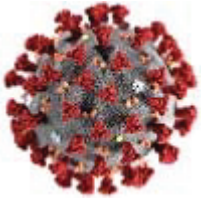


# COVID-19 BUSINESS RELIEF GRANT



## PURPOSE OF THE PROGRAM



The City of Craig COVID-19 Business Relief Grant Program is an innovative approach to provide some support for entrepreneurial small businesses within the City of Craig.

The COVID-19 Business Relief Grant is designed to provide funding to help keep small businesses in a position to remain open and adapt during business interruption caused by the COVID-19 public health emergency. Grant funds can be applied towards eligible expenses incurred between March 1st, 2020 and December 30th, 2020.

## SUBMISSION OF APPLICATION

Grant applications are available in the lobby of City Hall and on the City of Craig's website.

[www.ci.craig.co.us](http://www.ci.craig.co.us)

Applications will be evaluated on a **first-come, first served basis** and the program will automatically be discontinued once available funds have been exhausted. Completed applications can be submitted at City Hall or emailed to [mkilpatrick@ci.craig.co.us](mailto:mkilpatrick@ci.craig.co.us)

## AWARDING FUNDS

If the application meets the program criteria and funding is available, funding will be awarded. If approved, a payment will be issued to the applicant.

Grant awards will be made up to \$10,000. Businesses that received funding via the first round of this program are eligible to reapply but total funds granted will not exceed \$10,000.

## ELIGIBLE APPLICANTS

Vendors are eligible for program consideration if they meet all the following program criteria:

- Storefront must be physically located within the city limits of the City of Craig (no mobile, home-based, or e-commerce vendors)
- Business must be in good standing with the City of Craig, including being up to date on sales tax remittance (paid through Jan 2020 with no outstanding balance)
- Classified in one of the following most severely affected industrial sectors:
  - Accommodations (excluding short-term rentals and vacation rentals by owner)
  - Food Services and Drinking Places
  - Miscellaneous Retail
  - Sporting Goods, Hobby, Musical Instrument, and Book Stores
  - Liquor Stores
  - Personal Service Providers (salons, gyms, etc.)

Eligible Applicants may NOT include:

- Government retailers
- Retailers located within a residential zone district

## APPLICATION CRITERIA

All applicants must provide the following documents and information during the application process:

- Completed W-9 form
- Annual budgeted expenditures (may not be less than \$25,000 or greater than \$2,000,000)
- Report any other State and Federal relief funding and ensure that such funding received will not be applied toward the same expenditures being requested per this application.

## MISCELLANEOUS INFORMATION

The City of Craig reserves the right to alter, cancel or discontinue this program.

In the event that an applicant is denied funding, that determination is final and there is no appeals process.

It is important to note that the financial information required by this program may be subject to public inspection or disclosure as required by federal, state or local law, including the Colorado Open Records Act.

## USE OF FUNDS

If awarded, the applicant agrees to utilize funds to support business expenditures. Eligible expenditures may include operational expenses and/or business recovery planning expenses. Grant preferences will be weighted towards business recovery planning expenses.

### OPERATIONAL EXPENSES

- Wages
- Rent/Utilities
- Loan Payments
- Inventory
- Insurance
- Business Equipment
- Accounting
- Personal protective devices, space design to allow for social distancing, sterilization items and other items necessary to operate under COVID-19 restrictions

### BUSINESS RECOVERY PLANNING EXPENSES

- Marketing
- Business Development Support
- Business Consulting Services

Award recipients must acknowledge the financial support of the City of Craig in advertising in the storefront window. Advertising material will be provided by the City when funds are received by the business.

## POST GRANT REPORTING

Award recipients will be required to complete a 6-month post award grant report. Award recipients will be required to submit receipts and/or paid invoices for verification of expenditures. Failure to provide expenditure verification will require the grantee to pay back grant funds extended by the City of Craig.

## FOR MORE INFORMATION

Contact Melanie Kilpatrick with the City of Craig Administration Department:

 (970) 826-2016

 [mkilpatrick@ci.craig.co.us](mailto:mkilpatrick@ci.craig.co.us)

# COVID-19 BUSINESS RELIEF GRANT

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## BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Business Type: \_\_\_\_\_

How many years have you been in business? \_\_\_\_\_ years

Have you received any other State and/or Federal relief funding?    yes    no

If yes, please list each funding source and detail what funds were to be used for:

Was your business open during the Stay-at-Home order?    fully open    partially open    completely closed

How has COVID-19 affected your business?

Description of what the funds will be used for (i.e. rent, utilities, inventory, equipment, marketing, personal protective devices, business development support, consulting services, etc.):

Is there any other information you would like to communicate to the grant review committee?

Grant request amount (up to \$10,000): \$ \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBMISSION OF APPLICATION

Completed applications can be submitted to Melanie Kilpatrick at City Hall or emailed to:

-  [mkilpatrick@ci.craig.co.us](mailto:mkilpatrick@ci.craig.co.us)
-  (970) 826-2016
-  Craig City Hall - Administration  
300 W. 4th Street, Craig, CO 81625