

Application Form

Shelby 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 9:00 am. on July 27, 2020 through 5 pm. August 10, 2020. Complete applications can be emailed to jehemann@shelbyco.net or dropped off to the Shelby County Annex Building, 129 E. Court St., Sidney from 8:30 am to 1:30 pm Monday – Friday.

Name of Business	
Street Address	
Apt/Suite	
City	
Zip	
Mailing Address (if different)	
Street	
City	
Zip Code	
Business Owners	
Contact Person Information	
Contact Name	
Contact Phone	
Contact Email	
Business Federal Tax ID Number	
DUNS #: (Optional for this application but required prior to grant award). Find or Request DUNS#: https://fedgov.dnb.com/webform/displayHomePage.do DUNS#	
Ohio Certificate of Good Standing: (Optional for this application but required prior to grant award). Find or Request https://cogs.ohiosos.gov/(S(uf5hkjnchtlpk14yk551ifni))/index.aspx	

Enter North American Industry Classification System (NAICS) for your business:
<https://www.naics.com/search> NAICS# _____

- Is your business a for-profit entity with a location in Shelby County?
 Yes No
- What type of business entity are you?
 Sole Proprietor S Corporation Partnership C Corporation Limited Liability Company Other
- 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 22, 2020 from the options below: NOTE: If you are a sole proprietor, count as 1.
 1-10 11-50 51 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 – April 30, 2019 revenue/receipts/deposits to March 1 – April 30, 2020 to revenue/receipts?
 Yes No

7. How much funding is being requested? (Maximum of \$5000) \$ _____

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.)

NOTE: The following expenses are not eligible for grant funds: cost of vehicle or equipment leased or purchased after March 23, 2020, except if the purchase of equipment is to comply with Responsible RestartOhio; personal non-business expenses of the business or its owner; construction costs; any tax, license, or fee obligations payable to any governmental entity.

- 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: _____
 - Income Replacement – ONLY for Sole Proprietors that can document loss of revenue from March 1, 2020 – April 30, 2020 SO LONG AS no unemployment benefits are being or are expected to be received by the applicant
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
16. Is your business property a nuisance property for police/fire/EMS calls?
 Yes No
17. Is your business one of the following: adult entertainment, bank, savings and loan, credit union, e-commerce only, liquor/wine store, tobacco store, vaping store, cannabis dispensary or franchise not locally owned and independently operated?
 Yes No
18. Summarize the financial and operation impacts COVID-19 has had on your business.

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? _____
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 – April 30, 2019 revenue/receipts/deposits to revenue/receipts/deposits for March 1 – April 30, 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. Applicants receiving COVID Aid are still eligible for this grant if a revenue loss still exists after subtracting total COVID Aid from the total revenue decrease. Please note that the total grant can not exceed the total revenue loss.

4. Have no more than 50 employees or 1099 workers as of March 22, 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 22, 2020.

5. Business location is in Shelby 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:
