



America's Seaplane City®

DOWNTOWN CRA - SMALL BUSINESS RELIEF GRANT

PROGRAM OVERVIEW

The Downtown CRA Small Business Relief Grant Program reimburses eligible small business owners up to five thousand dollars (\$5,000) in a one-time 50% matching relief grant to mitigate the expenses involved with creating a safe, clean and healthy environment for their employees, patrons and themselves as per the State requirement and CDC guidelines for COVID 19. Participation is based on a first come, first serve basis and is limited to the program funds allocated by the City Council acting in their capacity as the Community Redevelopment Agency Board.

ELIGIBILITY REQUIREMENTS

- The applicant must be a small business located within the CRA (see map)
- The business must have one (1) – fifty (50) full-time employees or be a restaurant (no limit on the number of employees).
- The business must be a physical brick and mortar establishment.
- The business must be open for at least one year
- The business must have a current Business License
- If the business property is not owned by the applicant, applicant shall provide a copy of the lease and written approval of physical improvements to the facility from the property owner/landlord as documentation.

ELIGIBLE USES OF FUNDS AND REPORTING REQUIREMENTS

Funds are to be used to mitigate the expenses involved with additional equipment and physical modifications and improvements necessary per the State and CDC COVID-19 reopening safety requirements. The small business owner is responsible for providing the City with a completed application, proof of eligibility and paid receipts dated within the program eligibility period (March 9, 2020 to September 30, 2020). If the application is approved, reimbursement funds shall be provided within 30 days of determination that all approved improvements have been made and criteria have been met.

APPLICATION PROCESS

Submit application to the Economic Development Department with the following items by August 31, 2020:

- Completed & signed application
- Photo of establishment including proposed improvement area(s)
- Copy of current Business Tax Receipt
- Proof of ownership or copy of lease and written approval of improvements from property owner/landlord
- Plans and/or drawings of the changes that have been made to create to safe environment for staff and patrons.
- Paid receipts for items and equipment needed to make modifications and improvements necessary per the State and CDC COVID-19 safety guidelines.



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APPLICATION FORM

All items listed are required to submit your application. Incomplete applications will not be processed.

- Completed & signed application (due by August 31, 2020)
- Photo of establishment
- Copy of current Business License
- Proof of ownership or copy of lease and letter from Landlord with approval of improvements
- Plans and/or drawings of improvements
- Paid receipts for items and equipment needed to make modifications and improvements necessary per the State and CDC COVID-19 safety guidelines.

Small Business: _____

Small Business Address: _____

Owner Name: _____ Owner Phone # / Email: _____

Owner Mailing Address: _____

Proposed Improvements (attach additional sheets/drawings if necessary): _____

Receipt	Vendor: _____ Amount Requested: \$ _____ Applicable Items: (which items from receipt are to be used to meet safety requirements): _____
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Total Funding Request: \$ _____

I CERTIFY THAT ALL OF THE FOREGOING INFORMATION IS ACCURATE.

OWNERS SIGNATURE

DATE

