



## Wheeler County Business Relief Grant Application

### GENERAL INFORMATION

Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Tax ID # or SS #: \_\_\_\_\_

Grant Funds Requested: \$ \_\_\_\_\_

Have you reduced your hours of operation in response to the COVID-19 pandemic? \_\_\_\_\_

Have you reduced your employees' hours/benefits in response to the COVID-19 pandemic? \_\_\_\_\_

Have you attempted to negotiate payment plans with your vendors? \_\_\_\_\_

Have you applied for Federal or State Small Business Relief Loans or Grants? \_\_\_\_\_

If not, will you be applying in the future? (Explain) \_\_\_\_\_  
\_\_\_\_\_

If yes, what funding has been awarded to date? \_\_\_\_\_

### AUTHORIZATION

By submitting this application to Wheeler County, you are certifying that you are authorized to represent the business or organization applying for a grant and that the information contained in this application is accurate. You further agree that if a grant is awarded to the business or organization: (1) the grant will be used for the purpose outlined in the Grant Agreement and may not be expended for any other purpose without prior written approval from the Wheeler County; (2) information submitted about the business or organization and the grant may be used by Wheeler County and our partners in any published materials or reports.

Submission Deadline: **Dec. 18<sup>th</sup>, 5:00 PM**

Applicants are encouraged to submit their applications as soon as possible.

Completed applications may be submitted electronically to:

tstockton@co.wheeler.or.us

or in person at:

Wheeler County Economic Development Department  
701 Adams St. Fossil, OR 97830

Additional information and guidance for filling out this application can be found in the attached **Business Relief Grant Guidelines (Addendum 1)**

## COVID-19 Impacts

*In the space below, or attaching a single page, please briefly describe the impact of the COVID-19 pandemic on your business or organization. For example, has your business been required to close? How has the COVID-19 pandemic affected your revenue compared to last year? How many employees have been impacted and in what ways (i.e. lay-offs, reduced hours)?*

## COVID-19 Financial Hardship Documentation *Please attach the following items:*

- Statement of Business Expenses and Revenues for 2019 if Available
- Statement of Business Expenses and Revenues for 2020.

**Addendum 1**  
**Wheeler County Small Business Revitalization Grant Guidelines**

**Foreword**

Wheeler County recognizes the importance of social distancing measures in protecting the health and safety of our communities and slowing the spread of the COVID-19 pandemic. While these social distancing measures will save lives, they have also come at great cost to Wheeler County's small businesses and their employees.

The **Small Business Revitalization Grant Program** was established by the Wheeler County Court for the purpose of providing one-time, short-term financial support to small businesses and organizations impacted by the COVID-19 pandemic.

**Eligibility Criteria**

**Eligible Entities:**

To be eligible to apply for this grant funding opportunity the applicant must operate within Wheeler County, be able to demonstrate financial hardship due to the COVID-19 pandemic, and be one of the following:

- Registered, For-Profit Businesses, including Home-Based Businesses
- Non-Profit Organizations
- Fraternal Organizations

**Allowable grant fund uses include:**

- Employee Payroll & Benefits
- Building Lease or Mortgage Payments (excludes home-based businesses)
- Equipment Lease Payments
- Utilities
- Business Insurance
- Covering costs resulting from compliance with applicable Executive Orders

**General Guidelines**

The Small Business Stabilization Grant Program is administered by Wheeler County Economic Development.

Stabilization Grants are intended to serve as a funding bridge to cover essential business expenses and costs associated with Covid-19 response. Applicants are expected to seek out and apply for federal and state resources as they become available.

Stabilization Grants are not intended to address long-term economic recovery needs nor to fully replace lost business income associated with the pandemic.

### **Review Process & Funding Decision**

Applicants must submit a completed Application Form and related support material. Incomplete forms will not be accepted.

Applications will be submitted to Wheeler County Economic Development Department.

The Wheeler County will convene a Small Business Stabilization Committee consisting of representatives from Wheeler County Court, Economic Development, Emergency Management, City of Mitchell, and City of Spray.

The Small Business Stabilization Committee will:

- Determine applicant eligibility. Only eligible applicants will be considered for funding.
- Review applications for completeness and accuracy. Incomplete applications will not be considered for funding.
- Seek clarification or additional information from applicants as necessary.
- Make funding decisions.

Funding decisions are at the sole discretion of the Small Business Stabilization Committee. The Committee reserves the right to award funds at a reduced level from what is requested in the application. The Committee's funding decision is final.

### **Agreements**

Successful applicants will be required to sign a Grant Agreement, which outlines the allowable uses of funds and reporting requirements, prior to release of funds. Failure to comply with the requirements outlined in the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

### **Reporting**

Successful applicants will be required to report to Wheeler County as outlined in their Grant Agreement. Failure to meet the reporting requirements of the Grant Agreement may preclude an applicant from being eligible for future grant offerings.

### **Application Deadline**

Applications can be obtained from and submitted to Wheeler County. Applications will be due no later than December 18, 2020.

## Demographic Questionnaire

To be completed by business owners or organizational executives. We encourage you to answer the voluntary demographic questions below. Answers to the questions will help track programmatic outcomes and deliver on our agency vision to advance economic opportunity for all Oregonians. Your responses will only be reported in aggregate. Aggregated data gathered over time may be used to inform future outreach to certain demographic communities or to help the agency think about new program design over time. Submission of this information is voluntary. The information, or declining to provide it, will not subject you to any adverse treatment and will have no impact on agency decision making regarding qualifications for any program or service. Please note that this information may be subject to public disclosure pursuant to Oregon Public Records Law.

Applicant Business or Organization Name

### Personal Information

Owner Name

What is your business ownership percentage?

What is your race? Select all that apply

- ☐ American Indian or Alaska Native  
☐ Native Hawaiian or Pacific Islander  
☐ Other (please specify)

- ☐ Asian  
☐ White

- ☐ Black or African American  
☐ Prefer not to answer

What is your ethnicity? Select one:

- ☐ Hispanic/Latino ☐ Non-Hispanic/Latino ☐ Prefer not to answer

Please describe your ancestry or national origin (example: Russian, Vietnamese, Somali, German, Hmong, Mexican, etc.)

☐ Prefer not to answer

What is your gender?

- ☐ Female ☐ Male ☐ Other (please specify):  
☐ Prefer not to answer

Are you a person with a disability, per the definition below?

The Equal Employment Opportunity Commission (EEOC) defines a covered disability under the Americans with Disabilities Act (ADA) as a physical or mental impairment that substantially limits one or more major life activities, a history of having such an impairment, or being regarded as having such an impairment.

- ☐ Yes ☐ No ☐ Prefer not to answer

Have you ever served in the U.S. Armed Forces, Reserves, or National Guard (including currently)?

- ☐ Yes ☐ No ☐ Prefer not to answer

Are you a member of a federally recognized tribe?

- ☐ Yes (please specify) ☐ No ☐ Prefer not to answer

Submit

Oct 30 2019