



SMALL BUSINESS Rapid Relief Program GRANT APPLICATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

State of Washington Registered Business Name:		Business License #:	Date of Application:
Doing Business As:		Business Description:	
Business Physical Address: (Must be within city limits)			
Business Mailing Address: (If different from physical)			
Phone Number:		Email Address:	
Primary Contact Person:			
Is your business women owned? Yes ___ No ___			
Is your business minority owned? Yes ___ No ___			
Is your business veteran owned? Yes ___ No ___			
Race/ National Origin:			
African American ___ American Indian or Alaska Native ___ Asian ___			
Native Hawaiian or Other Pacific Islander ___ Hispanic or Latino ___ White ___			
Other (Specify) _____ I wish not to specify ___			
Grant Amount Requested:			
\$2,500 for 1-2 employees ___ \$5,000 for 3-10 employees ___ \$7,500 for 11-15 employees ___			
Did you receive a Paycheck Protection Program Loan or an Economic Injury Disaster Loan? Yes ___ No ___			

Applications will be accepted from August 1, through August 15, 2020 by 5 p.m.

The grant may be used to leverage funding from a public or private financing program provided the total of the funding does not exceed the amount on the Economic Injury Worksheet.

GRANT ELIGIBILITY/CRITERIA REQUIREMENTS

- The small business or community organization must have no more than fifteen (15) full-time equivalent employees (FTEs). Unique circumstances will be considered as exemptions to this requirement.
- Based on the information submitted on the City of Covington Economic Injury Worksheet, grants may not exceed \$7,500. There will be limited consideration given to grants greater than \$7,500 for small businesses or community organizations that play a significant role in the broader cultural, retail, and economic vitality of Covington. The City of Covington may choose to give full or partial funding of the requested amount at its sole discretion.
- The small business must have experienced a significant loss of income in 2020 due to COVID-19 or the Governor's related "Safe Start Washington" order, as compared to the comparable period during 2019. Small businesses and community organizations that qualify as an "[essential business](#)" and remained open to the public or worked under normal operating conditions (resulting in no loss of revenue or foot traffic) during March-May 2020 do not qualify. Revenue loss must be documented with federal tax or tax returns and/or or similar financial documentation.
- Alternatively, the small business must demonstrate that it will incur significant new costs for personal protective equipment or physical improvement to its processes or location to comply with social distancing or other directives or recommendations issued by the county or state due to COVID-19.
- The small business or community organization must be current on all state licensing and other regulatory requirements.
- The small business must be a current Covington business and have had a Covington business license and not been delinquent in payment on any taxes or fees owed to the City of Covington as of December 31, 2019.
- The small business must have had a physical location in Covington city limits on or before March 1, 2020 and had a consistent or growing level of business for at least one (1) year prior to that date. Home occupation businesses operated from the owner's primary residence may qualify if the residence is physically located in Covington city limits, although priority will be given to brick-and-mortar businesses.
- If it is a small business, the small business must be engaged in a type of business eligible to receive funding by the U.S. Small Business Administration (SBA).

GRANT FUNDS ARE ELIGIBLE FOR:

1. Payment of lease or required monthly loan payments.
2. Payments of regular wages, taxes, and typical benefits to employees (for example, health insurance, and/or paid vacation/sick leave essential to maintain operations), but only to the extent those wages, taxes, and typical benefits have not been reimbursed by other federal, state, county, or regional grants or loans.
3. Payment for personal protective equipment (such as masks), sanitizer, disinfectant, or other supplies, equipment, or physical changes (for example, plastic/acrylic barriers) necessary for the protection of public health or the health of business or organization owners or employees.
4. Typical operating costs and expenses, including those set forth on an income statement, as a regular, ongoing cost of operating the business or organization.
5. Typical draws or wages on a regular interval to owner, provided such draws or wages are consistent with those paid in previous intervals, quarters, or years.

AUTHORIZATION:

I, (print name) _____, the (print title) _____

of (print business name) _____, have approved the submission of this proposal.

If I/we receive a grant, I/we agree to enter into an agreement with the City of Covington and Evergreen Business Capital and promise to:

1. Use the grant funds in the intended manner; and
2. Provide all documentation necessary for the City of Covington to verify the use of the funds.

Signature: _____ Date: _____

(If document is filled digitally, please sign digitally in order to retain document details.)

SUBMISSION:

Email completed and signed application and Economic Injury Worksheet to the City of Covington:

PermitServices@covingtonwa.gov

Include "**Rapid Relief Program**" in the email subject line.

If necessary, the completed and signed application and Economic Injury Worksheet may be sent via U.S. Mail to

Attention: Gina Estep
City of Covington
16720 SE 271st St, Suite 100
Covington, WA 98042-4964

It must be postmarked no later than August 15, 2020