

Beeville CARES Small Business/Non-Profit Grant

What is the *Beeville CARES Small Business Grant*?

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

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 online through the City of Beeville website (www.BeevilleTX.org) and the John C. Fulghum Beeville Event Center. *Beeville CARES Small Business Grants* is scheduled to launch Tuesday, October 20th, 2020 at 10AM. Interested applicants are strongly encouraged to prepare for the application process by compiling required documents and application content prior to the applications being made available in order to expedite the process. Grants for this program will be awarded on a first-come, first-served basis until all funds are allocated.**

How do I apply for the *Beeville CARES Small Business/Non-Profit Grant*?

Applications will be available online through the City of Beeville website (www.BeevilleTX.org) and the John C. Fulghum Beeville Event Center (111 E. Corpus Christi Street, Beeville.) *Beeville CARES Small Business Grants* is scheduled to launch Tuesday, October 20th, 2020 at 10AM.

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 1st - the time the grant application is submitted:

Eligibility for Non-Profits

A nonprofit organization may apply if:

1. was in existence on February 1, 2019
2. is either (a) an organization that is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the Code) or (b) a war veterans' organization exempt under section 501(c)(19) of the Code, and
3. has 20 or fewer full and/or part-time employees
4. has demonstrated evidence that the organization has been negatively impacted by global pandemic and has incurred additional costs related to current Coronavirus pandemic.

5. Texas Identification for individual applying for grant on behalf of the organization. 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 application, *as well as* one of the names associated with the organization.

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

- Small businesses with 1 – 20 employees
- Non-Profit Organizations

What documents are required in order to apply?

The following documents are required for **small businesses** 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 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 *both* January – March 2019 and April – June 2019 and statements from *both* January – March 2020 and April – June 2020

How Do I Know If My Business is Eligible?

In order to receive funding, your business must be:

- **A for-profit business.**
- **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*
- **In operation before or on February 1, 2019.** *Businesses incorporated after February 1, 2020 are not eligible*
- **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*

Non-Profit Organizations

The tax-exempt organization will need to submit:

- state income, payroll, and unemployment insurance filings;

- documentation, including cancelled checks, payment receipts, transcripts of accounts, or other document verifying payments on covered mortgage and lease obligations and utility payments;
- certification from an authorized representative that the documentation is true and correct and the amount which is requested was used for expenses incurred due to Covid-19.

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

- Applicant name/Title or Role in Business or Non-Profit
- Email address
- Phone number
- The legal business name that matches the legal, registered business or non-profit name in the Bee County Clerk's office or the Texas Secretary of State office
- Business/Non-Profit address: Applicable business/non-profit must be the principal location in the City of Beeville, even if there are multiple business/organization locations
- Taxpayer Identification Number or Social Security Number found on tax returns or other forms filed with the IRS or Tax Exemption Number
- 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*
 - *Tax Exempt – State filing designating the organization as a non-profit*
- A narrative description of how your business or non-profit organization was impacted by COVID-19, to include a list of expenses and must provide the expense type, description, and dollar amount.

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.

How will grant funds be prioritized?

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

SMALL BUSINESS GRANTS/NON-PROFIT ORGANIZATIONS: PHASE II

The application period for PHASE II for the Beeville CARES SMALL BUSINESS/NON-PROFIT GRANT runs from October 20th-October 30th,2020.

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

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

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>
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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.

Applicant Signature

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.**