



Small Business RELIEF GRANT

Guidelines

The Small Business Relief Grant has been established to assist businesses of up to 50 employees with various operational and overhead expenses. The program will be funded by way of a portion of the City's disbursement of funding via the Coronavirus Aid, Relief and Economic Security (CARES) Act of 2020. These funds are intended to be used by local businesses to deal with the impacts of COVID-19 from March 1, 2020 – July 31, 2020. The maximum grant amount per applicant shall not exceed \$5,000.

ELIGIBILITY

- Business must be an existing for-profit corporation, partnership, or sole proprietorship.
- Business must be a commercial business located within the City limits of Holly Springs, with a current Occupational Tax Certificate.
- Business must be current on all taxes.
- Business must have 50 or fewer full-time equivalent, W-2 employees (PT employees are counted at a rate of .5).
- Business must have been in continuous operation for a minimum of 1 year prior to March 13, 2020.
- Ineligible Businesses Include: Multi-Level Marketing Organizations, Real Estate Investment Firms (REITS), and home-based businesses.

Please see Required Document Checklist below for additional items needed to be considered eligible.

APPLICATION PROCESS

Grants will be administered on a first-come first-served basis. All applications will be reviewed by City. Incomplete applications will not be considered. ***The deadline for submissions is August 26, 2020 at 5 p.m. (Including mail-in applications.)***

Applications may be submitted in person or by mail to:

***City of Holly Springs
Attn: Small Business Relief Grant
3237 Holly Springs Pkwy.
Holly Springs, GA 30115***

Required Document Checklist:

Please ensure that all documents below are included with your application. Applications that do not have all required documents included in their application will be disqualified.

- Completed Grant Application Form
- Copy of 2019 business income tax return (IRS Forms accepted include: 1120, 1120S, 1065, Schedule C or Schedule F) or company financial statements including 2019 Balance Sheets and Profit & Loss Statements
- Q4 2019 & Q1 2020 941 IRS forms (with the exception of sole proprietors with no employees)
- Copy of Certificate of Organization and Certificate of Existence from Georgia Secretary of State (with the exception of sole proprietors)
- E-Verify Application (enclosed)
- SAVE affidavit (enclosed)
- W-9 Form (enclosed)
- Memorandum of Understanding (enclosed)



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Application

BUSINESS NAME: _____

OWNER/APPLICANT NAME: _____

BUSINESS ADDRESS: _____

APPLICANT PHONE #: _____ APPLICANT EMAIL: _____

OF EMPLOYEES AS OF 12/31/2019: _____ # OF EMPLOYEES AS OF 8/1/2020 _____

I WILL BE USING THIS GRANT FOR (SELECT ALL THAT APPLY):

RENT PAYMENT

Must supply copy of lease agreement, proof of payment, and dates of closure or reduced operations.

PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OTHER SUPPLIES TO ENSURE EMPLOYEE AND CUSTOMER SAFETY

Dates of purchase must be between 3/1/2020 – 7/31/2020. Must supply copy of itemized receipts showing date of purchase, unit price, and # of items purchased.

EQUIPMENT RENTAL

Must supply copy of lease agreement and proof of payment.

USE OF FUNDS:

PLEASE LIST THE AMOUNT YOU ARE REQUESTING FROM EACH OF THE CATEGORIES LISTED ABOVE:

USE	AMOUNT REQUESTED
RENT PAYMENT	\$
PPE AND OTHER SAFETY SUPPLIES	\$
EQUIPMENT RENTAL	\$
TOTAL REQUEST (NOT TO EXCEED \$5,000)	\$

By submitting this request, you represent and certify to the best of your knowledge and belief that the information you have provided, and the attachments hereto are accurate and complete. You agree to promptly inform the City of Holly Springs of any changes which may occur.

APPLICANT SIGNATURE: _____ DATE: _____

QUESTIONS? PLEASE CONTACT ERIN HONEA AT EHONEA@HOLLYSPRINGSGA.US OR 770-345-5536.



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Memorandum of Understanding

This Memorandum of Understanding is entered into and executed by the City of Holly Springs, Georgia, hereinafter referred to as “City,” and the “Applicant” described in the Small Business Relief Grant Application attached.

All parties agree to the following:

1. The grant award shall be that which was requested in the attached Grant Application, not to exceed \$5,000.
2. Grant award shall be used for rent expenses incurred from March 1, 2020 through July 31, 2020 per attached rental agreement; allowable Personal Protective Equipment (PPE) expenses incurred between March 1, 2020 and July 31, 2020 per itemized receipt provided to the City by the Applicant; rental equipment expenses incurred from March 1, 2020 through July 31, 2020 per attached rental agreement.
3. If funding is denied by the Governor’s Office of Planning and Budget, then Applicant agrees to repay the City of Holly Springs the full grant award amount.
4. The City agrees to notify Applicant of grant award in writing no later than August 28, 2020.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

DATE: _____