



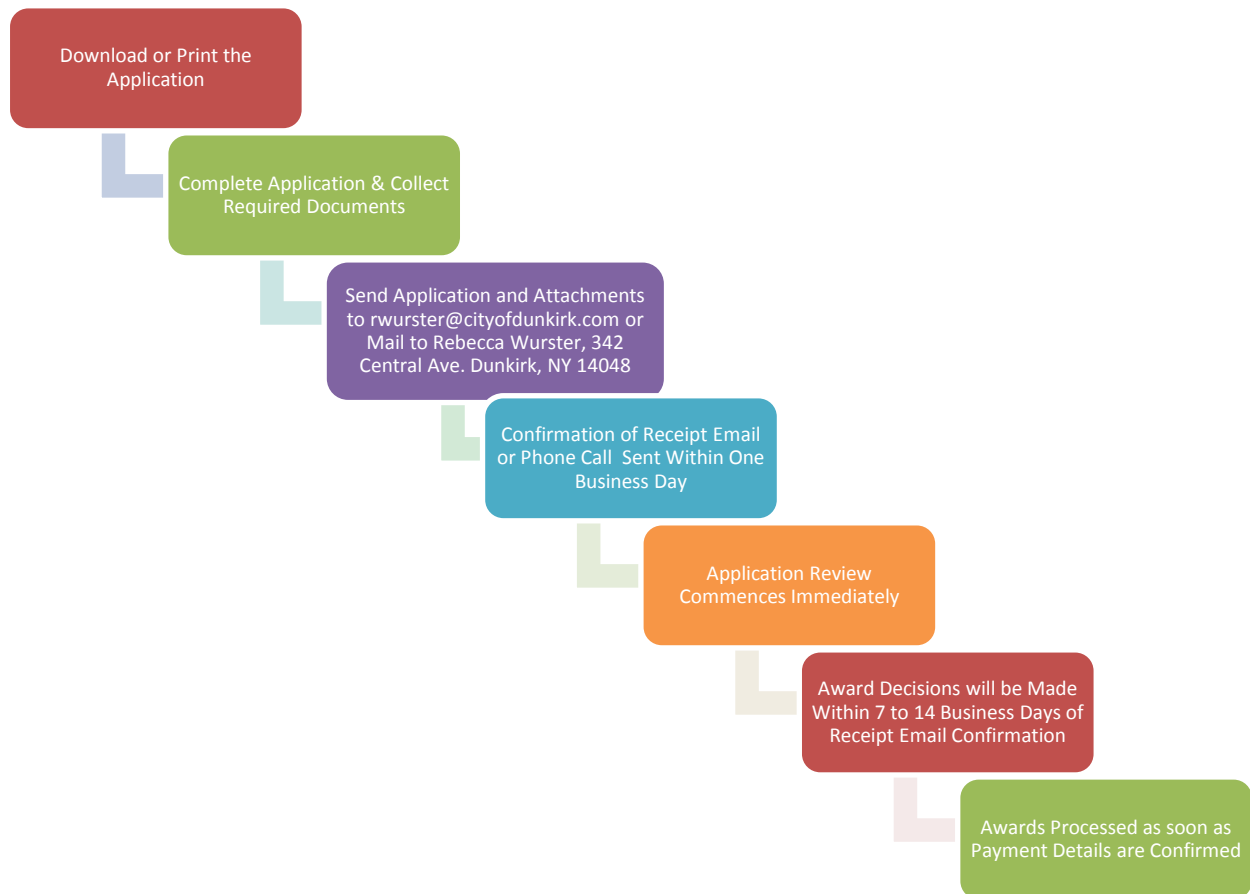
# City of Dunkirk

## 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:





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- **This grant program is a first-come, first-served basis.**
- Eligible businesses include for-profit corporations, partnerships, sole proprietorships (including independent contractors), LLCs, and Joint Ventures
- Business must be in Good Standing with the Secretary of State's Office; If not incorporated a business/professional license, sales tax permit, utility bill or bank statement in the name of the business is required
- Business and owners must NOT be delinquent on any state or local taxes
- Applications will only be considered when a complete application is submitted with all required attachments.
  - Required attachments:
    - Driver's License of authorized business representative,
    - completed and signed W9,
    - Certificate of Good Standing from Secretary of State (dated within last 30 days),
    - Most current Federal Business Tax Returns for the past year,
    - Current Year to Date financials,
    - Itemized list of expenses you intend to pay with the grant funds
- Grant amounts will be based on the annual revenue of a business:
  - \$0 - \$25,000 = up to a \$2,500 grant
  - \$25,001 - \$50,000 = up to a \$4,500 grant
  - \$50,001 - \$100,000 = up to a \$6,500 grant
  - \$100,001 - \$300,000 = up to a \$8,500 grant
  - \$300,001 - \$500,000 = up to a \$10,000 grant
- Grant amounts could be less depending upon number of applications and available funding
- Maximum grant amount is \$10,000
- Eligible expenditures must be made between March 1, 2020 – December 30, 2020



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- Businesses will be required to verify funds were used for eligible expenditures and shall be required to repay all or a portion of the grant if business is found not in compliance with grant requirements
- Businesses that have previously been awarded assistance through other programs or SBA programs are **not** prohibited from applying for the Ready for Business Grant Program
- At least 15% of the recipients will be women and minority owned businesses as defined by New York Statute.
- Business must remain in business for a minimum of 6 months after receiving a grant award.
- Only 1 grant per applicant
- Applicant commits to reporting on status of business at 3 months and at 6 months after receiving grant award