



**Skagit County and Economic Development Alliance of Skagit County
CARES ACT Grant Program
Business Assistance Application and Verification Form**

Under the Skagit County Small Business Grant Program, qualifying businesses impacted by COVID-19 may apply for up to \$25,000 in assistance, depending on number of employees. To request assistance, you must meet the program requirements, submit required documentation, and certify this application form before 5:00 PM PDT **July 26, 2020**.

The Board of Skagit County Commissioners expects to award approximately \$750,000 under this grant program.

The goal of this program is to help small businesses and nonprofit organizations keep their doors open, retain jobs, and comply with COVID-19 prevention public health and safety measures. This is a competitive application process, and submitting this application is not a guarantee of assistance. This program is funded by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), through the United States Department of the Treasury, the Washington State Department of Commerce, and Skagit County. Any funding distributed from this project is a one-time award; Skagit County has no plans for further awards.

Awards will start at \$5,000 for businesses with 5 FTE or fewer. For each additional FTE, the size of the award can increase by \$1,000, up to \$25,000.

Grant recipients must meet the following eligibility criteria:

- Washington State registered businesses in operation for one (1) year or more, or nonprofit organization in operation for five (5) years or more
- Business with twenty-five or fewer (1-25) employees, measured as full-time equivalents (FTE's). Nonprofit organizations are exempt from this requirement.
- Reduction in business revenue greater than 25% due to COVID-19
- Currently located in Skagit County, including incorporated areas.
- Business is not a franchise – unless that franchise is not a subsidiary of a larger corporation and is able to document that it is not a subsidiary
- Business is not a chain (unless the majority of locations are in Skagit County)
- Business is not facing any pending litigation or legal action
- Business is not suspended or debarred from the use of federal funds
- Business is not delinquent on any taxes
- Business does not engage in activities that contravene federal law
- *Nonprofits specializing in food distribution, childcare and basic needs are eligible to apply and will be evaluated separately from for-profit businesses. Nonprofit applicants should have experienced significant revenue loss and/or increased service demands due to the COVID-19 pandemic.*

Reporting Requirements:

If selected for funding, small businesses will need to enter into a contract with Skagit County and ultimately report the specific economic and public benefits derived from the program, including:

- How funds were utilized
 - Reimbursable expenses include costs of the following incurred between **March 1, 2020 and September 30, 2020:**
 - Facilities including payments towards commercial mortgage, utilities, commercial lease, and other such necessary costs required to keep physical locations open and operable through the COVID-19 crisis. Facility costs must be in the business name only.
 - Cost of goods and general administrative expenses necessary to respond to business interruption caused by required closures. This includes the purchase of equipment or technology upgrades necessary to respond to safety and/or closure requirements.
 - Supplies and expenses associated with safety improvements and personal protective equipment related to the COVID-19 crisis.
 - Ineligible expenses include, but are not limited to:
 - Paying off non-business debt
 - Personal expenses
 - Payroll, benefits, bonuses
 - Travel
 - Tax bills or fines
 - Federal or state expenses
 - Capital expenses (other than above listed eligible items)
 - Land acquisition
 - Office equipment – desks, chairs
 - Purchase of equipment – this includes computers, laptops, monitors, printers, computer related software, unless this equipment is necessary for COVID-19 business adaptation
 - Alcohol, drugs, tobacco
 - Hosting expenses, food, or entertainment
 - Lobbying or political influence
 - Operating expenses associated with changing the business model
- How funds helped your business survive and/or grow.
- How many employees were retained due to this funding.
- How many employees were hired due to this funding.
- How funds affected revenue generation of your business.
- How funds affected the sustainability of your business.

Program Timeline:

- July 13- July 26 – Application submission period.
- July 26-July 31 – Application Processing. Confirmation of eligibility and verification of documents submitted. Includes checking business licenses.
- July 31- August 7 – External panel will review applications.
- August 7 – EDASC submits recommendations to Skagit County for final approval.
- August 10 – Tentative notification of awards. All awards are pending approval until a contract is executed between Skagit County and the business. Notifications of success or failure will come from Skagit County.
- September 30 – all eligible expenses must be incurred by this date.
- October 9 – For successful grant award recipients, all eligible expenses must be submitted to County for reimbursement by this date.

