



CARNATION CENTENNIAL PICNIC • AUGUST 5TH, 2012

CITY OF CARNATION

SMALL BUSINESS ASSISTANCE PROGRAM

The City of Carnation is offering assistance to small businesses inside city limits who have not received assistance from other state or federal programs. Businesses can receive funding for eligible expenditures as a direct result of the COVID-19 emergency stay at home order.

Funding for this program is supported by CARES Act grants received by the City from the Washington State Department of Commerce and King County.

Please email Treasurer, Kelly Russell, at kelly.russell@carnationwa.gov with any questions.



**CARES Act Funding
for Small Businesses**

**Funding available for
COVID-19 related
expenditures and
losses**

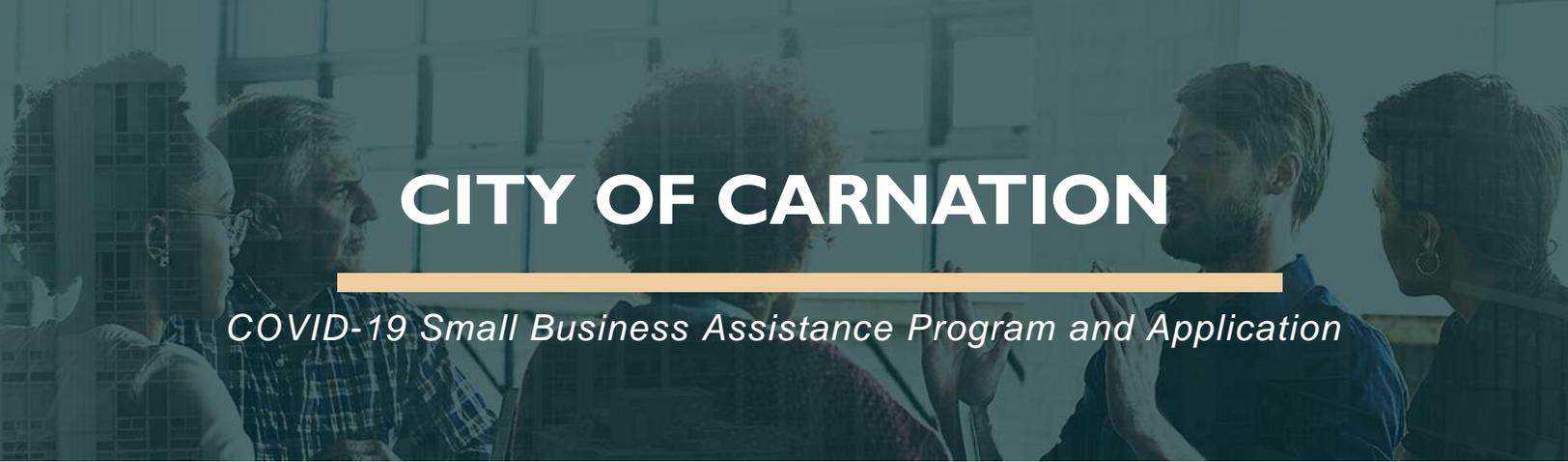
**Applications are
available online**

**Applications due
October 9, 2020**

**Mail your application
to City of Carnation
or drop off in
payment box outside
City Hall or email
Treasurer,
Kelly Russell**

CITY OF CARNATION
4621 Tolt Avenue
PO Box 1238
Carnation, WA 98014
425-333-4192

www.carnationwa.gov



CITY OF CARNATION

COVID-19 Small Business Assistance Program and Application

Section I: Overview

Program Objectives

Funding for this program is supported by grants received by the City of Carnation from the State of Washington, and King County; using Coronavirus Aid, Relief, and Economic Security Act (CARES Act) dollars. CARES Act funding for businesses is intended to mitigate the losses that small business have incurred as a direct result of the emergency public health declarations and stay-at-home orders.

Please note that funds granted under this program must be used for expenses incurred between March 1, 2020 and October 31, 2020. Currently there are no exceptions under this program.

Program objectives are to help eligible small businesses:

- Receive the support they need to overcome disruptions caused by COVID-19.
- Receive the support they need to safely re-open while adhering to local public health guidance and operating guidelines designed to protect employees and customers.
- Receive support that has been inaccessible through other resources.
- Restart quickly, recover from the impacts of the pandemic, and contribute to the overall economic stability of the community (i.e. preserving revenues and jobs).

Eligible Expenditures

Grant funding can be used for the following expenditures (in order of priority):

- Personal Protective Equipment purchase for employees or customers intended to facilitate safe opening such as protective masks, hand sanitizer, and costs incurred by installing required safety measures.
- Rental of materials and equipment to preserve or increase business.
- Marketing or reopening compliance materials (e.g., face masks, hand sanitizer, etc.).
- Reimbursement of business interruption costs not previously satisfied by any other funding source, with a priority toward rent and utility costs.

Eligibility Requirements

To be eligible for grant funding consideration, small business and nonprofits must meet the criteria below, which is listed in order of importance. This criterion will also be used to rank applications.

1. Must not be a recipient of other State or Federal COVID-19 related grants or funding prior to this application.
2. The owner, officer, or principal actor, or any employee of the business for which the grant is sought cannot be currently employed by the City of Carnation or be an immediate family member (spouse, sibling, parent, or child) of a current City of Carnation employee.
3. Must possess a current Washington State Business License with an endorsement for the City of Carnation.
4. Must be current on all other state licensing and other regulatory requirements.
5. Must have a business in a physical location within Carnation's city limits, for at least one year prior to March 1, 2020.
6. Only one application per physical location for business/businesses.
7. Must have experienced a loss of income, greater than 25% per month due to COVID-19 or the Governor's related "Safe Start Washington" order as compared to the same period in 2019. Revenue loss must be accompanied by third-party financial documentation such as a DOR sales tax report or 2019 tax return, rental agreement with any modifications that show deferral of rental payments.
8. Must have no more than 25 full-time employees (FTE) or the equivalent (2080 hours per year per employee x 25 – for example, four part-time employees that work 520 hours per year would equal one FTE – $520 \times 4 = 2080$).
9. Grants will be provided on a rolling first come, first served basis until funding is exhausted or grant period closes.

