



**City of Michigan City, Indiana  
Small Business Assistance Grant Program  
Scoring Rubric**



<b>QUALIFYING</b>		<b>70 Max</b>
Copy of Applicant's Driver's License	(5)	
Employee Verification Form (I-9 or W-2 Applicant Only)	(5)	
IRS Determination Letter (if applicable) OR <a href="#">EO Operational Requirements: Obtaining Copies of Exemption Determination Letter from IRS   Internal Revenue Service</a>	(5)	
Certificate of Existence with Secretary of State <a href="#">INBiz - Indiana's One Stop Source for Your Business</a>	(5)	
Proof of Good Standing with the IN Dept. of Revenue	(5)	
Financial Statements for 2019, 2020, and 2021 (Summary Sheet from Tax Returns)	(5)	
Project Narrative/Overview with estimate details for how the business intends to use the funds	(5)	
Business on eligible list	(5)	
Business has 25 or fewer FTEs	(5)	
Business is locally owned and is Sole Proprietor	(5)	
Business is located within the municipal boundaries of Michigan City, Indiana	(5)	
Completed all fields on application form	(5)	
Electronically signed & dated application form	(5)	
Submit application online at <a href="https://www.edcmc.com/arpa-small-business-grant/">https://www.edcmc.com/arpa-small-business-grant/</a>	(5)	
<b>BUSINESS SECTOR</b>	<b>(Choose 1)</b>	<b>10 Max</b>
Manufacturing/Childcare/Grocery/Restaurant/Food & Beverage	(10)	
Retail: Clothing, Electronics, Sporting Goods, Hobby Stores, Health/Beauty Products, Furniture/Home Furnishings	(10)	
Art/Media: Book Stores, Fine Art, Jewelry/Crafts, Art/Media/Audio Visual/Music	(8)	
Service: Beauty/Barber, Tattoo, Printing/Paper/Supplies	(10)	
Other:	(8)	
<b>BUSINESS IMPACT FROM COVID-19 Pandemic</b>	<b>(Choose 3 Max)</b>	<b>15 Max</b>
Decline in Gross Revenue, Periods of Business Closures	(5)	
Supply Chain issues including increases in costs	(5)	
Capacity to weather financial hardship including: supporting payroll, mortgage/rent/utilities payments, employee retention, or other operating expenses	(5)	
<b>IMPACT OF GRANT ON BUSINESS AND MICHIGAN CITY'S LOCAL ECONOMY</b>	<b>(Choose 5 Max)</b>	<b>46 Max</b>
Operating Costs (Supplies, Inventory, Insurance, Maintenance/Repairs, Other Operating Costs)	(10)	
Employee Payroll (Commit to re-hiring or retaining current staff. Must pledge to a minimum of 1 job/position FTE.)	(8)	
Facility rent/mortgage expense (lease or mortgage documentation must be provided)	(8)	
Utility costs (copies of utility bills in the business name must be provided)	(8)	
General communication, marketing, and advertising expenses	(6)	
Physical Improvements to storefronts/building facades or enhancements to outdoor spaces (ex: outdoor patios)	(10)	



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Other operating costs to facilitate efficient business operations including: improvements to permanent equipment directly tied and/or attached to business (e.g. grease traps, technology used to facilitate daily activities/transactions)	(10)	
Veteran Owned Business	(5)	
Women Owned Business	(5)	
Minority Owned Business	(5)	
<b>DEMONSTRATED CAPACITY</b>		<b>10 Max</b>
Applicant has been in business for <b>three years</b> or more <u>and</u> has an established banking relationship	(10)	
<b>TOTAL TABULATION</b>		<hr/> <b>of</b> <b>151</b>