



City of Burlington

CDBG-CV Microbusiness Loan Program

Program Overview

To mitigate the economic impacts caused by COVID-19 for Burlington's most vulnerable businesses, the City has committed readily available, federal CDBG funds to create the Microbusiness Loan Program.

- The Microbusiness Stabilization Fund provides loans in amounts up to \$7,000 to qualifying businesses.
- The business must have a physical location within the City of Burlington
- This program is for any microbusiness with no more than five (5) employees impacted by coronavirus/COVID-19.
- The Microbusiness Stabilization Fund will be available on a first-come, first-served basis until funds have been exhausted. If approved, disbursements will be available within 14 days of receipt of the application.
- The program is managed by the City of Burlington's Economic Development Department

Loan Details

- Funds may be used to cover the day-to-day operating expenses of the business, such as payroll costs, commercial mortgage payments, rent, utilities or losses due to destabilizing events.
- No collateral or personal guarantees are required, and businesses will not be charged any fees.
- The loan is fully forgivable over a three year period if the funds are used for eligible expenses.
- This loan has a maturity of 3 years at 0%, meaning that if funds are used for eligible expenses, the loan balance will be zero in three years. However, if funds are used for ineligible purposes, funds will not be forgiven and the interest rate on the funds will be 3%.

Eligibility


Businesses must meet the following criteria to qualify:

- The business owner or 51% of employees must have low- or moderate-income.
- The business must have 5 employees or less.
- The business must have experienced a loss of income due to COVID-19
- The business must be located within the City of Burlington

Application

Please complete and submit the electronic application linked below. As part of the submission, applicants will need to print and sign the Certification and Authorization Form to be scanned/photographed, and uploaded with the required documents.

The following information will be needed to complete applications:

- Signed Self Certification
- Copy of driver's licenses
- Copy of lease or mortgage statement – if using funds for this purpose.
- Copy of other debt obligations – if using funds for this purpose.
- Payroll documentation – if using funds for this purpose
- 2019 tax returned if filed otherwise 2018 tax return for the business
- 2019 tax refund if filed otherwise 2018 owner's personal tax return
- Completed  [W-9](#)

****Please note:** if all the required documents are not provided with the submission of the application, your submission will be considered incomplete and not considered for funding**