In order to qualify for a grant, an applicant will need to be able to establish that there is a clear relationship between the grant and protecting the local economy or promoting compliance with public health guidelines. All grants will be awarded according to City, state, and federal award laws, regulations, policies, and procedures, including compliance with CARES Act requirements.

Home occupation businesses operated from the owner's primary residence may qualify if the residence is physically located within Carnation city limits, although priority will be given to "brick and mortar" businesses.

Application Due Date and Award Timeline

Applications are due by October 9, 2020. Grant awards will be reviewed October 12, 2020 and disbursements approved on October 20, 2020.

Evaluation

Applications from eligible businesses will be evaluated based on:

- Revenue loss
- COVID related operating expenses
- The documentation that supports the grant request
- How well the request meets the objective in Section 1

Documentation supporting previous expenditures/losses or estimates of new costs must be submitted with the application. See Section 4 “Documentation Requirements” to see what documentation must be submitted with the application and various types of expenditures.

Businesses that receive grant funding for future expenditures must sign a contract that requires documentation supporting the use of grant funds as indicated in the application.

City Representative and Submittal Address

Please direct questions to Treasurer, Kelly Russell at kelly.russell@carnationwa.gov.

Applications can be mailed to City of Carnation, Small Business Assistance Program, PO Box 1238, Carnation, WA 98014, or put in the City Hall payment box to the left of the front door on Tolt Avenue, or emailed to: kelly.russell@carnationwa.gov. **Please note that all information provided on or with this application may be subject to public disclosure pursuant to RCW 42.56.**

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Section 2: Small Business Assistance Application

Business Name	Grant Contact Email/Phone No.	
CEO/President/Owner's Name	Physical Address of Business	
CEO/President/Owner's Email & Phone No.	Mailing Address of Business (if different)	
Grant Contact Name and Title	Washington State UBI Number	
	Yes	No
Is the business located within the city limits of the City of Carnation?	<input type="checkbox"/>	<input type="checkbox"/>
Do you possess an endorsement for the City of Carnation on your Washington State business license?	<input type="checkbox"/>	<input type="checkbox"/>
Has the business been in operation for at least 1 year prior to March 2, 2020?	<input type="checkbox"/>	<input type="checkbox"/>
Is your business current on all licensing and statutory requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Has your business received other grants or other state and federal COVID-19 Funding?	<input type="checkbox"/>	<input type="checkbox"/>
Is your business located in a commercial storefront or office?	<input type="checkbox"/>	<input type="checkbox"/>
If the prior question was answered "Yes", please state source of funding.		
Annual net reviews of your business?	\$	

CITY OF CARNATION

COVID-19 Small Business Assistance Program and Application

What industry sector is the business in? (please check one)

<input type="checkbox"/>	Administration & Professional Services	<input type="checkbox"/>	Exercise & Fitness	<input type="checkbox"/>	Personal Care (Hair / Nails /Massage)
<input type="checkbox"/>	Agriculture	<input type="checkbox"/>	Healthcare	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Arts, Entertainment & Recreation	<input type="checkbox"/>	Lodging / Short-term Rentals	<input type="checkbox"/>	Retail
<input type="checkbox"/>	Computer Hardware	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Software
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Metals & Machinery	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Education	<input type="checkbox"/>	Non-profit	<input type="checkbox"/>	Wholesale Trade
<input type="checkbox"/>	Other:				

Was your business required to close due to the pandemic? Yes No

What are the current operating conditions of your business?

Closed Open – operating in a limited capacity Open – full capacity

Number of full-time employees (FTE's) as of January 1, 2020? (see eligibility requirement no. 8)

Self-Employed or Number of (FTE) Employees _____

Have you had to lay off, terminate or furlough employees as a result of COVID-19?

Yes No

Current number of employees?

Self-Employed or Number of (FTE) Employees _____

Has your business been denied credit since March 2020? Yes No

What percentage of annual revenue do you estimate your business has lost due to COVID-19?

	Less than 25%		40% to 50%		70% to 80%
	25% to 30%		50% to 60%		80% to 90%
	30% to 40%		60% to 70%		90% to 100%

Amount of grant funds requested must be supported by the required documentation specified in Section 4: \$_____

Section 3: Use of Funds

Please describe which program objectives, as stated in Section 1, will be met with the receipt of grant funding:

Section 4: Documentation Requirements

With requests for reimbursement for expenditures related to safely reopening, marketing materials, or the rental of materials and equipment to preserve or increase business:

1. Provide an itemized receipt that shows the expenditures, the date, and the amount paid.
2. A description of how that item or services was used to safely reopen or preserve or increase business in Section 3 above.

With requests for reimbursement for expenditures related to assistance with rent or utilities:

1. A rent invoice or deferral notice from landlord.
2. A past due utility notice.

With requests related to revenue loss:

1. DOR sales tax return from 2019 and the same period in 2020.

Grant requests that are for future expenditures will require a contract with the City. Grant requests for reimbursement of expenditures that are supported by the required documentation will be paid out **if** the application is selected for award.

By signing below, I certify that the information and exhibits contained in and with this application are true and correct to the best of my knowledge and under the penalty of perjury by the laws of the State of Washington.

Applicant Signature and Date

Applicant Title