



Town of Mountain View Small Business Grant Award Program Application

Grant Award Program Description:

A total of \$12,000 will be available to qualified businesses significantly impacted by the pandemic. The Town will award one grant per business and up to eight total grants between \$500 - \$4,000 by the end of 2020, based on financial need.

Application and Notification Deadlines:

Complete applications are due by 12 noon on November 19, 2020. Successful applicants will be notified by December 15, 2020. All awards will be disbursed by December 22, 2020.

Please Note: All applications must include the following at the time of application: A signed, legible application in blue or black ink and a completed W-9 form. Additional documentation may be required after the Town reviews the application. You can download a W-9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Verification of Eligibility:

To be eligible, an applicant's business must: Be physically located within the boundaries of the Town of Mountain View, Colorado; Operate as a for-profit enterprise in eligible retail or service sectors within the commercial zone; Be in good standing with the Town of Mountain View and the Colorado Secretary of State as of October 22, 2020 (no delinquencies, liens, or owed fees); Possess an active Town of Mountain View business license; Employ fewer than 25 full-time employees within the Town; Be experiencing a verifiable hardship and funding need due to the impact of COVID-19.

Mountain View Grant Award Program (GAP) funds may only be used for COVID-19 related expenses that the U.S. Department of Treasury determines are qualifying under the CARES Act. Such expenses include operational needs, lease/mortgage payments, payroll, business supplies, cleaning supplies, personal protective equipment, and services.

Ineligible Businesses Include:

Retail or medical cannabis stores, home-based businesses, landlord/real estate/property management companies, and businesses who are owned by (or operate as a franchise of) a corporate chain. Franchise businesses are eligible if the owner or ownership group owns only one store. Businesses that were closed to the public for 40% or more of the period between March 15, 2020 and October 15, 2020 are also ineligible, as are businesses who have received Town of Mountain View financial incentives within the past ten years.

Certification:

By signing below, I certify that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein are grounds for immediate payback in full of any funds granted through this program, and that the Town of Mountain View may use any means necessary to collect this debt. I further agree and understand that small businesses may not be reimbursed by multiple federal funds for the same cost (double-dipping), and this principle also applies to any recipients of CARES/Town of Mountain View grant funding.

Eligible Business Information

Legal Business Name, Primary Contact Name, and Title

Type of Business Entity (LLC, S-Corporation, C –Corporation, LLP, Partnership, Sole Proprietorship, etcetera.)

Primary Contact E-Mail

Primary Contact Phone Number

Town Business Address: Street address, City, State, and Zip Code

Primary Business Owner Name(s)

Primary Business Address: Street address, City, State, and Zip Code. Please note if the address is the same as above.

Names and Ownership Share of Each Business Owner

Primary Business Activity (Restaurant, Retail, Service, Eyecare, Fitness, etcetera.)

Please Describe Your Business: What does your business produce or sell? How does it generate revenue? How many years has it operated in the Town of Mountain View?

Is the Business A Franchise?

Please circle Yes or No

If the Business Is A Franchise, How Many Franchise Total Stores Does Your Ownership Group Own?

Normal Business Days and Hours of Operation

Number of Weeks the Business Has Remained Open Between March 15, 2020 and October 15, 2020

Number of Full-Time Employees (35 or more hours/week) Number of Part-Time Employees (and average hours/ week)

Please Describe the Impact of The Covid-19 Pandemic on Your Business (Impact on revenue, number of employees, business hours, etcetera). The Town may request additional documentation which verifies the information below.

Date Hardship Began: Day/Month/Year

Please Describe the Covid-19 Related Financial Hardships You Expect the Business to Experience Over the Next 30 Days:

Financial Information

Federal Tax ID/EIN

Business License Number

Total 2019 Business Revenue (in \$)

Total Estimated 2020 Business Revenue (in \$)

Is the Business Currently Up to Date with Its Town of Mountain View Business License and Up to Date with Its Quarterly Fee Payments to The Town?

Circle Yes or No.

Amount of Monthly Mortgage or Monthly Rent Payment (in \$): _____

Amount of Weekly Payroll Expenses: (in \$) _____

Amount Spent on Personal Protective Equipment and Cleaning Supplies Between March 15 and October 15, 2020 (in \$)

Please base this amount on credit card statements and receipts for these expenses and retain this documentation.

Amount Projected to Be Spent on PPE and Cleaning Supplies Between October 15, 2020 and December 30, 2020 (in \$)

Does the Business or Owner Have Any Outstanding judgements or Liens?

Please circle Yes or No

Is the Business or Any of Its Owners the Subject of Any Current Litigation?

Please circle Yes or No

Grant Information

Requested Grant Amount: (Each small business can request up to \$4000, regardless of the number of business owners).

Has the Business or Its Owners Applied for Any Other Forms of Federal or State Assistance? Please list all other assistance applications and whether they were granted (For example, SBA, Paycheck Protection Program, State Funds, Federal Funds, etcetera.)

Supplemental Documentation

Please Include a completed and signed W-9 with this application.

After receiving this application, the Town may require additional documentation, including but not limited to recent tax returns, leases, receipts for cleaning supplies and PPE, etcetera. The Town of Mountain View reserves the right to review the status and use of Small Business Grant Award Program funds and pursue legal action for misuse of such funds.

Disclosure and Applicant Certification

By submitting this application, the business owner understands that information submitted is a public record and is subject to disclosure under The Colorado Open Records Act. In addition, the Town of Mountain View may be required to disclose application information by subpoena, civil investigative demand or court-ordered or court-authorized discovery.

By submitting this application, applicant certifies that he or she is an authorized agent of the business described above and that all information is true and correct. Applicant understands that they may be required to provide additional documentation, including most recent tax returns, 941s, lease agreements, supply receipts, or a credit report, etcetera.

By signing below, I agree that any information included herein may be subject to public disclosure under The Colorado Open Records Act or another legal process. I further agree that if I receive Town of Mountain View Small Business Grant Award Funds, I will follow all CARES Act rules regarding their use. A summary of these rules can be reviewed at <http://mrsc.org/Home/Stay-Informed/MRSC-Insight/June-2020/CARES-Act-Funds-for-Small-Business-Recovery-Grants.aspx> and the complete rules at <https://home.treasury.gov/policy-issues/cares/assistance-for-small-businesses>.

Business Owner Signature(s)

Date

*If you have questions on this application or the Grant Award Program, please call or email Sarah Albright, Town Clerk/Treasurer at 303-421-7282 or Salbright@tomv.org. Due to the Coronavirus pandemic, we have limited public hours. All completed applications may be scanned and e-mailed to the Town Clerk, dropped into the drop box at the front of the Mountain View Town Hall or mailed to the Town at: Town of Mountain View, 4176 Benton Street, Denver, CO 80212. Copies of this grant application form are available on the Town website at <http://www.townofmountainviewcolorado.org/>