



COVID-19 PANDEMIC SMALL BUSINESS RELIEF PROGRAM

In light of the COVID-19 Pandemic currently affecting our city, the City of Cynthiana recognizes the increased burden being placed on local businesses. The city of Cynthiana wishes to pledge additional support by offering business relief grants of up to \$1,000 for small businesses to aid in recovery of their operations.

To be eligible for assistance, a business must meet all the following:

1. Exist within the city limits in a brick-and-mortar location (Zoned for Business, Professional, or Industry-Residential based businesses are not eligible under this program).
2. Own the property/building or have a lease arrangement with the property owner.
3. Be current on City of Cynthiana property tax payments; have maintained a current City Business license; have reported all payroll and Net Profits taxes to the City of Cynthiana and Harrison County Tax Administrator; and has met all requirements mandated by the Secretary of State to operate in the State of Kentucky.
4. Be a small business as defined as:
 - a. Net profit income for 2019 or 2020 of no more than \$100,000 or businesses with less than 10 employees, supported by the presentation with application with your Schedule C (Form 1040).
 - b. Open and operating before March 13, 2020, or newly opened and operation after that date and subject to full or partial closure due to Executive Order.
5. Not be a franchise or franchise-affiliated.
6. Be categorized as a non-essential business type that was required to cease or significantly reduce operations as a result of the Executive Orders issued by the Governor and has been compliant with this order.
7. Business must be listed in the eligible business category and still in operation.

SCHEDULE OF ASSISTANCE

- This relief program grant will be awarded to qualified businesses only.
- The maximum amount of funding assistance will be \$1,000 for a Full Time Business, and \$500 for a Part Time Business. Priority will be given to Full Time Businesses.

- Assistance will be provided to businesses after review of their application.
- Applications will be accepted June 14, 2021-June 18, 2021.
- Funds will be awarded beginning July 1, 2021.
- Recovery funds will be awarded to successful applicants for paid expenses that have occurred beginning March 13, 2020 and during a period of a mandated shutdown or closure. Proof of these payments will be required.

SUBMISSION OF APPLICATION

An application for funds must be completed and submitted to the City of Cynthiana by the close of business (4:00 PM), June 11, 2021. Applications will not be accepted prior to June 7, 2021 at 8 a.m. Businesses most significantly impacted by the Executive Orders of the Governor are encouraged to apply.

The application may be downloaded from the City's website, www.cynthianaky.com

Applications should be dropped off, in person, at the City of Cynthiana City Clerk's Office in a sealed envelope marked **RELIEF**; 141 E Pike Street. Applications will be dated and time stamped in order of receiving.

FUNDING CRITERIA

Eligible Businesses:

1. Retail (general, specialty)
2. Barber/Beauty Salons
3. Restaurants
4. Small businesses closed by Governor's Executive Order

Non-Eligible Businesses:

1. Home Occupations
2. Real Estate Companies/Agents
3. Attorneys
4. Finance/Accounting/Bookkeeping/Tax Firms
5. Food Trucks
6. Not-for-profit organizations
7. Landlords/rental property owners

Eligible Expenditures:

1. Payroll
2. Rent/Lease/Mortgage Payments
3. Utilities

Submit questions at james.smith@cynthianaky.com or by phone (859)234-7150.

The applicant will be notified if funding will be provided, the amount of funding if approved, and will be required to provide an IRS W-9 Form to the City of Cynthiana. All applicants are encouraged to submit receipts for payment of Eligible Expenditure with their applications.



SMALL BUSINESS RELIEF PROGRAM GRANT APPLICATION

OPENS: June 14, 2021

DEADLINE: June 18, 2021

The City of Cynthiana is pledging additional support to small businesses forced to close or reduce services in response to COVID-19 related Executive Orders issued by the Commonwealth of Kentucky. The City is offering a one-time business relief grant up to \$1,000 of eligible businesses within the corporate boundaries of Cynthiana. Businesses most significantly impacted by the Governor's Executive Orders closing non-essential businesses in early 2020 are encouraged to apply.

IMPORTANT INSTRUCTIONS AND INFORMATION- Complete all parts of the application and provide required documentation deliver in person to: City Clerk's Office, 141 E Pike Street. Incomplete applications will not be considered. Funds are limited and grants will only be made as long as funds are available. Full Time Businesses have priority over Part Time Businesses. Businesses are highly encouraged to submit copies of all receipts for re-imbursement with this application. Requests for additional information may be required for grant awardees.

Completion of this application does not guarantee an award. Funds will be awarded beginning July 1, 2021 on a first come, first served basis until funds are exhausted.

To be eligible to apply for this grant, a business must:

1. Be categorized as a non-essential business type that was required to cease or reduce operations as a result of Executive orders issued by the Governor of Kentucky and has been compliant with said order.
2. Currently exist within the city limits of Cynthiana in a brick and mortar location.
3. Own the property or have a lease agreement with the property owner
4. Must have a valid Full Time Business License and be current on all City taxes and fees and Occupational Taxes due to Harrison County.
5. Be open and operation before March 13, 2020, or have opened after that date and been mandated to cease or significantly reduce operations after date business opened.
6. Have a Net Profit for 2019 of no more than \$100,000 or a business with less than 10 employees.
7. Not be a franchise or franchise affiliated.
8. Business must be listed in the eligible business category of the program overview.

GENERAL INFORMATION (PLEASE PRINT)

NAME OF BUSINESS	
BUSINESS TAX ID NUMBER (EIN/FEIN OR SSN)	
PHYSICAL BUSINESS LOCATION	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	
PRIMARY CONTACT NAME	
BUSINESS PHONE/E-MAIL	
BUSINESS START DATE	
DATES BUSINESS WAS SHUT DOWN OR FORCED TO REDUCE OPERATIONS AS A RESULT OF ORDER	
BUSINESS TYPE (CIRCLE ONE)	SOLE PROPRIETORSHIP LIMITED LIABILITY CORP PARTNERSHIP CORPORATION
IS THIS BUSINESS A FRANCHISE OR PART OF ANY FRANCHISE AGREEMENT?	YES OR NO
HAS THE BUSINESS MAINTAINED A CURRENT CITY BUSINESS LICENSE?	YES OR NO
WAS THIS BUSINESS CURRENT ON ITS PAYROLL AND PROPERTY TAXES AS OF MARCH 13, 2020?	YES OR NO
IS THE BUSINESS AT THE SAME LOCATION AS IT WAS ON MARCH 13, 2020?	YES OR NO
NAME OF LANDLORD OR PROPERTY OWNER AND TELEPHONE NUMBER	

ATTESTATION I understand that:

- Grant monies are considered taxable income and the City of Cynthiana is required by law to report it as such and send a 1099 to each awardee.
- Demand for this grant funding may exceed resources. Submission of an application does not guarantee an award.

- If awarded a grant, all monies will be received after proof of expenses dated beginning March 13, 2020, and paid during a period of a mandated shutdown. Expenses must be eligible expenses listed in the program information.
- Eligible expenditures for grant money are limited to payments made by the awarded business for rent/mortgage/utilities/payroll.
- A copy of W-9 and Schedule C Form (2019 or 2020) required.

I certify that the facts, representations, and documents set forth in this grant application are true and correct, under the KRS penalties and perjury laws. I hereby grant permission for the City Cynthiana to verify the information associated with my application.

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY: REQUEST APPROVED? YES OR NO	AMOUNT APPROVED: \$ _____
STAFF SIGNATURE _____	DATE PAID: _____