

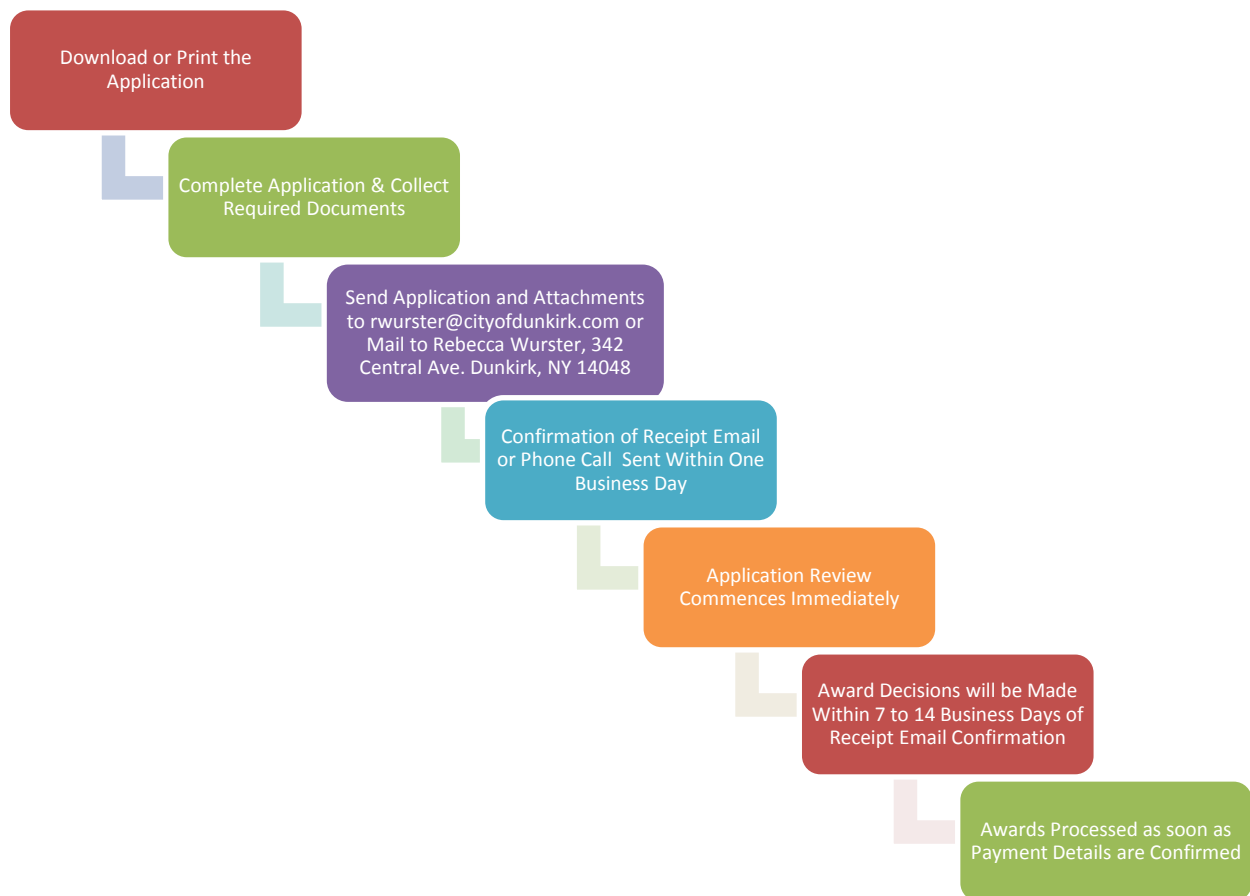


City of Dunkirk 2020 Community Development Block Grant Back to Business Grant Application

Program Overview:

This grant program is a first-come, first-served basis. The program will be utilized to assist businesses during difficult and challenging times related to economic downturns associated with local and nationwide crisis. Eligible applicants are asked to complete the attached application and provide the correct attachments for potential financial assistance.

