

Q. What are eligible business expenses?

A. Please refer to Section 3 of the grant agreement. Eligible expenses include the following:

- Employee payroll and health insurance
- Rent and utilities (**excluding home businesses unless expense included on the Schedule C**)
- Business insurance
- Lost revenue or owner income (**33% of line 31 on the Schedule C**)
- Advertising and promotion (marketing) expenses
- Merchant processing fees (e.g., PayPal, eBay)
- Renewal of software, online services, and professional memberships and licensure
- Vehicle lease (**vehicle must be leased to the business and purchased before March 15, 2020**).
- Merchandise/supplies that are part of a business's normal, ongoing operating expenses (grant funds cannot be used to purchase or lease new equipment or vehicles)
- Expenses relating to the coronavirus pandemic (e.g., sanitizer, face masks, plexiglass dividers)

Q. How do I report grant expenses?

A. Use the Exhibit A (Grant Expense Report), located near the end of the grant agreement, to log your expenses; be sure to sign the Exhibit A and attach supporting documents for all expenses listed. Please refer to Section 7 of the grant agreement for further guidance.

Q. What kind of support documents are acceptable?

A. The important thing to keep in mind is that the documents must “prove” the expenses listed on Exhibit A (the Grant Expense Report) during an IRS audit. Supporting documents can include the following:

- Payroll ledger/reports and employee paychecks/paystubs
- Business banking statements (**must include payee, amount paid, and date of payment; also, please mark the expenses so that the grant team can easily identify them**)
- Canceled checks
- Bills and invoices (if paid status and date not indicated, also provide payment verification)
- Email and electronic payment confirmations

Q. How long do I have to spend the grant funds?

A. Please refer to Section 3 (second-to-last paragraph) of the grant agreement. Grant funds must be used within 90 days. **Note: the funds can be used to reimburse expenses that have already been paid.**

Q. When do I have to report my grant expenses?

A. Round 1 and Round 2 grant recipients must report grant expenses within 120 days of receiving grant funding. Round 3 grant recipients must report expenses within 60 days of receiving grant funding.

Q. What is the date range for eligible expenses?

A. For Rounds 1 and 2, the period for eligible expenses runs from March 15, 2020, to 90 days after receipt of grant funding (for example, if you received a grant check on July 15, your eligible expenses would be from March 15, 2020, to October 15, 2020). For Round 3, the period for eligible expenses runs from March 15 to December 15, 2020; **expenses incurred after December 15 are ineligible. Note: the funds can be used to reimburse expenses that have already been paid.**

Q. Where do I send my Exhibit A (Grant Expense Report) and supporting documents?

A. Send all expense documents to: grantreports@greaterakronchamber.org. Questions about grant reporting may also be sent to this email.

You may also submit grant expense documents by mail to Greater Akron Chamber, Attn: Heather Flohr, 388 S Main Street, Suite 205 | Akron, OH 44311.

Grant expense documents may also be faxed to (330) 379-3164.

Additional support can be found by reaching out to: Heather Flohr – hflohr@greaterakronchamber.org (330)237-1210 Michelle Moore – grantsupport@greaterakronchamber.org (330)237-1216 General Questions – covidgrant@greaterakronchamber.org.