

# The City of Astoria Announces Grant Assistance for Small Businesses and Non-Profit Organizations affected by the COVID-19 Pandemic

The City of Astoria is happy to announce grant assistance for small businesses and non profit organizations affected by the COVID-19 pandemic. These grants will be allocated from the City's portion of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

## Grant Award Amounts

- Up to \$1,000 per small business or non-profit organization.

## **Grant Eligibility Requirements (must meet all requirements to qualify)**

- Your business must be physically located within the City limits of Astoria and have been issued a 2020 City Business License.  
*(businesses located outside the physical borders of the City limits are not eligible for this grant)*
- As of March 1, 2020, your business must employ no more than (10) people  
*(volunteer-based non-profit organizations are also eligible, up to 20 volunteers)*
- Your small business/non-profit organization must have been negatively affected by the COVID-19 pandemic
- You must provide a completed/signed Form W-9 with your grant application.

## **Application Evaluation Criteria**

Grant applications will be evaluated and awarded based on the following priority structure, with the heaviest emphasis placed on applications received within “Priority #1”. Within each of these four priorities, completed applications will be considered in the order in which they are received.

- **Priority #1:** Non-profit organizations and small businesses that:
  - have NOT received other financial assistance related to COVID-19; and
  - are NOT waiting to receive any previously-applied-for financial assistance; and
  - ARE in danger of closing due to COVID-19; and/or
  - \*are NOT able to fulfill their organizational mission/duties *(applicable to non-profits only)*.
- **Priority #2:** Non-profit organizations and small businesses that:
  - have NOT received other financial assistance related to COVID-19; and
  - are NOT waiting to receive any previously-applied-for financial assistance; and
  - are NOT in danger of closing due to COVID-19.

- Priority #3: Non-profit organizations and small businesses that:
  - HAVE received other financial assistance related to COVID-19 (and/or may be waiting to receive any previously-applied-for financial assistance); and
  - ARE in danger of closing due to COVID-19; and/or
  - \*are NOT able to fulfill their organizational mission/duties (*applicable to non-profits only*).
- Priority #4: Non-profit organizations and small businesses that:
  - HAVE received other financial assistance related to COVID-19 (and/or may be waiting to receive any previously-applied-for financial assistance); and
  - are NOT in danger of closing due to COVID-19.

### **Grant Application Timeline**

- Friday, November 6, 2020 at NOON:  
Grant application period begins
  - Applications will be available on the City of South Bend website: [www.southbend-wa.gov](http://www.southbend-wa.gov)
- Friday, November 20, 2020 at 4:00pm:  
Grant applications are due and will be reviewed by the Mayor and review team.
  - Applications received after this date/time will not be considered
- Tuesday, December 1, 2020:  
Grant checks will be issued and mailed.

### **How to Submit Your Application**

- Via Email (preferred): [dee.roberts@southbend-wa.gov](mailto:dee.roberts@southbend-wa.gov)
- Via Standard Mail or in-person at the City Hall:  
City of Raymond Attn:  
Dee Roberts P.O. Box 9  
South Bend, WA 98586

**Applications MUST be completed IN FULL.  
Incomplete applications will NOT be considered.  
A complete application includes a signed Form W-9.**

**CITY OF SOUTH BEND CARES Grant Application for Small Businesses  
Non-Profit Organizations affected by the COVID-19 Pandemic**

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**GRANT ELIGIBILITY**

*(NOTE: you must click "Yes" to all four questions to be eligible for the City of Raymond CARES grant funds)*

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**Is the principal place of business physically located within the City limits of South Bend?**

Yes       No

**Do you have a City of South Bend business license?**

Yes       No

**As of March 1, 2020, did your business/non-profit organization employ no more than (10) employees (or 20 or fewer volunteers; applicable to non-profits ONLY)?**

Yes       No

**Has your business/non-profit organization been negatively affected by the COVID-19 pandemic?**

Yes       No

**Have you included a signed/completed Form W-9 with this application?**

Yes       No

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**BUSINESS INFORMATION**

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**Business Name:**

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**For-Profit:**

**Non-Profit:**

**Owner/Authorized Representative's Name:**

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**What Year Was This Business/Non-Profit Organization Established?**

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**Unified Business Identifier (UBI) Number:**

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**CITY OF RAYMOND**

**CARES Grant Application for Small Businesses Non-Profit Organizations  
affected by the COVID-19 Pandemic**

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Physical Address of Your Business/Non-Profit Organization:

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Email Address:

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Telephone Number:

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As of March 1, 2020, how many people did your business/non-profit organization employ?

Number of Employees:       Number of Volunteers:   
(applicable to non-profits ONLY)

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**Industry Sector:**

(please check one; if you choose "other", please elaborate in the space provided)

- Retail
- Restaurant/Food Business
- Hospitality
- Manufacturing
- Other:

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Describe the business/non-profit organization and its products/services:

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***ECONOMIC IMPACT***

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Is your business in danger of closing due to the COVID-19 pandemic?

Yes       No

*\*\*\*This question is for non-profits only ; for-profit businesses may skip this question\*\*\**

*Has the pandemic jeopardized your ability to fulfill your organizational mission/duties?*

Yes       No

**CITY OF RAYMOND**  
**CARES Grant Application for Small Businesses Non-Profit Organizations**  
**affected by the COVID-19 Pandemic**

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**FOR ALL APPLICANTS:**

Describe how the COVID-19 pandemic has negatively affected your business:

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How will the City of Raymond CARES grant funding affect your ability to stay in business?

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Have you received – or are you waiting to receive – COVID-19 related funding/financial assistance from any of the following resources as of the date of this application?

YES (see options below)

Bank Loans

Economic Injury Disaster Loan Program

Payroll Protection Program

Unemployment Compensation

Any other grants, loans, or small business assistance geared towards COVID-19 recovery

NO, I have NOT received other financial assistance related to COVID-19,  
and I am NOT waiting to receive any previously-applied-for financial assistance.

If you checked YES, please list the assistance program(s) and the amount(s) received from each program:

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**CITY OF RAYMOND**  
**CARES Grant Application for Small Businesses Non-Profit Organizations**  
**affected by the COVID-19 Pandemic**

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**ADDITIONAL INFORMATION**

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Is your company facing any pending litigation or legal action? If yes, please explain briefly:

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Has your company had any State of Washington, County of Pacific, or Municipal compliance/regulatory issues or audit findings in the last five years? If yes, please explain:

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**APPLICATION CERTIFICATION**

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By checking this box, you are certifying that the information provided herein is true and correct to the best of your knowledge.

By checking this box, you are certifying that you understand that this application may be subject to public disclosure under the Washington State Public Records Act (Chapter 42.56 RCW).

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Print Name

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Title

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Signature

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Date

**ALL APPLICATIONS MUST BE COMPLETED IN FULL.**

**Incomplete applications will NOT be considered.**

**Applications are due on Friday, October 23, 2020 at 4:00 PM.**

**Applications received after this date/time will NOT be considered.**