

Town of Friday Harbor **Business Rent Relief Grant II Program Application**

Application period: October 16, 2020, through November 6, 2020. No applications will be accepted after November 6, 2020. Mailed applications must be received by deadline.

Mail application to:

Friday Harbor Business Rent Relief Grant II
Town of Friday Harbor
P.O. Box 219, Friday Harbor, WA 98250

Email application to:

julie@fridayharbor.org (subject line: FH Business Grant II)

Questions:

Contact Julie Greene (360) 622-2035

Background:

The Town of Friday Harbor announces the availability of grant funds for small businesses through the 2020 Federal CARES grant program administered by the Washington State Department of Commerce.

Goal:

COVID-19 is causing a catastrophic economic impact nationwide and Friday Harbor small businesses are no exception. Small businesses are vital to our community because of the jobs they provide to our residents and the sales tax they generate which support the services that are critical to the public. The Friday Harbor Business Rent Relief Grant II is a piece of the overall recovery.

Funding:

The Town anticipates having \$30,000 to distribute to qualifying small businesses for grant awards of between \$500 and \$2,000 for rent/lease/mortgage expenses.

Eligibility Criteria (applicants must meet all of the following):

- Have a physical “brick-and-mortar” business location within Friday Harbor town limits (not including home occupancy businesses).
- Have a current (2020) Friday Harbor business license and be in good standing with local, state, and federal authorities. Note: One grant application will be accepted per business license.
- Have 20 or fewer full-time employees or equivalent including owner(s); businesses with 10 or fewer will receive special consideration.
- Have experienced business interruptions, closure or curtailed operations, loss of sales, or other negative financial impacts on the business due to restrictions imposed to address COVID-19.
- Have been in business in Friday Harbor for at two (2) years and be open or prepared to open when allowed by the state.
- Priority will be given to businesses that did not receive a previous Business Rent Relief Grant from the Town.

Eligible costs:

Eligible costs include reimbursement or direct payment of lease/rent/mortgage expense incurred between March 1 and November 30, 2020. Documentation of expense--and payment if applicable--is required.

Business Information

Business name: _____

Type of business: _____

Business physical address: _____

Business mailing address: _____

Number of years in business in Friday Harbor: _____

Town of Friday Harbor business license number: _____

UBI number: _____ Tax ID number: _____

Business organization format (sole proprietor, LLC, corporation, partnership): _____

Current number of employees, including owner(s) and furloughed: full time _____ part-time _____

Maximum number of employees at any one time in 2019: full time _____ part-time _____

Contact Information

Owner name: _____

Owner mailing address: _____

Owner phone _____ Owner email: _____

Person with signing authority for all owners (if other than Owner): _____

Contact person (if other than Owner): _____

Contact phone: _____ Contact email: _____

Landlord or mortgage company name: _____

Landlord phone: _____ Landlord email: _____

Application Questions (attach additional pages as needed)

1. Provide a short description of your business: _____

2. Describe business interruptions, closure or curtailed operations, loss of sales, or other negative financial impacts on the business due to restrictions imposed to address COVID-19:

3. Have you had to furlough or lay off employees? Explain: _____

4. Will this grant significantly help you to remain open, retain/hire employees, or avoid bankruptcy? Explain:

5. Have you received any financial assistance from local/state/federal grants or loans? Explain: _____

6. What is your current monthly rent/lease/mortgage payment amount? _____
7. What amount are you requesting (maximum \$2,000)? _____

Attachments

- Proof of current monthly rent/lease/mortgage payment
- Current Friday Harbor business license
- Most recent IRS Form 941 (Employer’s quarterly Federal Tax Return), if required to file
- Completed Form W9

I hereby attest that the above information is true and correct to the best of my knowledge.

Name: _____ Title: _____

Signature: _____ Date: _____

Notification from US Dept. of the Treasury

This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce.

Application is subject to committee review and available funding.

Grant awards to be announced by November 20, 2020.

