

## Application Form

### ***Belmont County Small Business Relief Program***

\*Businesses will be required to provide documentation to verify data provided in order to be eligible for grant. Incorrect or incomplete information will result in disqualification of the business.

Applications will be accepted starting **August 17 through September 18, 2020**. Complete applications can be emailed to [arocchio@belmontcountyohio.org](mailto:arocchio@belmontcountyohio.org) or dropped off to the Belmont County Auditor, 101 W. Main St., St. Clairsville Monday – Friday.

Name of Business	
Street Address	
Apt/Suite	
City	
Zip	
<b>Mailing Address (if different)</b>	
Street Address	
Apt/Suite	
City	
Zip	
<b>Business Owners</b>	
<b>Contact Person Information</b>	
Name	
Phone	
Email	
Business Federal Tax ID Number	

1. Is your business a for-profit entity with a location in Belmont County?

Yes  No

2. What type of business entity are you?

Sole Proprietor  S Corporation  Partnership  C Corporation  Limited Liability Company  
 Other

3. Has your business been in operation since January 2019?

Yes  No

4. Did your business have less than \$1,000,000 in gross revenues/receipts during 2019?

Yes  No

5. Select the number of employees and/or 1099 workers (full time or part time) on March 1, 2020 from the options

below: NOTE: If you are a sole proprietor, count as 1.

1-10  11-30  31 or more

6. Did your business experience a decrease in gross revenue/receipts/deposits of 35% or more due to COVID-19 as evidenced by comparing March 1 – May 31, 2019 revenue/receipts/deposits to March 1 – May 31, 2020 to revenue/receipts?

Yes  No

7. How much funding is being requested? (Maximum of \$10,000) \$ \_\_\_\_\_

8. Please check all that apply on how the grant funds will be used? (Documentation to demonstrate proof of payment for use of these funds will be required at closeout.)

Payroll

Rent – not eligible for businesses that operate out of a personal residence

Utilities – not eligible for businesses that operate out of a personal residence

Materials and Supplies related to interruption of business caused by related closures

Personal Protective Equipment or other COVID-19 expenses related to compliance with Responsible RestartOhio

Mortgage – not eligible for businesses that operate out of a personal residence

Other:

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Income Replacement – ONLY for Sole Proprietors that can document loss of revenue from March 1, 2020 – May 31, 2020 (SO LONG AS no unemployment benefits are being or are expected to be received)

9. Has your business received or been approved for other federal assistance for lost revenue or expenses arising from the pandemic, including Paycheck Protection Program or Emergency Disaster Loan?

Yes  No

10. Has your business been approved for a business interruption insurance claim as a result of COVID-19?

Yes  No

11. Is your business in compliance with all federal, state, county and local requirements applicable to its type of business?

Yes  No

12. Is your business in the bankruptcy process?

Yes  No

13. Are you a type of entity that is required to file with the Ohio Secretary of State?

Yes  No

14. Is your business current with all federal, state, county and local taxes and fees taking into consideration any extended due dates due to COVID-19?

Yes  No

15. Is your business in good standing with all applicable government regulations related to building code or property maintenance issues?

Yes  No

18 Summarize the financial and operation impacts COVID-19 has had on your business.

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The following questions are for monitoring purposes only and have no bearing on the lottery or grant approval.

19. Which municipality or township is your business located in?

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20. Is your business a Minority Owned Business Enterprise (MBE)?

Yes  No

21. Is your business a Woman Owned Business Enterprise (WBE)?

Yes  No

22. Is your business Veteran Owned?

Yes  No

23. Will this grant allow you to retain or create at least 1 job?

Yes  No

APPLICANT STATEMENT

By checking this box, I hereby attest that the information on this form is complete and accurate. I hereby certify that the information on this form is complete and accurate. If selected through the lottery I will provide all supporting documentation required for verification.

If your business is selected in the lottery, you will need to provide the following documentation and other documentation as required:

1. Have been operational since January 2019. This can be evidenced, at a minimum, by: a) filing(s) with the Ohio Secretary of State, such as articles of incorporation or other registration documents along with an Ohio Secretary of State Certificate of Good Standing; b) an Ohio vendor’s license; c) Federal Schedule C – Profit or Loss from Business (Sole Proprietorship); or any other documents that demonstrate that the business has been in operation as a for-profit since January 2019.
2. Have less than \$1 million in gross revenue/receipts on an annual basis. This can be evidenced by records such as the business’ 2018 and 2019 federal income tax return or any other financial statements or records.
3. Must have experienced a decrease in gross revenue/receipts/deposits of 35% or more due to COVID-19 as evidenced when comparing March 1 – May 31, 2019 revenue/receipts/deposits to revenue/receipts/deposits for March 1 – May 31, 2020. This can be evidenced by financial information/records, including, at a minimum, bank statements. If applicant has or will receive any COVID Aid, applicant must disclose such. COVID Aid is defined as federal PPP, EIDL or a COVID-related insurance claim.

Please note that the total grant can not exceed the total revenue loss.

4. Have no more than 30 employees or 1099 workers as of March 1, 2020. This can be demonstrated by forms such as 2019 Form W-3 (Transmittal of Wage and Tax Statement) or 2019 Form 1096 (Annual Summary and Transmittal of U.S. Information Returns) and payroll reports or checks that evidence number of workers as of March 1, 2020.
5. Business location is in Belmont County, Ohio and the grant funding will be used for expenses for that business. This can be evidenced by records such as a mortgage statement, utility bill, insurance premium statement and property tax bills.

Signature:

Date:

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