Please print:

Business Owner Name(s)			
Owner Address			
Email Address			
Owner Phone		Business Phone	
Business Name			
Business Address			
Business Type	<input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other	Business start date	
Business Description			
Proposed Uses of Funds	<input type="checkbox"/> Rent/ Mortgage <input type="checkbox"/> Utilities <input type="checkbox"/> Safety Improvements <input type="checkbox"/> Other _____ Dollar Amount Requested \$ _____		
Business Qualification Questions	Data	YES	NO
Are you a Washington State registered business with all applicable licenses in order? Please attach.		<input type="checkbox"/>	<input type="checkbox"/>
The business and business owner(s) have no unpaid city, state or federal taxes; or child support; or regulatory or other fines, actions or penalties.		<input type="checkbox"/>	<input type="checkbox"/>
At 1/1/2020 , did your business have twenty-five or fewer FTE employees (1-25), including the working owner(s)? <i>1099 contractors and volunteers do not count toward FTE employee numbers. Nonprofits are exempt from this grant requirement.</i>	# of FTE employees, including owner(s): # _____	<input type="checkbox"/>	<input type="checkbox"/>
Was your business impacted by COVID-19 resulting in a revenue loss of 25% or more compared to the same period in 2019 Attach description and evidence of business's loss of revenue, (examples could include bank or income statements, quarterly sales or revenue reports, etc.).	EST. % loss of revenue from previous year: _____ %	<input type="checkbox"/>	<input type="checkbox"/>
Was your business temporarily closed or services reduced by official order?	EST. # of days closed/ reduced so far: # _____	<input type="checkbox"/>	<input type="checkbox"/>

If you are applying as a nonprofit, was service demand impacted by COVID-19 resulting in a service demand increase of 25% or more compared to the same period in 2019?	EST. % increase service demand from previous year: _____ %	<input type="checkbox"/>	<input type="checkbox"/>
➤ Ethnicity/Race & Special Group Questions (optional)			
Ethnicity (select one)	<input type="checkbox"/> Not Hispanic	<input type="checkbox"/> Hispanic	
Race (select one)			
White	<input type="checkbox"/>	Asian	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>	Native Hawaiian or Pacific Islander	<input type="checkbox"/>
American Indian or Alaskan Native	<input type="checkbox"/>	Other or Multi-Racial	<input type="checkbox"/>
Minority, Veteran, Tribal or Women-Owned Business (Circle all that apply)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Business <u>DUNS</u> number			

Emergency Need

1. Describe the negative impact the COVID-19 pandemic has had on your business. Include the number of employees that have been laid off, if any.

2. Explain how the funding will help your business remain viable. Please also include further information on how funding will be utilized.

3. If applicable, describe how will you add new lines of business and services or otherwise adapt your business model to create new demand and additional business activity during the COVID-19 pandemic. If you are applying as a nonprofit, how have you adapted to meet community needs during the pandemic? How many new and saved jobs could result from these changes?

Other funds

1. Describe your business revenues during COVID-19 and during a comparable period prior to COVID-19. If you are applying as a nonprofit, please also describe your service demands during COVID-19 and during a comparable period prior to COVID-19.

2. Describe other COVID-19 financial relief funds you have received, or for which you have applied or intend to apply, and the amounts and sources of those funds (e.g. SBA PPP or EIDL loans, unemployment insurance benefits, Community Foundation, local grant, County lodging tax award, etc.).

3. Indicate if you are receiving any “Business Interruption Insurance” and the amount.

4. Describe any other gaps in financing and your plan to fill those gaps.

Conflict of Interest Disclosure: I hereby declare that any person(s) employed by Skagit County or Economic Development Alliance of Skagit County who has direct or indirect personal or financial interest in this application or in any portion of the profits that may be derived therefrom, has been identified and the interest disclosed below:

Describe: _____

Applicant Certification: *I certify the information given on this form is true and accurate to the best of my knowledge. I am aware there are penalties for willfully and knowingly giving false information. I authorize data verification by federal, state and local government representatives and will provide supporting documentation required (e.g. payroll records, tax fillings, bank account statements, etc.), if necessary.*

Business Owner Signature: _____ Date: _____

Public Records: *I acknowledge that all information provided herein is public record and subject to disclosure. If selected for funding, this application will be incorporated into my contract and be available to the public on the Skagit County website.*

Business Owner Signature: _____ Date: _____

Debarment Certification: On behalf of _____, (business) I certify it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency .

Business Owner Signature: _____ Date: _____

Return the form and related documents to: scgrant@skagit.org

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