

Company Name:						In Operation for at Least 1 Year as of March 1, 2020?		UBI Number:	EIN Number:
Address:									
City:						State: WA Zip Code:		Yes	No
Company Owner Name:								Minority Owned	
Email:								Woman Owned	
Phone:								Veteran Owned	
Industry Sector:		Restaurant/Food Business		Hospitality	Retail	Manufacturing	Construction	Other:_____	
Has your business been affected by emergency public health protections in place and/or mandatory closure by executive order due to COVID-19?						Yes		No	
Amount of Reimbursement Grant Being Requested (not to exceed \$10,000): _____									
COMPANY BACKGROUND									
Total Number of Full-time Equivalent Employees (FTE), including yourself, as of 01/2020: _____						Number of Workers Laid Off Due to COVID-19: _____			
Business Structure (LLC, S Corp, Sole Proprietor, etc): _____									
Company Description:									
Describe the company and its products/services:									
Economic Impact:									
Describe the effect of the public health crisis on the business:									

Likelihood of Permanently Closing the Business?

High

Medium

Low

Number of potential jobs lost? _____

Will this grant help retain jobs? If so, how many? _____

Has the company received any prior awards under COVID-19 stimulus funding; Yes No; if Yes what type and amount:

EIDL _____

PPP _____

WWSBEG _____

Port of South Whidbey _____

Other _____

EXPLANATION OF USE OF FUNDS

Funds from this grant must be used to help promote public welfare and are aimed at assisting small businesses with the costs of business interruption caused by required closures due to COVID-19. This grant may be used to reimburse eligible expenses incurred after March 1, 2020 (see the attached Grant Program Guidelines for a listing of eligible expenses and application deadlines). A paid invoice or receipt for eligible expenses must be provided to the Port of South Whidbey in order to receive reimbursement. In the space below provide an itemized list of proposed expenses this grant will fund and approximate amounts. **Do not include expenses reimbursed under other loan or grant programs.**

*Payroll **cannot** be reimbursed via this grant program. Please direct all payroll needs to Employment Security Department.*

ADDITIONAL INFORMATION

Currently, is the company facing any pending litigation or legal action?

Has the company had any compliance/regulatory issues within Washington or other state you are, or have, done business in?

Small Business Reimbursement Grant Program Guidelines

June 22, 2020

In an effort to help promote public welfare and assist Small Businesses with the costs of business interruption caused by required closures due to COVID-19, the Port of South Whidbey is accepting grant applications from Small Businesses in the unincorporated areas of Island County District 1. This is a Reimbursement Grant and may be used to reimburse eligible expenses that were incurred after March 1, 2020.

Eligibility: This grant is for Small Businesses with 50 or less full-time equivalent (FTE) employees (a sole proprietor can be considered an employee) that **conduct business within the unincorporated areas of Central and South Whidbey Island** in Island County District 1. Applicants must have been in business for at least one year as of March 1, 2020. This funding is not intended to help launch a business, but to support existing businesses who are impacted by “Stay Home – Stay Healthy” orders. **Non-profits are also eligible** for this grant. Applicants are eligible to receive one award under this program.

Eligible Expenses: This grant can be used towards operational expenses, including: the purchase of packaging and serving material/supplies required for take-out or delivery operations; expenses to comply with public health guidelines; lease payments; utilities; and other costs/expenses directly related to COVID-19 business interruption.

Expenses that are not reimbursable under this program: Payroll costs; fuel costs (i.e. gasoline for delivery vehicles); lost income; property taxes; and, other costs that cannot be directly traced to COVID-19 expenses. Any expenses that were already reimbursed or paid for through other grant or loan programs are not eligible (EIDL, PPP, WWSBEG, Port of South Whidbey Small Business Grant for Restaurant/Food/Agri business).

Grant Awards: Awards are in the amount of \$10,000 or less. Identifying eligible expenses and amounts on the grant application will determine the appropriate grant award. Depending on the response to this program, not all applicants may receive an award or an applicant may receive less funding than requested. Those applicants awarded a grant are required to submit an IRS Form W-9 and a Certification on the use of funds to the Port prior to receiving reimbursement.

Application Process: Complete the grant application and send via email to the Port of South Whidbey at execdir@portofsouthwhidbey.com (applications can also be mailed to: Port of South Whidbey, PO Box 872, Freeland, WA 98249). The deadline for submission of applications is midnight, Thursday, July 16. Applications without a list of incurred or proposed expenses with estimated or actual costs will be considered incomplete. Applicants are strongly recommended to attach copies of paid invoices and receipts for eligible expenses to the application. Please direct questions about the application process to the above email, or call the Port of South Whidbey at 360-331-5494 or Port of Coupeville at 360-222-3151.

Total Funds Available: The Port of South Whidbey is receiving up to \$222,000 from Island County’s allocation of the Local Government Coronavirus Relief Funds (CRF) thru the Washington State Department of Commerce. This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury.

Awards Timeline: Grant application approval/disapproval, and a determination of award, will be made on a rolling basis. All applicants will be notified of grant awards on/about July 24. All paid invoices and receipts for reimbursement must be received by the Port of South Whidbey no later than September 4. Please understand that a paid invoice or receipt for allowable expenses must be provided to the Port of South Whidbey in order to receive reimbursement and that reimbursement may take as long as six weeks depending on when the supporting documents are received.