



SMALL BUSINESS and Community Organization Stabilization Grant APPLICATION PROCESS

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Business Name:	Business License #:	Date of Application:
Business Physical Address: (Must be within City Limits)		
Business Mailing Address: (If different from physical)		
Phone Number:	Website Address:	
Primary Contact:		
Grant amount requested: (Maximum \$5,000)		

GRANT ELIGIBILITY/CRITERIA REQUIREMENTS

- Business or community organization has no more than 10 full time equivalent employees.
- Based on the information submitted on the Economic Injury Worksheet, grants may not exceed \$5,000. Although limited consideration will be given to grants greater than \$5,000 for businesses / organizations that play a significant role in the broader cultural, retail and economic vitality of the City of Moses Lake.
- Must be current on all State licensing and other regulatory requirements.
- Business or community organization must have experienced a significant loss of income (more than 25% per month) due to COVID-19 or the Governor's related Stay Home orders, as compared to the comparable period during 2019. Businesses that qualified as an "essential business" and remained open to the public, or worked under normal operating conditions during February – May, 2020, do not qualify. Revenue loss must be documented with federal tax returns and/or or similar financial documentation.
- Business' and Community organizations must be a current Moses Lake business or organization, have had a Moses Lake business license and not been delinquent in payment on any taxes or fees owed to the City as of December 31, 2019.
- Business must have had a physical location in the City of Moses Lake 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 the City of Moses Lake, although priority will be given to brick-and-mortar businesses.
- Alternatively, the business or community organization must demonstrate that it will incur significant new costs for personal protective equipment or physical improvement to its business processes or business location in order to comply with social distancing or other directives or recommendations issued by a public health officer due to COVID-19.

- Business is engaged in a type of business eligible to receive funding by the United States Small Business Administration.
- If a human / social services organization, the organization must show that public demand in Moses Lake for its social / human services have significantly increased due to COVID-19 but that increased revenue needed to meet the demand is not available.
- If the business is a nonprofit corporation or community organization, the nonprofit or community organization is located in the City of Moses Lake or, if not located within Moses Lake, provides essential human or social services to City of Moses Lake residents or plays a significant economic, social or cultural role in the City.
- Grant may be used to leverage funding from a public or private financing program, so long as the total of the funding does not exceed the amount on the Economic Injury Worksheet.
- Applications will be accepted from August 20 thru close of business September 30, 2020.

Grant funds eligible for:

1. Payment of rent or required monthly loan payments
2. Payments of regular wages, taxes, and typical benefits to employees (e.g., health insurance, paid vacation / sick leave essential to maintain operations, but only to the extent those wages, taxes and benefits have not been reimbursed by other federal, state or regional grants or loans.
3. Payment for personal protective equipment, sanitizer, disinfectant, or other supplies, equipment or physical changes (e.g., plexiglass 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.
5. Typical draw 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 a contract with the City promising to:

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

Name and Title of Authorizing Member _____

Signature _____

Date: _____

Please include a complete-signed application and proposal with

“Small Business Rapid Relief Program” on the subject line no later than September 30, 2020.

To: director@mlbcares.org

If necessary, proposals can be mailed and must be postmarked by September 25, 2020:

Downtown Moses Lake Association
 PO Box 1201
 Moses Lake, WA 98837