



City of Gustavus, Alaska
 PO Box 1
 Gustavus, Alaska 99826
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**CITY OF GUSTAVUS 2020
 GRANT APPLICATION FOR ECONOMIC ASSISTANCE
 FOR SMALL BUSINESSES AND NONPROFITS ECONOMICALLY INJURED BY COVID-19**

The City of Gustavus has committed \$150,000 to support eligible small businesses and nonprofits incurring economic injury by the COVID-19 pandemic. Recipients will be awarded cash grants to support their operations, including but not limited to payroll, rent, taxes, utilities, and paying vendors. Applications will need to include line-item expenses for determination of eligibility. Additional funding for this program may be made available at a later date. In the event that the number of approved grant applications exceeds eligible funding, funding amounts may be reduced to provide awards to all grantees.

Please answer all questions on this application accurately and honestly. If you knowingly provide false information, you will be required to pay back any funds you receive, and you may be subject to criminal prosecution. Submit proof of eligibility, proposed line item purchases, and any other documents as required by the application or that provides clarification to any of the application questions. The city may request tax records or other information to prior to releasing funding, or when auditing these grants at a later date.

The city will begin accepting applications July 16, 2020 and may continue accepting applications until all funds are expended. Applicants will be notified by email or telephone regarding their application within 10 working days of receipt of application by the city.

Section 1: Business/Nonprofit Information

Name of business or non-profit organization: _____

Name of contact: _____

Contact telephone: _____ Contact email: _____

Physical address of business or nonprofit: _____

Mailing address of business or nonprofit: _____

Type of business (select one):

- Sole proprietorship Partnership LLC
- S Corporation C Corporation Nonprofit Corporation
- Other, please list: _____

If your organization is a nonprofit, check which type:

- 501(c)(3) 501(c)(19) or (23)
- Other, please list IRS 501(c) designation: _____

IRS Employer Identification Number: _____

(Sole proprietors may provide a Social Security Number OR Individual Tax Identification Number)

If your organization is a business, list all individuals* and organizations that own 50% or more:

Name(s): _____

Section 2: Disclaimers

<p>Please confirm your understanding of these disclaimers by checking YES or NO.</p> <ul style="list-style-type: none"> • Application for the grant DOES NOT GUARANTEE award of funding. • Applications must include proposed expenses by line item. • Monthly spending reports with copies of receipts are required by the 5th day of each month • The total amount awarded will be based on funds available. • All businesses and nonprofits receiving funding MUST complete a W-9 prior to receipt of funding. • All businesses and nonprofits must be current on all city taxes, fees, and charges. • All businesses and nonprofits must have a current City of Gustavus business license. • All businesses and nonprofits receiving funding MUST provide tax, employee, or other verification data if requested prior to receipt of funding. • All businesses and nonprofits receiving funding MUST provide a spending plan for the funds prior to receipt of funding. Spending plan will list specific expense items and budgeted amounts for each item. • All businesses and nonprofits receiving funding MUST be owned and operated by a City of Gustavus resident (Section 6 Proof of Eligibility). • All businesses receiving funds MUST have had 50 or less employees (total of full time and part time) at a time during 2019. • To qualify as a small business under this program, your business must have less than \$1,000,000 in total income for 2019 as shown on your tax return. • It is the sole responsibility of the applicant to determine or seek independent advice to determine the tax implications to the grant funds received by the applicant. 	<input type="radio"/> Yes	<input type="radio"/> No
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Section 3: Business Eligibility (Nonprofits skip to Section 4 below)

<p>1. Is your business owned by a Gustavus resident and operated within the Gustavus city limits as of January 1, 2020? Residency is determined by being currently registered to vote in Gustavus and/or proof of receipt of an Alaska Permanent Fund (PFD) for 2019 and a Gustavus address on the PFD application.</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>2. Is your business a franchise or chain?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>3. Is your business restricted to patrons over age 18 or 21?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>4. How has your business been harmed by the COVID-19 pandemic? Check all that apply.</p> <ul style="list-style-type: none"> <input type="radio"/> Full or partial closure due to city or state emergency order <input type="radio"/> Forced to lay off or not pay one or more employees <input type="radio"/> A loss of monthly revenue of 25% or more <input type="radio"/> We will probably have to close if we do not get the city's assistance <input type="radio"/> Additional costs of business due to COVID-19 mandates, advisories, and restrictions 		
<p>5. Are your losses related to the COVID-19 pandemic?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>6. Is the organization, business, or a listed owner delinquent on any local taxes, or other fees?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>7. Does any owner, owner's spouse, or household member work for or serve in an official capacity for the City of Gustavus government?</p>	<input type="radio"/> Yes	<input type="radio"/> No
<p>8. Did your business have a City of Gustavus business permit by March 1, 2020 or a 2019 City of Gustavus business permit?</p>	<input type="radio"/> Yes	<input type="radio"/> No

