



City of Powder Springs Small Business Grant Application Packet

Program Overview

The Powder Springs Small Business Grant is a business assistance program offered by the City of Powder Springs to offset the economic impact to small businesses as a result of the COVID-19 pandemic. The program provides grant funding of up to \$5,000 to for-profit businesses and 501 (c) (3) organizations with less than \$1 million in estimated annual gross receipts that demonstrate a financial disruption of 25% or more due to COVID-19. Businesses will also demonstrate how operating assistance provided will enable the business to continue to operate.

The total funding for this program is limited to \$400,000. As the City is utilizing federal CARES Act funding for the grant, all operating assistance must be compliant with federal regulations. Grant funds may be used for the following:

- Rent/leases/equipment rental
- Utility payments
- Marketing
- PPE and other supplies/costs to ensure employee and customer safety
- Rehiring and/or maintaining full time W-2 or 1099 employees

Businesses may apply for the Powder Springs Small Business Grant program if they have received CARES Act funds through other programs, including the U.S. Small Business Administration Paycheck Protection Program or the SelectCobb Small Business Grant program. However, if awarded, recipients may not use grant funds for expenses that have already been covered through other programs.

Eligibility

- Business must have their primary location/headquarters in the city limits of Powder Springs
- Business may be home-based or commercial business; or be a 501 (c) (3) organization.
- Business must have a current City of Powder Springs business license and be current on all City taxes and permits
- Business must have been in continuous operation for a minimum of 1 year prior to March 1, 2020
- Business has estimated annual gross receipts under \$1 million
- Business must show financial disruption of 25% or greater

Timeline

Deadline: Grant applications are due by October 1, 2020 at 5:00 p.m. EDT.
Applications may be submitted prior to the deadline.

Review Process: After the application period closes, City of Powder Springs staff will review applications for eligibility and recommend recipients to the City Council. After the City Council votes to approve the list of recipients, grantees will be issued a check for the grant amount awarded.

Submission

Completed application, including required attachments, **MUST** be submitted electronically or in hard copy using the instructions listed below by October 1, 2020 at 5:00 p.m. EDT.
Incomplete applications will not be considered.

Electronic Submissions: Completed applications and required attachments may be submitted in a single email to **businessgrant@cityofpowdersprings.org.**

Hard Copy Submissions: Completed applications and required attachments may be printed and submitted in a sealed envelope addressed to **Ashley Youmans** in one of two ways:

- 1) Submit to the City Hall Receptionist at 4484 Marietta Street, Powder Springs, GA
Hours: Monday through Thursday, 9:00 a.m. to 4:00 p.m.
- 2) Drop off in the City Hall Dropbox at 4484 Marietta Street, Powder Springs, GA

Questions

For questions about the grant and application process, please contact Ashley Youmans at 770-943-8001 ext. 356.

City of Powder Springs Small Business Grant Application

General Business Information

Business Name

Business Industry

Business Street Address

Business Mailing Address (if different)

Business Phone Number

Business Email Address

Business Fax Number

Business Website

Owner Information

Owner's Name

Owner's Address

Owner's Phone Number

Owner's Email Address

Number of Employees

Estimated Annual Gross Receipts

Type of Business

Is the business a 501 (c) (3) organization?

Commercial Business

Yes

Home-Based Business

No

In the space provided below, briefly describe how your business has been financially impacted due to COVID-19 and how you plan to use the funds received to minimize impact. If you have received funding or applied for funding through the Paycheck Protection Program or the SelectCobb Small Business Grant program, explain how the Powder Springs Small Business Grant funds will be used for different expenses. Documented support for need is recommended.

Application and Supplemental Document Checklist

Please ensure that you meet all of the eligibility requirements for the grant:

Business primary location must be within City of Powder Springs City Limits

Business must have been in continuous operation for a minimum of 1 year prior to March 1, 2020

Business must have a current business license issued by City of Powder Springs and be current on all City taxes and permits

Business has estimated annual gross receipts under \$1 million

Business must show financial disruption of 25% or greater

Please attach one of the following financial documents to demonstrate a financial business interruption:

Businesses: Copy of Sales Tax Return – most recent vs. same period of prior year

Nonprofit Entities: Comparative Financials from prior periods

Please attach these forms with this application:

Copy of current City of Powder Springs Occupational Tax Certificate

Copy of 2019 business or nonprofit federal tax return (IRS Forms accepted include: 990, 1120, 1120S, 1065, Schedule C or Schedule F)

Provide documentation or certification if you have received funding from through the Paycheck Protection Program or the SelectCobb Small Business Relief Program.

W9 Form

Nonprofit entities must include a current 501 (c)(3) status

Disclaimer and Signature

I certify that if awarded, it is fully incumbent upon the applicant to ensure compliance with any other local, state, or federal relief funding received.

I have reviewed and will comply with the City of Powder Springs Occupational Tax Ordinances.

I certify that the information provided is correct to the best of my knowledge and the primary business location or headquarters is located within the City of Powder Springs City Limits. I understand and agree to make records available for inspection as it relates to this grant process.

The City of Powder Springs reserves the right to reject any incomplete application.

Affidavit Verifying Veracity of Powder Springs Small Business Grant

By executing this affidavit under oath, I do hereby swear under penalty of perjury that the representations and information as contained in this grant application are true and correct and that any misrepresentations or material omissions shall formulate a basis for denial of this application.

The undersigned hereby warrants and represents that the undersigned understands the questions contained herein and the responses provided thereto, and that the undersigned has had ample opportunity to seek independent advice related thereto.

Signature of Applicant _____ Date _____

Printed Name _____

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 2020.

Notary Public _____ My Commission Expires _____