



CARES Grant for Village of Yellow Springs Small Businesses and Nonprofits Application Requirements

The Village of Yellow Springs will provide financial assistance to aid small businesses in Yellow Springs with relief from the COVID-19 crisis. Eligible small businesses and nonprofits can apply for up to \$5,000 to use for COVID-19 related expenses to improve environmental conditions in their place of business (e.g. HVAC filtration systems, masks, hand sanitizer, gloves, plexiglass partitions, etc.). Village of Yellow Springs is utilizing \$40,000 of its CARES allotment for this grant program.

The intent of this grant is to aid small businesses and nonprofits greatly impacted by COVID-19. This grant is aimed at small businesses that were interrupted through required closures, voluntary closures to promote social distancing, or that were impacted by decreased customer demand due to the COVID-19 pandemic.

We know this pandemic has been difficult for so many people and businesses in Yellow Springs. We are here to support you.

ELIGIBILITY CRITERIA

- Must be a for-profit entity located in Yellow Springs, Ohio
- Must have a Federal Taxpayer Identification Number
- Must be a small business with 50 or fewer total employees
- Must have less than \$5 million in gross annual revenue as evidenced by records such as federal income tax returns or financial statements
- Must not have already received any federal or local assistance (e.g. EIDL, SBA loans, local jurisdiction grants or loans, etc.) other than Paycheck Protection Program (PPP) funds
- Must have a physical storefront (e.g. bar, restaurant, retail, barbershop, etc.) and/or be an allowable home office as reported in the most recently filed tax return
- Must be current on all federal, state, and local taxes
- Must be in compliance with federal, State of Ohio, and local small business requirements

INELIGIBLE BUSINESSES

- Adult entertainment establishments
- Banks, savings and loans, or credit unions
- E-commerce only companies
- Vaping stores
- Tobacco stores
- Cannabis dispensaries
- Franchised businesses not locally owned and independently operated

ELIGIBLE EXPENSES

- Personal Protective Equipment or other COVID-19-related costs to improve environmental conditions in the place of business. (e.g. HVAC filtration systems, masks, hand sanitizer, gloves, plexiglass partitions, etc.)

INELIGIBLE EXPENSES

- Cost of vehicles or equipment leased or purchased after March 23, 2020, except if the purchase of equipment is to comply with Responsible RestartOhio
- Personal, non-business expenses of the business or its owner(s)
- Construction costs
- Any tax, license, or fee obligations payable to any governmental entity
- Any costs already covered or reimbursed by Paycheck Protection Program funds or other grants

APPLICATION SUBMISSION PROCESS

- Applications will be accepted through November 20, 2020, or when the funds are depleted whichever comes first.
- The applicant should submit the completed application and required documentation via email to jsalmeron@yso.com. In-person, applications will be accepted at 100 Dayton ST, Monday – Friday 9:00 AM – 4:00 PM. For the health of employees and applicants, we encourage submitting your application through email
- The applicant will receive a confirmation once the completed application has been successfully submitted
- Applications will be processed on a first-come-first-serve basis until funds are exhausted

REQUIRED BUSINESS DOCUMENTATION

- Copy of last two (2) years' tax returns, including Form 1040 with Schedule C Profit or Loss from Business, Form 1120 (if corporation), or equivalent documentation (new businesses as of January 1, 2020)
- Copy of most recent Form W-3 Transmittal of Wage and Tax Statements (showing number of employees)
- Form W-9, signed in 2020
- Proof of reimbursable business expenditures (receipts, invoices)

FINAL DECISION AND NOTIFICATION

- The Village of Yellow Springs will contact applicants once a decision has been made
- Approved applicants will complete a grant agreement before the release of funds
- All grant funds will be distributed via checks made out in the business's legal name

For additional information regarding the CARES Grant for Village of Yellow Springs Small Businesses, contact:

Josue Salmeron
Village Manager
www.yso.com
jsalmeron@yso.com



CARES Grant for Yellow Springs Small Businesses and nonprofit Application

* Required

Business Name *

Majority Business Owner's Name *

Business Street Address (No PO Box) *

Address Line 2

City *

State *

Zip Code *

Majority Business Owner's Phone *

Majority Business Owner's Email *

Preferred method of communication *

☐ Email

☐ Mail

Year Business
Was Founded *

Number of full-time employees
as of March 15th, 2020 *

Average monthly revenue prior
to the COVID-19 pandemic.
(Numerals only) *

Business Type *:

- ☐ Sole Proprietorship
☐ Partnership
☐ Corporation

Is your business *:

- ☐ Minority-Owned
☐ Woman-Owned
☐ Both
☐ Neither

Please provide a brief description of your business *:

Federal Tax ID – 9-digit number *

DUNS – 6-digit number NAICS - 6-digit number



Other Sources of Funding & Offsetting Expenses:

Has your business requested funding, including grants and loans of any kind, from other sources (e.g. SBA loans, the Paycheck Protection Program, county grants or loans, etc.) OR has your business been approved for a COVID-19 related business interruption insurance claim since March 1, 2020 relating to financial hardship resulting from COVID-19? *

☐ Yes

☐ No

If "yes," please list all other funding sources applied to, the corresponding amounts, and the status of those applications.

Grant Use, Allowable Business Expenses COVID-19-related costs to improve environmental conditions in the place of business:

Please summarize your current situation and how the COVID-19 crisis has impacted your business (e.g. impact to revenue, laying off employees, closures, etc.). Please list your COVID-19 related business expenses (e.g. masks, gloves, partitions, hand sanitizer, etc.) Provide receipts *



Disclosures:

Is the organization, business, or a listed owner delinquent on any federal, state, or local taxes or assessments; direct or guaranteed loans; leases; contracts; grants; child support payments; or any other obligations? *

☐ Yes

☐ No

If "yes," please explain.

Does the organization, business, or a listed owner have any outstanding judgements, tax liens, pending bankruptcy proceedings, pending lawsuits against them, or criminal proceedings? *

☐ Yes

☐ No

If "yes," please explain.

Does any owner, owner's spouse, or household member work for or serve in an official capacity for Greene County or a Greene County Municipality? *

☐ Yes

☐ No

If "yes," please explain.

Does your organization or business have less than \$5,000,000 in gross revenue? *

☐ Yes

☐ No



List of reimbursable expenditures. Provide documentation (receipts / invoices): *

	Expenditures *
Personal Protective Equipment or other COVID-19-related costs, please itemize:	
Totals *	



Disclaimer:

Application for the CARES Grant for Village of Yellow Springs Small Businesses and nonprofit DOES NOT GUARANTEE award of funding. The total amount awarded will be based on funds available. It is the sole responsibility of the Applicant to determine or to seek independent advice to determine the tax implications to the Applicant and its Owners. Please confirm your understanding of these disclaimers by initialing the box. *

Certification:

By typing your full name in the space below, you are certifying the all of the information provided in this application is true and accurate. You are also agreeing to assist in the verification of information provided in this application and to provide additional information, if requested.

Additionally, by typing your full name in the space below, you are agreeing that your business has not received any Paycheck Protection Program (PPP) assistance for the items that you are requesting reimbursement for and that you have not received any other federal, state, or County financial assistance due to COVID-19. *