tax returns for the past two years
- Profit and Loss statements for the past two years
- Project budget, highlighting use of funds
- Information on any additional financial resources or funding sources related to the emergency
- If the applicant is a tenant, documentation showing responsibility for the repairs under the lease or a letter of support from the property owner

Recipients may also be asked to provide additional documentation, such as photos, repair estimates, or other evidence of the emergency, to verify the use of funds and project scope.

Upon completion of the project, recipients may be required to submit photos of completed work, copies of final invoices, and a brief summary of the completed project and its impact on the business.

SUBMISSION AND CONTACT

Applications and inquiries may be dropped off, mailed, or emailed to:

Development Services – Elkhart Urban Enterprise Association
c/o Drew Wynes
201 S Second Street (Office Location)
229 S Second Street (Mailing Address)
Elkhart, Indiana 46516
574-338-1895
Drew.Wynes@cityofelkhartin.gov

Applications will be date stamped and reviewed by the EUEA Board in the order they are received.

ELKHART URBAN ENTERPRISE ASSOCIATION EMERGENCY RELIEF FUND APPLICATION

CONTACT INFORMATION (Please print or type)

Business Name: _____

Address: _____ City: Elkhart State: IN Zip: _____

Phone (Business): _____ Phone (Mobile): _____

Email: _____

Are you the property owner or tenant? _____

If tenant, please provide documentation showing that the requested repairs or improvements are your responsibility under the lease, or provide a letter of authorization from the property owner.

I, _____ (Print Name), am formally requesting a grant of

\$ _____ on behalf of my business, _____

EMERGENCY DESCRIPTION

1. **Describe the emergency:** What happened, how did it happen, and what needs done to address it? Please include photos of current conditions as part of your application.

2. **Timeline:** When did the emergency occur, when did you first become aware, and what is your timeline for addressing it?

3. **Nature of Emergency:** Please address: Why is this need unbudgeted? Why was this need unforeseen? Why is this need time sensitive?

FUNDING AND OTHER RESOURCES

4. Is this request part of a larger fundraising effort? (current or future)

5. Has funding been sought from financial institutions, insurance, or other sources?
If so, what was the outcome?

6. List all sources and amounts of matching funds or in-kind contributions that will support this project, if applicable:

IMPACT AND OUTCOMES

7. Please describe the outcomes of the project and how this funding will help stabilize your business.

If more space is needed, please attach/submit document with application

By signing below, you represent that all information in this application is accurate and complete, that you are authorized to establish contracts, and that no bankruptcy proceedings are in progress or anticipated which involved you and/or your business/or organization.

EUEA is not obligated to approve a grant to you and/or your business, and we may retain this application whether a grant is given.

Print Name _____

Sign Name _____

Title _____

Date _____

Print Name _____

Sign Name _____

Title _____

Date _____