

# City of Beeville and Bee Area Partnership

## *Beeville CARES Small Business Grant*

### What is the *Beeville CARES Small Business Grant*?

The City of Beeville will invest \$186,000.00 into small businesses as part of *Beeville CARES*, a broad relief program supporting the needs of small business owners in response to the pandemic that are located within the Beeville City Limits. This one-time grant places emphasis on small businesses that have been negatively impacted by the global pandemic. Funding for this program is made available through the [Federal CARES Act](#).

### How do I apply for the *Beeville CARES Small Business Grant*?

The City of Beeville staff and council are making every effort to disburse grants in a timely manner while following U.S. Department of Treasury funding requirements. Applications will be available on **Wednesday, August 26th, 2020 at 10AM** through the City of Beeville website, the Beeville City Hall-Event Center, Bee County Chamber of Commerce, and Bee Area Partnership. **Grants for this program will be awarded on a first-come, first-served basis.**

### How Much Money Can My Business Receive?

Grants will be awarded based on a loss of 25% or more of revenue during the period beginning March 1, 2020-December 1, 2020. The grant provides dollar-for-dollar reimbursement for COVID-19 related expenditures with a maximum grant of \$5,000.

### **Grants will be awarded based on economic impact due to the pandemic for:**

- Small businesses with 1 – 20 employees

The following documents are required in order to complete the application:

- **Signed W-9:** The business name on the W-9 must match the business
- **Texas Identification:** A scanned copy of the front of your Texas driver's license or identification card. The name on the ID must match the name submitted on the online application, *as well as* one of the names associated with the business.
- **Proof of Economic Impact Due to COVID-19.** This can be:
  - Quarterly Profit & Loss (P&L) statements from 2019 and 2020.

### How Do I Know If My Business is Eligible?

In order to receive funding, your business must be:

- **A for-profit business.** *Not-for-profits are not eligible for this grant*
- **A privately held company.** *If members of the public can buy shares of your company on an open exchange market (NASDAQ or NYSE), your business is publicly traded and, therefore, not eligible for this grant*

- **Legally registered, fully licensed (as required by applicable law), and up to date on tax payments/filings.** *If your business holds all licenses required by the City of Beeville and the State of Texas, has filed the necessary tax documentation, and has paid all business taxes, your business is eligible*
- **Principally based in the City of Beeville?** *If your business' main physical location is within the boundaries of Beeville City Limits, your business is eligible*

### **What Information Will I Be Asked to Provide on the Application?**

- Cover Letter with a narrative description of how your business was impacted by COVID-19
- Applicant name/Title or Role in Business
- Email address
- Phone number
- The legal business name that matches the legal, registered business name in the Bee County Clerk's office or the Texas Secretary of State office
- Business address: Applicable business must be the principal location in the City of Beeville, even if there are multiple business locations
- Taxpayer Identification Number or Social Security Number found on tax returns or other forms filed with the IRS
- Business legal entity type:
  - *Individual - Sole Proprietorship – owned by one single person only but is not a Limited Liability Company (LLC)*
  - *Individual – Single Owner LLC – owned by one single person and are a Limited Liability Company (LLC)*
  - *Corporation – C Corp – recognized as a separate taxpaying entity that conducts business, realizes net income or loss, pays taxes and distributes profits to shareholders*
  - *Corporation – S Corp – specific type of corporation recognized by the IRS*
  - *Limited Liability Corporation (LLC) – allows certain protection from personal liability for business debts and claims for two or more owners*
  - *Partnership – A Partnership includes the ownership of a company by two or more owners that has not been incorporated*

### **How Can This Grant Be Used?**

#### **Applicable business expenses include:**

- Rent or mortgage costs for the business location.
- Utility cost for the business location.
- Investments to meet reopening guidelines, such as purchasing Personal Protective Equipment (PPE) and other workplace improvements directly related to mitigating the spread of COVID-19.
- Remote access equipment, such as computers, software, and printers for employers to enable telecommuting to allow for social distancing.
- Internet-based communications and service delivery technology that helps directly address customers and/or employees in response to new work schedules & service/product delivery. Example: establishment of e-commerce for business due to COVID-19 business interruption.

**Can I apply for the Beeville CARES Small Business Grant if I was previously awarded a grant through the BEIC COVID-19 Disaster Relief Grant Program?**

Applicants who have already received funds for the **BEIC COVID-19 Relief Grant Program** will be eligible for the Beeville CARES Small Business Grant with priorities given first to those that have not received any local funds.

**How will grant funds be prioritized?**

Available funds for the *Beeville CARES Small Business Grant* will be awarded to qualified applicants on a first-come, first-served basis until all funds are allocated.

