



CARES ACT
2020 Small Business Relief Grant Program Application
Application Deadline: Monday, July 13, 2020 at 4:00 p.m.
NOTICE OF AVAILABLE FUNDING

The City of Mountlake Terrace is accepting applications for the Small Business Relief Grant. Funding is intended to support business sustainability through the COVID-19 public health emergency. The City has allocated \$100,000 to assist businesses with expenses incurred between March 23, 2020 and September 30, 2020. Grants are anticipated to be awarded between \$1,000 and \$5,000. It will take applicants approximately 30 minutes to complete this Grant Application.

This checklist is provided as a tool to assist you in the completion of your application. Remember, late and/or incomplete applications will not be accepted. If you have questions regarding your application, please contact Lisa Plancich at (425) 744-6207 lplancich@mltwa.gov. Please check each statement after reading.

- Did you sign the certification page and initial all the certification statements?
- Does the Applicant Business meet the criteria detailed below?
- If mailing your application, did you leave enough time for the post office to deliver it? Remember, postmarks will not be accepted and late applications will be disqualified.

To be considered for funding, the Applicant business must meet the following criteria:

- Physically located within city limits of Mountlake Terrace
- Must have been in operation and licensed by the City of Mountlake Terrace at least six months prior to March 23, 2020
- Business has 20 or fewer full time employees or equivalent (including owner)
- A demonstrated year-over-year business/revenue loss of at least 25% in April or May, 2020 directly attributable to COVID-19
- The business must not be a home occupation
- Applicant business is current on all state and local business licensing requirements, or was so on March 23, 2020 (date the Stay Home/Stay Healthy Order was issued)
- Applicant business or underlying property owner must have been current on all state and local property taxes as of December 31, 2019
- All city taxes and fees must be paid and current as of Dec. 31, 2019
- The business must not be a franchise, unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary
- Applicant must be at least 51% majority owner of the business or application is being submitted with the approval the ownership body
- Applying for Eligible expenses

2020 CITY OF MOUNTLAKE TERRACE SMALL BUSINESS RELIEF GRANT APPLICATION

By signing this application, I understand and affirm that (check each statement after reading):

- If awarded, requested funds will be used only for purposes described in this application. I understand the use of funds are subject to audit by the Washington State Auditor.

- If awarded, the Applicant Business intends to enter into a municipal services contract with the City of Mountlake Terrace, provide liability insurance as may be required for the duration of the contract naming the City of Mountlake Terrace as an additional insured and in an amount determined by the City. In addition, the Applicant Business will provide proof of or obtain a City of Mountlake Terrace business license, if required.

- Grants awards will be determined by the City of Mountlake Terrace in its sole discretion. Applications may be awarded for the full or a partial amount of the grant requested, or declined.

- Small Business Relief Grant funds are to provide funds for expenses incurred due to the COVID-19 public health emergency between March 1, 2020 and October 15, 2020. The Applicant Business cannot obligate any Small Business Relief Grant funds to expenses incurred or anticipated outside that date range.

- The City of Mountlake Terrace will only issue funds for those costs actually incurred by the Applicant Business, and only after a municipal services contract detailing the approved expenses has been executed between the parties, and a signed Request for Payment form (or other form acceptable to the City) has been submitted to the City.

- I certify that I have the legal authority of the Applicant Business represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that the City of Mountlake Terrace will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may result in a repayment of grant funds.

Print Name:

Title:

Signature:

Date:

CITY OF MOUNTLAKE TERRACE
2020 SMALL BUSINESS RELIEF GRANT
APPLICATION PACKET

SUBMISSION DEADLINE:
Monday, July 13, 2020 at 4:00 p.m.

Applications must be e-mailed, mailed or delivered to:

City of Mountlake Terrace
Mountlake Terrace City Hall
Attn: Lisa Plancich
6100 – 219th Street SW
Suite 200
Mountlake Terrace, WA 98043
lplancich@mltwa.gov

Completed applications must be received by July 13, 2020 at 4:00 p.m. Postmarks will not be accepted. If mailing, be sure to allow enough time for delivery.



