

The HartBeat of Main Street Grant Program Frequently Asked Questions

General Program Questions

When is the application open? How can I apply?

Applications will be accepted beginning at 9am PT October 22, 2020 through 4:59 PM PT October 29, 2020. A link to the online application will be posted on our program [webpage](#) and social channels as soon as the application opens. In the meantime, you can review a PDF version of the application [here](#).

Eligibility Questions

I applied in Round 1. Am I eligible to apply for this round, and will my application roll over?

If you applied for the grant in the first round and did not receive funding, you are eligible to apply again. Your application from the previous round will not roll over. Please use [these instructions](#) to access your previously submitted application in preparation for re-submitting for round 2. You must reapply via the Round 2 application form. We cannot provide feedback on previous applications.

First round awardees are not eligible for the second round of the grant program, even if you apply for a different business.

I own multiple businesses. Can I apply for more than one?

Please only apply for one business.

Are nonprofits eligible?

Yes, nonprofits are eligible.

Are sole proprietors eligible for the grant?

Yes, sole proprietors or business owners with no employees are eligible to apply.

I have a business that started prior to January 2019, but we opened our brick and mortar location after January 2019. Am I still eligible for the grant?

Your business must be able to provide financial information about sales since at least January 1, 2019. If you were operating before January 1, 2019 and can provide financial information dating to that time, you are eligible to apply.

Do I have to be a member of Main Street America to apply?

No, you do not have to be a member to apply, though at least one-third of the grants will be reserved for businesses that are located within a Main Street America district.

My business employs a mixture of full-time and part-time employees. How does the requirement that the business employ 20 or fewer full-time employees, including the owner, apply to me?

If you employ a mixture of full-time and part-time employees, calculate the Full Time Equivalent (FTE) hours for all of your employees. FTE hours are an employee's scheduled hours divided by the employer's hours for a full-time workweek. If the FTE hours for all your employees is fewer than the equivalent of 20 full-time employees, your business is eligible.

Application Questions

Can I save a draft of my application?

You can save a draft within the application submission platform, but we strongly encourage you to also save your application in a separate document as back-up.

I can't log into my application, or I'm having other technical issues.

Please contact Submittable (the company that hosts our application) for help logging into your account or if you have any other technical issues. You can find answers to frequently asked questions about using Submittable [here](#). You can contact Submittable customer support [here](#).

How will I know if my application has been submitted?

Once you hit "submit," you will receive an email notification from Submittable notifying you that your application has been received. Automatic emails from Submittable occasionally get caught in spam filters, so please check your junk folder.

Can I change my application once it has been submitted?

You cannot make any changes to your application once it has been submitted.

Can you provide links or definitions of how the Small Business Administration would define minority, woman, veteran, disabled, and/or LGBTQ-owned businesses?

For our purposes, a minority, woman, veteran, disabled, and/or LGBTQ-owned business is one in which the majority (at least 51%) of the company is owned and run on a daily basis by a member (or a collection of members) that identifies as being a member of one of those categories. The racial/ethnic categories defined by the Small Business Administration are African Americans, Asian Americans, Hispanic Americans, and Native Americans.

How do I know if my business is located in a Main Street America community?

You can find a map of all Main Street America communities [here](#).

When will I be notified about the status of our application?

We will notify all applicants about the status of their submission in early December via the email provided in your application. Be sure to check your email regularly, including your junk folders. Email updates to all applicants will come from Submittable.

Grant recipients will receive next steps from hartbeat@savingplaces.org. Failure to reply promptly to next steps may result in disqualification from the grant program.

Do grant funds need to be repaid?

No, grant funds do not need to be repaid. However, all taxes associated with the acceptance and/or uses of cash awarded are the sole responsibility of the individual grantee. Cash awarded will be reported by Main Street America to the IRS as Main Street America deems necessary according to applicable law. It is further the policy of Main Street America that all grantees be advised to consult with their own tax professionals and/or legal counsel to ascertain the tax impact of the cash awards.

Letters of Support Questions

Who should write my letter of support?

Letters can come from your local Main Street program or Chamber of Commerce, a fellow business owner, a customer, a local elected official, or anyone who you think can speak to why your business should receive the HartBeat of Main Street Grant.

Who should letters of recommendation be addressed to?

Letters can be addressed to the HartBeat of Main Street Grant Program Jury. You do not need to include a physical address in the letter. **We are only accepting letters as attachments to the online application. Please do not mail any letters of support.**

What should be included in the letter?

These letters are open-ended, but we encourage letter writers to explain why they believe your business should receive the HartBeat of Main Street Grant. They can describe your business's role in the community and share any other information that they believe would help your case-- whether that's describing how your business has been impacted by COVID and how this grant would help, providing an example of your previous success in a grant program, or talking about their personal experience as a customer at your business.

Have additional questions?

Please send us an email at hartbeat@savingplaces.org.