Grant awards will vary depending on annual revenue and request, with a maximum of \$10,000 in the form of a grant to for-profit businesses located within the City of Dunkirk. Businesses must provide detailed plans on how they will utilize the grant funds to be eligible.



Eligibility Criteria:

- 1 to 50 Employees
- Annual Revenue less than \$500,000
- Located in City of Dunkirk
- Operating as a business prior to March 15, 2020
- Must be a for-profit business
- See Application below for Additional Eligibility Details

A. Examples of eligible uses of funds:

- a. Mortgage payments for business's principal place of business. Mortgage payments that are located in an owner's primary residence are not eligible
- b. Rent payments for the business's principle place of business. Rent payments for businesses that are located in an owners primary residence are not eligible
- c. Utility payments – electric, gas, sewer, water, trash removal – for the business's principal place of business. Utility payments for businesses that are located in an owner's primary residence are not eligible
- d. Business related health, property and casualty, and liability insurance payments.
- e. Salaries or wages of all employees employed by the business
- f. Building maintenance costs/fees
- g. Software/Services that are critical for day to day operations
- h. Any other COVID specific related costs (Purchase of PPE or tests for employees, plexiglass to social distance, etc)

- B. Applicants will submit an itemization of expenses it intends to pay with the grant funds, which will be reviewed for compliance with the eligible expenses set forth in Section A. Following the expenditure of all grant funds, the business shall provide a listing of all expenses paid using the grant funds along with supporting documentation. Documentation will be in the form of cancelled checks, paid invoices, bank statements, or similar documents evidencing payment. The listing of business expenses and accompanying documentation shall be submitted no later than 180 days following the receipt of the grant funds by the business.

Eligibility Checklist:

Do you own or rent your place of business (circle one): Own Rent/lease Home Office

How many FTE employees do you have? _____

Are your annual revenues less than \$500,000? Yes No

Business located within the City of Dunkirk? Yes No

In operation since at least March 15, 2020? Yes No

Are you an MWBE business Yes No

Operate as for-profit business and privately held (circle one):

Sole Proprietorship

Partnership

Corporation

Professional Association

Limited Liability Company

Limited Partnership

Limited Liability Partnership

Business must not be in receivership of bankruptcy

Business Industry (circle one):

Service/Lifestyle

Restaurant/Hospitality

Healthcare/Wellness

Small Manufacturing Enterprise

Other: _____

Applicant Information

Legal Business Name: _____

Business Address: _____

Telephone: _____

Date Incorporated: _____ Tax ID #: _____

Website: _____

Current Monthly Payroll Amount: _____

Business DBA: _____

Contact Person & Title: _____

Email: _____

Amount Requested: _____

Provide a detailed history and description of the business as well as a narrative how your business has been impacted by recent economic concerns caused by COVID-19 and how a grant may positively impact your business to remain in operations and retain jobs:

Employee Information:

Current number of full-time employees:_____

Current number of part-time employees:_____

Number of employees released* due to the COVID-19 Pandemic:_____

*Released = due to COVID-19 illness, needing to care for children due to school shut downs, and/or due to layoffs because of NYS governor executive order (non-essential businesses)

Priority Consideration:

Have you applied for other COVID related funding (ie: SBA Loans, PPP Loan)? Yes No

If YES, which ones:_____

Was your application: accepted declined?

Are you a MWBE? Yes No

Attachments:

- The following documents are required for the application and must be submitted in PDF or Excel format.
- Certificate of Incorporation
- Most current Federal Business Tax Returns for the past year.
- Current Year to Date financials
- W9 Form
- Itemized list of expenses you intend to pay with the grant funds
- Signed application

I hereby certify and swear that the information contained in this application is true and that the organization named above has authorized the submission of this application, as shown in the attached board resolution.

Signature Title Date