Cares Act Small Business Relief Grant Program Application

Application Deadline: Monday, July 13 at 4:00 p.m.

Applicant Business Contact Information

Legal Business Name: _____

Doing Business as (DBA) Name (if applicable): _____

Unified Business Identifier (UBI) Number: _____

Business Street Address (if mailing address differs from street address, please supply both): _____

Business Owner/Applicant Name (if the owner/applicant address differs from above, please supply address): _____

Business Owner/Applicant Email Address: _____

Business Owner/Applicant Phone Number: _____

Briefly describe the Applicant Business and its products/services: *Maximum 500 characters*

About Applicant Business

Applicant Business Ownership:

- Business qualifies as minority-owned business
- Business qualifies as veteran-owned business
- Business qualifies as woman-owned business
- Business qualifies as LGBTQ-owned business
- None of the above

** Please check all that apply. Business Ownership is for informational and statistical purposes only.*

Do you have a current City of Mountlake Terrace business license?

- Yes
- No

Was the business open and licensed in Mountlake Terrace before March 23, 2020?

- Yes
- No

What is your primary business activity?

- Retail
- Restaurant/Food Service
- Professional Services (finance, insurance, auto repair)
- Personal Services (barber shop, salon, spa)
- Construction
- Healthcare
- Entertainment/Arts/Recreation
- Hospitality
- Manufacturing
- Non-profit
- Other _____ Please state

** All applicant businesses will be evaluated equally. Industry categorization is for informational and statistical purposes only.*

Covid Related Impacts

Did your business close under the Governor's "Stay Home, Stay Healthy" order?

- Yes – business was closed completely
- Yes – continued offering limited services online or by phone
- No – business activity was altered
- No – business was open as usual

How has the business revenue been impacted by COVID-19, compared to March 23, 2020?

- 0 -24% reduction
- 25-40% reduction
- 41-60% reduction
- 61-80% reduction
- 81-100% reduction
- Revenues are the same as last year
- Revenues have increased since last year

What is the likelihood of your/the business permanently closing?

- Low
- Medium
- High

Describe any other adverse impacts that COVID-19 has had on your business to date: *Maximum 500 characters*

Grant Related Information

Number of full-time employees on January 1, 2020: _____	Number of part-time employees on January 1, 2020: _____
Number of full-time employees on April 30, 2020: _____	Number of part-time employees on April 30, 2020: _____
Number of full-time employees on May 31, 2020: _____	Number of part-time employees on May 31, 2020: _____

Has the business been awarded any state, federal, or other funding related to COVID-19

- Yes
 No

If yes, briefly describe the amount(s) and source(s) applied for, and any awards received: *Maximum 500 characters*

If awarded this grant, will it help the business remain open?

- Yes
 No

If awarded this grant, will it help retain jobs:

- Yes
 No
 Not Sure

What is your recovery plan? *Maximum 500 characters*

Provide a list of qualifying operational expenses that will be covered if grant funds are awarded. Eligible business expenses include payroll, business lease/mortgage, utilities, business debt payments, marketing and inventory. Note: if grant funds are awarded, you will be required to provide documentation on how the funds were used. *Maximum 500 characters*

Provide a copy of your City of Mountlake Terrace Business License.*

Provide documentation of loss of revenue due to COVID-19 (examples: Profit and Loss Statement or Revenue Reports).*

I certify that the above information is true and correct to the best of my knowledge and that I am an authorized representative of this business. I understand that the City of Mountlake Terrace will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation or inaccurate information may result in disqualification of the grant application, default of the grant, and/or request for repayment of grant funds.

Yes

No

*Upon completion of this form, please save and send it to Lisa Plancich lplancich@mltwa.gov. Be sure to attach a copy of your City of Mountlake Terrace Business license as well as documentation of loss of revenue due to COVID-19, as explained above.

SUBMIT NOW