

Program Overview

Case Id: 30002

Name: Test - 2020

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Program Overview

Please provide the following information



Elevate Douglas COVID-19 Business Relief Fund Application

Elevate Douglas, a public-private partnership focused on cultivating a robust business environment, has initially identified emergency relief funds to support the small businesses hardest hit by the COVID-19 pandemic. This program, the Elevate Douglas COVID-19 Business Relief Fund, is intended to help offset the significant, temporary loss of revenue to these qualified businesses during the pandemic.

Grants are strictly limited to eligible small businesses located physically within Douglas County. Funds can only be used to reimburse the cost of business interruption due to COVID-19 as a result of required closures, voluntary closures to promote social distancing, or decreased customer demand, such costs include:

- Rent, lease, or mortgage payment for real property used for business purposes
- Rent, lease or purchase payment for business property
- Utility payments for business properties
- Payments to vendors/suppliers
- Personal Protective Equipment (PPE), sanitation supplies and equipment

The grant is divided into category levels based on number of employees and awarded on a lottery system. The certification of grant awards will be under the care of an independent volunteer committee.

Eligibility Requirements

1. Businesses with valid business license as of March 1, 2020 from:
 - a. Douglas County
 - b. City of Douglasville
 - c. City of Villa Rica (within Douglas County)
 - d. City of Austell (within Douglas County)
2. Can demonstrate business interruption as a result of the COVID-19 pandemic.
3. Must certify on the application that use the grant funds will only be used for authorized business expenses.
4. Plan to resume normal operations after emergency guidelines are lifted.

5. Shall cooperate with appropriate officials for grant auditing purposes.
6. Business can demonstrate ongoing business operations a minimum of 1 year prior to March 1, 2020.
7. Business is NOT publicly traded, partially owned by a hedge fund, or a corporate-owned franchise..
8. Business does not have any current city, county, state or federal tax liens.
9. Commit to recommended CDC COVID-19 Safety Guidelines.

Required Documents

1. Completed W-9 form for business, DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Grant Check must match entries in General Information section.
2. Valid state issued photo ID.
3. Itemized summary of eligible reimbursable COVID-19 expenses with corresponding receipts and invoices between March 13, 2020 and June 30, 2020.
4. 2019 Profit and Loss Statement.
5. 2020 Profit and Loss Statement through June 30, 2020.
6. Appropriate 2019 Business Financial Document (Schedule C of 1040 for Sole Proprietor, Form 1120/1120-S for Corporations, Form 1065 for Partnerships, or Form 990 for non-profit organizations)
7. Copy of their Douglas County or City of Douglasville, Villa Rica, or Austell business license.
8. For businesses with 2 to 25 employees, W3 Summary or IRS Form 941 prior to March 13, 2020.

A. Eligibility

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A. Eligibility

Applicant must check box to confirm that each statement is true for all questions. If any statement is not true, the business is not eligible.

- A.1. Business is physically located within the boundaries of Douglas County, Georgia and possessed a current business license issued by the Douglas County Government or City of Douglasville, Villa Rica or Austell prior to March 1, 2020
- A.2. Business can demonstrate it was operating as of March 1, 2019, approximately one year before COVID-19 began to affect the US economy and was still operating as of February 29, 2020.
- A.3. Business can demonstrate that it suffered economic damages from business interruption caused by COVID-19 since March 1, 2020, excluding those covered by insurance or reimbursement from any federal program.
- A.4. Business expects to resume normal operations after emergency guidelines are lifted.
- A.5. Business owner agrees to cooperate with appropriate officials if ever required to participate in grant audit.
- A.6. Business is NOT a publicly traded company, partially owned by a hedge fund or corporate-owned franchise.
- A.7. Business does NOT have any current city, county, state, or federal tax lien.
- A.8. Business operations is NOT comprised of an individual or organization who holds real property for passive sale or investment with no active ties to a for-profit business activities at the location.
- A.9. Business is NOT owned or operated by officials or employees of the Douglas County Chamber of Commerce, or the Douglas County Economic Development Authority, or the City of Douglasville.
- A.10. Business is NOT including receipts for this grant for expenses used in any other local, state or federal relief program for expenses incurred as a result of COVID-19 coronavirus. (Business may be eligible for this grant if they have received other CARES Act funds, but cannot use the fund to pay for the same expenses presented for those programs.)
- A.11. Business will commit to recommended CDC COVID-19 Safety Guidelines to the best of their ability.
- A.12. If grant is awarded, business ONLY use funds for the approved uses listed below in Section C, Use of Grant.



IF YOU DID NOT CHECK BOX FOR ALL ABOVE QUESTIONS, YOUR BUSINESS WILL NOT QUALIFY FOR THE ELEVATE DOUGLAS COVID-19 BUSINESS RELIEF FUND.

B. General Information

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B. General Information

Please provide the following information

B.1. What level of grant do you qualify for?

OWNER OR REPRESENTATIVE CONTACT INFORMATION

B.8. First Name

B.2. Legal Name of Business (as shown in Line 1 of W-9)

B.9. Last Name

B.3. DBA (as shown in Line 2 of W-9)

B.10. Primary Phone

B.4. Principal Business Address

B.11. Primary Email

B.5. Business Website Address

B.12. Business Phone

B.6. Taxpayer ID (TIN) (if sole proprietorship, enter social security number of sole proprietor) (As shown in Part 1 of W-9)

B.13. Date Business Established

B.7. Mailing Address for Grant check (As shown in Line 5 & 6 of W-9)

B.14. Business Legal Entity Type (as shown in Line 3 of W-9)

B.15. Where is your business located?

