



COVID-19 EMERGENCY GRANT PROGRAM APPLICATION

PURPOSE

The Bowie Economic Development Corporation (“BEDC”) and the Bowie 4B Sales Tax Corporation (“4B”) known herein as the Bowie Economic Development Coalition Team (“Team”) is implementing a COVID-19 Emergency Grant Program to provide assistance to local businesses suffering from financial impacts related to the COVID-19 pandemic pursuant to the authority of the EDC Sec. 505.103, Texas Local Government Code and the Team’s intent to financially assist local businesses during disaster. The purpose of this program is to retain local jobs that have been impacted by COVID-19 mitigation efforts and to serve as a bridge until further local, state or federal funding is available to the business.

The Team recognizes the great financial stress placed on local businesses, and in partnership are providing working capital for personnel cost, rent, utilities, business-related expenditures, etc. for existing small businesses within the city of Bowie, Texas. The Team will award grant funds, not to exceed, \$2,500 (two-thousand five hundred no/100s) maximum amount per business/person (the “Grant”); until funding has been exhausted; or until the Team determines that program goals have been satisfied.

ELIGIBILITY & REGULATIONS

To qualify for Grant funds, the applicant must meet all of the following criteria and follow all regulations, failure to comply may result in the repayment of all or part of the Grant:

- The business must have a physical location within the City Limits of Bowie, Texas or within the City of Bowie Extraterritorial Jurisdiction (ETJ)
- Employ twenty-five (25) or fewer full-time equivalent employees.
- Need for funds must be as a result of the closure or limitation of the business operations due to COVID-19 pandemic.
- Proof that grant funds shall be used for the relief of financial burden caused by COVID-19 pandemic and funding has not been received by the business from the PPP (paycheck protection program) or SBA EIDL (economic injury disaster loan).
- Applicant must list specific bill amounts and provide documentation of those business expenses.

- Limit one Grant per applicant (only one grant per person shall be awarded).
- Grant provides financial assistance and utilized by the business for one or more of the following:
 - Payroll for employees still employed and working at the business
 - Utility payments
 - Business lease or mortgage payments
 - Critical business needs as approved by the Grant oversight committee

SUBMITTAL PROCEDURES & APPLICATION INFORMATION

All business submittals shall include a completed W-9 form, Balance Sheet, Profit & Loss Statement, a Revenue & Expenditure Report and/or a year end federal tax return 'Schedule C' document. All documents shall be held in confidence with regards to the State regulations as required for Type A and Type B projects formed under the authority granted in Chapter 505 of the Texas Local Government Code to promote business development. *In accordance with Section 552 of the Texas Government Code (Public Information Act), information and documents related to this application may be subject to disclosure.*

Submittal of completed application, including all required documents shall be submitted directly to the Executive Director bedc@bowietexasedc.com or 101 E Pecan Street, Bowie, TX 76230. The Grant oversight committee, consisting of representatives from the BEDC and 4B Corporations, is the sole and final authority in determining eligibility for funding. For assistance, please contact Janis Crawley at 940-872-4193 or janis@bowietexasedc.com.

Maximum funding is limited to an amount to not exceed \$2,500 (two-thousand, five hundred no/100s) per business; only one grant shall be awarded per principal owner or per person. Future funding application periods will be announced in succession as new funding becomes available. All submittals are on a first come, first serve basis and considered until all resources have been allocated or announced closure by the Team board member action. Amount allocated by the Coalition is an amount to not exceed \$100,000 (one-hundred thousand and no/100s).

FOLLOWING APPROVAL OF GRANT FUNDS IN AN AMOUNT TO NOT EXCEED \$2500 (two-thousand, five hundred and no/100s) OWNER MUST PROVIDE DOCUMENTATION OF PAID RECEIPTS FOR ALL FUNDS RECEIVED.



BOWIE TEAM BUSINESS COVID-19 EMERGENCY FUND GRANT APPLICATION

1. Application Information

Contact Name(s): _____

Name of Business: _____

Business Address: _____

Contact Phone: _____ E-Mail: _____

Total Amount Request \$ _____ (\$2,500 maximum – amount based on need)

2. Business Information Received PPP/EIDL Yes No

Average Monthly Revenue: _____ Average Monthly Expenses: _____

Compare Current estimated income ending on 03/31/2020 with your actual net income from 03/31/2019 (if you are new business, compare last quarter ending on 12/31/2019 to current).

Estimated Revenue then (03/2019) \$ _____ Estimated Expenses then (03/2019) \$ _____

Estimated Revenue now (03/2020) \$ _____ Estimated Expenses now (03/2020) \$ _____

Business owners without professional financial documents shall include year-end Schedule C report: Schedule C year-end 2019 Y ___ N ___ Schedule C year -end 2018 Y ___ N ___

Property Owner: Y ___ N ___ Lease Payable To: _____

Are you the owner-operator of the business submitting this application? Y ___ N ___

Do you Sublet or charge booth/vendor space within your business? Y ___ N ___

Do you rent or lease space/booth in a facility or business providing retail or personal services (on a permanent monthly basis)? Y ___ N ___ (Payable to) _____
(storage facilities or monthly 2nd Monday or Trade Day Vendors do not qualify for these funds)

Number of Years in Business: _____ Number of Years at current location: _____

Number of Full-Time Employees: _____ Number of Part-Time Employees: _____

Number of hours & payroll effective by current situation # _____ \$ _____

Estimated financial loss due to COVID-19 \$ _____

Describe how COVID-19 mitigation recommendations and/or requirements have impacted your business: _____

Describe how these Grant funds will be used to assist your business:

3. Applicant Documentation Checklist

Applications Received Without All Documents will be Returned

- ___ Attach Completed Application
- ___ Attach Current Balance Sheet ending 03/31/2020
- ___ Attach Current Profit/Loss or Revenue/Expense Report 03/31/2020
- ___ Attach Last Year Balance Sheet ending 03/31/2019
- ___ Attach Last Year Profit/Loss or Revenue/Expense Report 03/31/2019
(if not in business on 03/2019 attach the last quarter reports ending 12/31/2019)
- ___ Attach Schedule C report for last year filed income tax 2018 or 2019 (if required)
- ___ Attach completed W-9 form

4. Commitment

I agree to adhere to the COVID-19 Emergency Grant Program eligibility guidelines as established by the Bowie Economic Development Coalition, consisting of both Type A and Type B Economic Development Funds as collected by the Bowie Economic Development Corporation and the Bowie 4B Sales Tax Corporation and allocated for the Bowie Emergency Relief Fund.

_____ Date _____

Submit application and all documents to: : Bowie Economic Development Executive Director, Janis Crawley, 101 E Pecan Street, Bowie, Texas 76230 or email Attn: Janis@BowieTexasEDC.com .Call for information 940-872-4193

(OFFICE USE) RECEIVED DATE: _____ COMMITTEE REVIEW DATE: _____

APPROVAL: Y ___ N ___ PAYMENT SUBMITTAL DATE: _____ BY: _____