City of Prestonsburg Small Business Relief Fund
Reimbursement Grant Application

Opens May 11, 2020  Deadline May 20, 2020

Pursuant to the authority vested the Mayor’s Office pursuant to KRS 39A100(2), the City of Prestonsburg is offering a one-time reimbursement grant of up to $2,250.00 to small, local businesses located within the Prestonsburg city limits that were forced to close or reduce services in response to COVID-19 related executive orders issued by the Governor of the State of Kentucky. Businesses most significantly impacted by the governor’s orders are encouraged to apply.

Reimbursement grant funds must be used for expenses limited to rent, mortgage, payroll and utilities. Receipts of payments are required for reimbursement up to $2,250.00 per applicant.

Instructions and Important Information

Complete all parts of this application and email to: Miranda@PrestonsburgCity.org. Incomplete applications will not be accepted. Applications are on a first come first serve basis, and the City may choose to apportion available funds among applicants based on percentage of business loss, number of employees, or other methods to be determined. Funds are limited, and grants will be made only as funds are available. All applications will go before an application panel.

To be eligible to apply for this grant, a business must meet the following criteria:

• Be categorized as a non-essential business type that was required to cease or reduce operations as a result of the Executive Orders issued by the Governor.
• Exist within the city limits in a brick-and-mortar location.
• Be open and operating before January 1, 2020.
• Employ 15 or fewer people.
• Be a small for-profit businesses or franchise operated businesses receiving no funding from a parent company.
• Must have a City of Prestonsburg occupational license account with the City on Jan 1, 2020.
• Must be current with all city taxes, licenses and fees.
• Grant awardees are required to provide an IRS W-9 form to the City of Prestonsburg.

NOTE: You may be asked to provide additional documentation to confirm your eligibility.

COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE AN AWARD. THE ELIGIBILITY FOR THIS GRANT WILL BE DETERMINED AT THE SOLE DISCRETION OF THE CITY OF PRESTONSBURG.
City of Prestonsburg Small Business Relief Fund
Reimbursement Grant Application

Name of Business (include DBA, if applicable)
________________________________________________________

Name of Owner/Partner(s)/President
________________________________________________________

Physical Location________________________________________

Mailing Address________________________________________

Primary Contact_________________________________________

Business Phone_________________________________________

Business Tax ID (EIN/FEIN or SSN)__________________________

Business Type: □ Sole Proprietorship □ Partnership □ Limited Liability □ Corporation

Please indicate the category your business falls under with regard to the COVID-19 related Executive Orders issued by the Governor of Kentucky:

□ Restaurant □ Personal Care Service (example: hair salon) □ Retail

□ Other_________________________________________________

Please answer the following questions (circle or write in your answer)

1. Is this business a franchise or part of any franchise agreement? Yes or No
2. Is the property where the business operated leased or owned? Leased or Owned
3. Name of landlord or owner_________________________________
4. Does the business have a Certificate of Occupancy or signed Lease Agreement? Yes or No
5. Does the business have a City of Prestonsburg business license? Yes or No
6. Was this business current on its payroll and property taxes as of March 1, 2020? Yes or No
7. How many employees were on the business payroll as of March 1, 2020?
   Full-Time Employees ________ Part-Time Employees________
   Total number of employees today___________________________
8. What is the percentage (%) of business lost due to COVID-19:
   (please circle one): 0-25% 26-50% 51-75% 76+

ATTESTATION - I understand that:
- Grant monies are considered taxable income and the City of Prestonsburg is required by law to report it as such and send an IRS Form 1099 to each awardee. If awarded a grant, I will be required to submit reimbursement documentation of expenditures.
- Eligible expenditures for grant money are limited to payments made by the awarded business for rent/mortgage/payroll/utilities.

I certify that the facts, representations and documents set forth in this grant application are true and correct, under the penalties of perjury. I hereby grant permission for the City of Prestonsburg to verify the information associated with my application.

________________________________________________________
Signature of Business Owner/Authorized Representative

________________________________________________________
Date
List of Expenses for Which You are Requesting Reimbursement

*please include receipts for each line item

<table>
<thead>
<tr>
<th>Date Paid</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Reimbursement Request