Section 4: Nonprofit Eligibility (Businesses completing Section 3, skip to Section 5 below)

1. Is your nonprofit owned by a Gustavus resident and operated within the Gustavus city limits as of January 1, 2020? Residency is determined by your approved nonprofit filing.	<input type="radio"/> Yes	<input type="radio"/> No
2. Is your nonprofit directed by a volunteer board or local advisory board with a majority of members who are Gustavus residents?	<input type="radio"/> Yes	<input type="radio"/> No
3. Did your nonprofit provide aid or services in Gustavus in 2019?	<input type="radio"/> Yes	<input type="radio"/> No
4. Was your nonprofit issued an IRS determination letter in 2019 or earlier?	<input type="radio"/> Yes	<input type="radio"/> No
5. How has your business been harmed by the COVID-19 pandemic? Check all that apply. <input type="radio"/> Full or partial closure due to city or state emergency order <input type="radio"/> Forced to lay off or not pay one or more employees <input type="radio"/> A loss of monthly revenue of 25% or more <input type="radio"/> We will probably have to close if we do not get city assistance <input type="radio"/> We have expanded or modified operations to address health, safety, social, and/or economic needs related to COVID-19		
6. Are your losses or additional expenses related to the COVID-19 pandemic?	<input type="radio"/> Yes	<input type="radio"/> No
7. Is the organization, business, or a listed owner delinquent on any local taxes, or other fees?	<input type="radio"/> Yes	<input type="radio"/> No
8. Does any owner, owner's spouse, or household member work for or serve in an official capacity for the City of Gustavus government?	<input type="radio"/> Yes	<input type="radio"/> No
9. Did your nonprofit have a City of Gustavus business permit by March 1, 2020 or a 2019 City of Gustavus business permit?	<input type="radio"/> Yes	<input type="radio"/> No

Section 5: How do I submit my application?

You may submit your completed application to the City of Gustavus by emailing it to treasurer@gustavus-ak.gov (include "economic grant" in the subject line); submit it by mail to PO Box 1, Gustavus, AK, 99826; or drop it off at Gustavus City Hall. A narrative and line-item list of proposed expenses up to \$1650.00 must accompany the application to determine eligibility and compliance.

Applications will be reviewed weekly. Applications must be received by the city by Monday at 11a.m. local time, for weekly reviews on Thursday of that week.

If you have questions about the grant, please read through the attached grant guidance or call city hall at 907-697-2451.

Section 6: Proof of Eligibility

If you are selected for an award you may be required to submit additional documentation including proof of residency, tax records, and other financial data required to confirm the information in this application. City of Gustavus residency is determined by either a 2019 voter registration OR proof of Alaska Permanent Fund payment with a City of Gustavus address on the approved application.

Proof of "locally-operated" is demonstrated by one of the following: copy of state business license; business tax form; or federal nonprofit designation, with physical location of organization as Gustavus.

All business information will be kept strictly confidential and will not be shared or used for other purposes.

*NOTE: Majority owners of multiple businesses may not receive a grant for more than one business. Ownership information is not applicable for nonprofits.

Section 7: Certification

As an official signer for my nonprofit/business, I certify that all of the information provided in this application is true and accurate. I agree to assist in the verification of information provided in this application and to provide additional information, if requested.

Printed Name of Contact and Business/Nonprofit Name

Signature

Date

CITY USE ONLY

Received on (date/time): _____ Received by: _____

Reviewed by: _____

Grant Approved: Yes No Funding Amount Approved: _____

Funds Disbursed on (date): _____ Check #: _____

Signature of Certifying Official: _____