**Crow Wing County Economic Support Grants
Eligible Expense Reporting**

Complete the "Eligible Expense" Excel Spreadsheet for eligible costs incurred by the business/non-profit during a timeframe of March 1, 2020 through the date of the application submission that was not utilized to obtain other Federal, State, or Local Grant Dollars. Applicant must list the vendor, a description of the expense including the relationship of the expense to COVID-19 or the Minnesota Emergency Orders. Expenses must be necessary as a result of business interruption.

Note: The business must not have received any other funding for the expenses detailed in the spreadsheet. All amounts entered must be able to be substantiated by a valid receipt or invoice, should that be required as a means of audit. Examples of eligible costs by category are listed below.

**Examples of Eligible Expenses:**

* Mortgage or rental payments for business’s place of operation.
* Expenses for communication or enforcement of public health orders such as signage and markings for social distancing measures.
* Utility Payments – electric, gas, sewer, water, trash removal – for the business’s place of operation
* Personal Protective Equipment (PPE) for employees or customer use, including sanitizing products, masks, face shields, gloves, etc.
* Vehicle and equipment lease or rental payments for items rented that were unable to be used due to business interruption or new leases that were incurred in order to facilitate change in business.
* Costs of perishable inventory disposal (those that have a limited shelf life) due to impacts from Emergency Orders.
* Property/casualty and liability insurance

**Examples of Ineligible Items:**

* Property Tax Payments
* Expenses unrelated to the business operation or non-profit primary mission
* Personal expenses
* Durable or hard-goods inventory replacement