C. Use of Grant

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C. Use of Grant

Please provide the following information

Grant funds can be used to reimburse the cost of business interruption due to COVID-19 as a result of required closures, voluntary closures to promote social distancing, or decreased customer demand between March 13, 2020 and June 30, 2020.

- Rent, lease, or mortgage payment for real property used for business purposes
- Rent, lease or purchase payment for business property
- Utility payments for business properties
- Payments to vendors/suppliers
- Personal Protective Equipment (PPE), sanitation supplies and equipment

C.1. In less than 200 words, please give a brief description of how you plan to use the funds if you receive a grant.

C.2. What level of grant do you qualify for?

D. Required Documentation

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D. Required Documentation

Application must include all documentation listed below. The application shall not be approved if all required information is not provided in a legible form.

FOR MORE INFORMATION ABOUT REQUIRED DOCUMENTATION, PLEASE REFER TO THE TEXT BELOW.

Completed [W-9 form for business](#), DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Grant Check must match entries in General Information section.

Copy of valid state issued photo ID.

Copy of current business license as of March 1, 2020 - must be Douglas County, City of Douglasville, City of Villa Rica (Douglas County), or City of Austell (Douglas County)

Itemized summary of eligible reimbursable COVID-19 expenses with corresponding receipts and invoices between March 13, 2020 and June 30, 2020. ([click here to see an example](#))

Business Financials

- Individual (Sole Proprietors and individual/single-owner LLCs)
 - [2019 Schedule C \(Form 1040\)](#) **OR**
 - If no 2019 Schedule C is available, provide 2018 Schedule C (Form 1040) **and** most recent Annual or Quarterly Balance Sheet or Profit & Loss Statement.
 - April 2020 Profit and Loss Statement
- Corporations (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs))
 - 2019 Corporation Income Tax Return ([Form 1120](#) or [Form 1120-S](#)) **OR**
 - If no 2019 tax return is available, provide 2018 tax return **and** Annual or Quarterly Balance Sheet or Profit & Loss Statement
 - April 2020 Profit and Loss Statement
- Partnerships
 - 2019 Return of Partnership Income ([Form 1065](#)) **OR**
 - If no 2019 tax return is available, provide 2018 tax return **and** Annual or Quarterly Balance Sheet or Profit & Loss Statement
 - April 2020 Profit and Loss Statement
- Non-profits
 - 2019 Return of Organization Exempt ([Form 990](#)) **OR**
 - If no 2019 tax return is available, provide 2018 tax return **and** Annual or Quarterly Balance Sheet or Profit & Loss Statement
 - April 2020 Profit and Loss Statement

Staffing

[W3 Summary, 1096](#) (from 2019) or [IRS FORM 941](#) (from 1st quarter 2020 or, if not completed, 4th quarter 2019). Sole proprietors may [complete and attach a certification](#) stating that business owner is the sole proprietor with no additional employees or subcontracted workers.

Business Financials

- 2019 Profit and Loss Statement
- For Sole Proprietors and individual/single-owner LLCs - [2019 Schedule C \(Form 1040\)](#) **OR** If no 2019 Schedule C is available, provide 2018 Schedule C (Form 1040)
- 2020 Profit and Loss Statement through June 30, 2020
- Appropriate 2019 Business Financial Document (Schedule C of 1040 for Sole Proprietor, Form 1120/1120-S for Corporations, Form 1065 for Partnerships, or Form 990 for non-profit organizations)
- For businesses with 2-25 employees - [W3 Summary, 1096](#) (from 2019) or [IRS FORM 941](#) (from 1st quarter 2020 or, if not completed, 4th quarter 2019).
- Sole proprietors may complete and attach a certification stating that business owner is the sole proprietor with no additional employees or subcontracted workers.

Completed W-9 form for business, DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Grant Check must match entries in General Information section ***Required**

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Douglas County or City of Douglasville, Villa Rica, or Austell business license as of March 1, 2020 ***Required**

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A copy or picture of each owner's photo ID (Driver's License or state-issued ID) ***Required**

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2019 Profit and Loss Statement ***Required**

***No files uploaded*

2020 Profit and Loss Statement through June 30, 2020 ***Required**

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Appropriate 2019 Business Financial Document (see examples by organization type above) ***Required**

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For businesses with 2 to 25 employees, W3 Summary or IRS Form 941 prior to March 13, 2020 ***Required**

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Itemized Summary of eligible reimbursable COVID-19 expenses ***Required**

***No files uploaded*

Applicant Certification

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Applicant Certification

Please provide the following information

I certify that, I am authorized to submit this application on behalf of the business, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Those people performing service to administer the Elevate Douglas COVID-19 Business Relief Fund are authorized to make all the inquiries that they deem necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that money is provided pursuant to this application, Elevate Douglas or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.

Documents submitted to Georgia governments and agencies are subject to the Georgia Open Records law (O.C.G.A. § 50-18-71 et. seq.). The Georgia open record law has certain exceptions where disclosure is limited or not required. All information in the submitted Application, including attachments, may not have to be disclosed (See O.C.G.A. § 50-18-72(a)(20)(A through E) or if O.C.G.A. § 50-18-72(a)(34) is complied with); but Applicant understands that the Douglas County, Georgia and those administering the Elevate Douglas COVID-19 Business Relief Fund cannot warrant, represent, or guarantee the applicability of any such exception. To that end, Applicant understands and expressly agrees that they submit the Application, including attachments, subject to the Georgia Open Record laws, and that there exists a possibility that information submitted could have to be disclosed under Georgia open record laws.

Applicant Name

Applicant Title

Signature

***Not signed*

Date