



Rio Grande County
925 6th Street
Del Norte, CO 81132
719-657-2744

**CARES Coronavirus Relief Fund
Business Relief Program**

APPLICATION FORM

First Round Deadline November 23, 2020

Section 1: Contact Information

Name: _____

Phone: _____

Email: _____

Section 2: Business Information

Business Owner/Entity Name: _____

Doing Business As: _____

Physical Address: _____

Mailing Address: _____

Business Type (restaurant, hair salon, bar, auto shop): _____

Section 3: Eligibility

Current number of employees: _____

Number of employees prior to March 1, 2020: _____

Date business operations began: _____

Section 4: Narrative (attach additional pages if needed)

1) Please explain the financial impact of the COVID-19 pandemic on your business.

2) Please describe actions you took to adapt to the COVID-19 pandemic including any adaptations needed to comply with public health orders and guidelines.

Section 5: Financial Information

Gross revenue for the period 3/1/2020 through 9/30/2020 _____

Gross revenue for the period 3/1/2019 through 9/30/2019 _____

List any other grant or assistance programs you have applied for or been awarded (including PPP, EIDL or COVID-related grants from other entities):

Program/funding source	Date awarded	Amount received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Specify the amount requested for business interruption/loss of revenue: \$ _____

Direct expenses:

Please attach a list and supporting invoices for all direct COVID-19-related expenses you incurred for the time period beginning March 1, 2020. Expenses could include PPE, cleaning supplies/services, building or space modifications or other expenses your business has incurred due to COVID.

Direct expense amount requested: \$ _____

Section 6: Summary and attachments

Total amount requested: \$ _____

Attachments:

- P&L 2019 (March 1 through September 30) OR if business was not in operation in 2019, submit cash flow projections and business plan.
- P&L 2020 (March 1 through September 30)
- List of direct expenses (all expenses)
- Invoices for direct expenses (for expenses \$20.00 or greater)

If your business is awarded a grant, you must be able to provide:

- Completed form IRS W-9
- Certificate of Good Standing or equivalent (or driver's license for Sole Proprietorship)

Section 7: Affirmation and signature

I certify and affirm that my answers are true and complete to the best of my knowledge. I understand these are federal funds and misrepresenting any information on this application form would be classified as fraud. I confirm my business does not partake in gambling, lobbying, or marijuana. If approved, I understand that I must use the awarded funds in accordance with all applicable laws and guidelines for this program.

Signature

Date

Printed Name