

MAYFIELD COMMUNITY IMPROVEMENT CORPORATION



Lillian "Patsy" Mills, President

6622 Wilson Mills Road
Mayfield Village, OH 44143
440-461-2210

2020 SMALL BUSINESS RELIEF FUND GRANT APPLICATION

The COVID-19 pandemic has not diminished over the summer and the crisis continues to impact small businesses. Mayfield Village is pleased to establish a *Small Business Relief Fund* in order to support its business community. The Mayfield Community Improvement Corporation (MCIC), with the approval of Mayfield Village Council, has funded a \$50,000 grant program to provide grants to twenty or more local businesses specifically to assist them with payroll, rent or mortgage payments, utilities, PPE or sanitizing supplies necessary to operate safely.

The maximum grant amount to be awarded is \$2,500.00. In order to be eligible, applicants must:

- be physically located in Mayfield Village,
- employ twenty (20) or fewer persons,
- operate from a leased or owned commercial property (home-based businesses do not qualify),
- be in good standing with Mayfield Village (no outstanding citations),
- be able to document eligible expenses equal to the amount of the grant, and
- demonstrate a negative financial impact related to COVID-19.

Mayfield Village employees and elected officials are not eligible to apply or receive funds.

1) APPLICANT: _____

ADDRESS: _____

CONTACT: _____ TITLE: _____

PHONE: _____ MOBILE: _____

EMAIL: _____ TAX ID: _____

2) AMOUNT OF GRANT REQUESTED:

\$1,000 [] \$1,500 [] \$2,000 [] \$2,500 []

3) DESCRIBE HOW COVID-19 HAS NEGATIVELY AFFECTED YOUR BUSINESS:

4) Please provide documentation that clearly illustrates financial loss or negative impact related to COVID-19.

Examples include, but are not limited to:

- Gross Sales (2019 vs. 2020 or pre-COVID vs. post-COVID 2020),
- Profit & Loss Statement (2019 vs. 2020 or pre-COVID vs. post-COVID 2020), and
- Payroll Records that reflect a reduction in force pre-COVID vs. post-COVID.

5) Please provide documentation that demonstrates eligible business expenses incurred between April 1, 2020 and September 30, 2020. Eligible expenses include payroll, rent or mortgage payments, utilities or the purchase of personal protective equipment (PPE) or sanitizing supplies and must total at least the amount of the grant requested. Examples of relevant documentation include, but are not limited to:

- payroll records,
- rent payment(s) including cancelled check or statement,
- mortgage payment(s) including cancelled check or statement,
- utility payment(s) including cancelled check or statement,
- receipts for PPE for staff, needed to operate safely, and
- receipts for sanitizing equipment/supplies, needed to operate safely during the pandemic.

The following questions are for informational purposes only, and will not affect your eligibility for the grant:

6) YEARS IN MAYFIELD VILLAGE: 1 - 2 [] 3 - 5 [] 6 or more []

7) DOES THE COMPANY OWN [] LEASE [] ITS FACILITY? YEARS REMAINING ON LEASE? _____

8) EMPLOYEES AS OF AUGUST 31, 2020: 1 - 5 [] 6 - 10 [] 11 - 15 [] 16 - 20 []

9) DID YOUR BUSINESS TEMPORARILY CLOSE DUE TO THE COVID-19 CRISIS (stay-at-home orders, e.g.)?
No [] 1 - 4 weeks [] 5 - 8 weeks [] 9 weeks or more []

10) HAS YOUR BUSINESS PARTICIPATED IN ANY OF THE FOLLOWING (check all that apply):

- | | | |
|--|---------------|----------------|
| ▪ SBA PAYCHECK PROTECTION PROGRAM (PPP) | APPLIED [] | RECEIVED [] |
| ▪ SBA ECONOMIC INJURY DISASTER LOAN (EIDL) | APPLIED [] | RECEIVED [] |
| ▪ CUYAHOGA COUNTY STABILIZATION FUND | APPLIED [] | RECEIVED [] |

Applications must be received by email or fax by October 16, 2020 at 4:00 pm. In order to be considered eligible, applications must be complete, including the documentation requested above. Applications will be processed, and funds distributed, in the order that they are received until the *Relief Fund* is exhausted. Funding is subject to final approval by the MCIC and Mayfield Village Council.

I, the undersigned, attest that the above is true and accurate to the best of my knowledge.

SIGNATURE: _____ DATE: _____

(PRINTED): _____ TITLE: _____

**QUESTIONS? CONTACT ECONOMIC DEVELOPMENT MANAGER JOHN MARQUART AT 440-461-7864
EMAIL THIS APPLICATION TO: jmarquart@mayfieldvillage.com – or – FAX TO: 440-461-7349
by October 16, 2020 at 4:00 pm**