**Can I apply for the Beeville CARES Small Business Grant more than once if I have more than one business location in the City of Beeville?**

Only one grant per business will be awarded to those that qualify.

**SMALL BUSINESS GRANTS: PHASE I and PHASE II**

PHASE I of Beeville's Small Business Grant applications will be due on or before September 25th, 2020 by 5pm. Applications received after September 25<sup>th</sup> at 5pm will be considered for Phase II grant awards.

Businesses that were not awarded in Phase I may qualify for the Beeville CARES SMALL BUSINESS GRANT PHASE II which runs from October 5<sup>th</sup>-November 13<sup>th</sup>, 2020.

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# Application for Small Business Relief COVID-19 (CRF) City of Beeville, Texas

Please complete this application and attach any relevant documentation and return this application to the City of Beeville, Texas by no later than September 25th, 2020. Any questions may be directed to Marisa "Yvette" Utley, Lone Star Strategy Group, LLC at (361)960-9090 or yvetteutley@gmail.com.

**Attach Cover Letter with a narrative description of how your business was impacted by COVID-19**

|   |  |
|---|--|
| _____<br>Name of Business   | _____<br>Name of Applicant/Owner   |
| _____<br>Business Identifier (State of Texas File #, DBA, EIN, etc.)  | _____<br>Description of Business   |
| _____<br>Business Address   | _____<br>Business Address  |
| _____<br>Applicant's/Owner's  | _____<br>Mailing Address   |
| Type of Business:<br><br><input type="checkbox"/> Sole Proprietor/DBA<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Limited Liability Company/Corporation | Business Identifier:<br><br>State of Texas File # _____<br>DBA # _____<br>EIN # _____<br>2018 or 2019 Tax Return _____<br>Social Security # _____<br>Individual Tax ID # _____ |
| How many full-time employee's does your business have?<br><br>_____   | Did applicant have to lay-off or let go of employees due to COVID-19?<br><br>If yes, how may: _____  |

|  |  |
|--|--|
| <p>Did your business have to close due to COVID-19?</p> <p>Yes _____</p> <p>No _____</p> | <p>If so, please indicate duration. (Example: March 1, 2020 to June 23, 2020)</p> <p>_____</p> |
|--|--|

Please indicate the following monthly expenses and any other expenses your business incurred as a result of COVID-19:

|  |           |
|--|-----------|
| Rent/Mortgage (include only if your business had to close)   | \$        |
| Utilities (include only if your business had to close)   | \$        |
| Protective gear, such as face coverings, gloves, and cleaning supplies (in addition to, but not part of, your regular business supplies and please provide receipts for each purchase) | \$        |
| Please list any other qualifying expenses and provide receipts or verification:  | \$        |
| If you are a sole proprietor and are not able to receive unemployment benefits, please state the reason and provide an estimated loss of wages.  | \$        |
| <b>TOTAL</b>   | <b>\$</b> |

Has applicant received any other governmental funds for the above listed expenses?

|  |   |
|--|---|
| <p>Has applicant received any other federal governmental (SBA/PPP).</p> <p>Yes _____</p> <p>No _____</p> | <p>If yes, please indicate what governmental program was utilized.</p> <p>_____</p> <p>_____ Prefer not to Disclose</p> |
|--|---|

I have read and agreed to the terms and conditions set forth above and I understand that my request will be evaluated, and a recommendation will be made as to approval of this Relief Grant. I understand that the submission of this application in no way guarantees me a grant from the City of Beeville. I understand that additional information may be requested as needed. The City of Beeville reserves the right to reject any and all applications at its sole discretion. All information provided is true and accurate and financial information has not been manipulated to exaggerate the financial duress of this business.

- ◇ I agree to the above statement.
- ◇ I am authorized to submit this application on behalf of the business.

The undersigned hereby makes application to CRF small business assistance, has read and understands the application instructions, and certifies that all information herein is true and correct to the best of their knowledge and belief. I also certify that I have not received any other governmental funds that have previously covered the expenses for which I am requesting relief in this application. Should the applicant have received other governmental funding that covered expenses listed and awarded through this application the City of Beeville, Texas reserves the right to request all funds be returned.

I agree to any audit of the use and receipt of funds. I also agree that should funds be used for ineligible purposes that I will return any funds received back to the city.

I further certify that this grant request is necessary due to conditions caused by COVID-19 and that all statements made in this Application and the attached supporting documentation are true, complete, and correct and are made in good faith.

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Applicant Signature

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Date

**Please return this packet and all documents required as outlined on the checklist, to the Bee Area Partnership office located at 120 N. Washington St. Beeville, Texas 78102.**

**\*Incomplete packets will not be accepted.**