



**City of Palmer • Finance Office**  
**231 W. Evergreen Avenue, Palmer, AK 99645**

Phone: 907-745-3271 • Fax: 907-745-0930

[www.palmerak.org](http://www.palmerak.org)

**CARES Grant Application – Small Business**

**Overview**

The Small Business CARES Grant awards is for qualifying City of Palmer businesses that were affected by COVID-19 public health emergency. The grant awards for small businesses will be divided into four levels, based on each business' 2019 total gross sales as reported on their tax returns to the City:

- \$2,500 for businesses with 2019 revenues of less than \$50,000
- \$5,000 for businesses with 2019 revenues of \$50,001 to \$250,000
- \$7,500 for businesses with 2019 revenues of \$250,001 to \$500,000
- \$10,000 for businesses with 2019 revenues over \$500,000

Businesses that are not required to file sales tax returns with the City must provide their most recent federal income tax return to determine the level of grant award they might qualify to receive.

Eligibility for the Small Business CARES grant include:

- The business must have an active City of Palmer Business License as of March 1, 2020.
- The business must maintain a physical location (bricks & mortar) inside Palmer city limits.
- The business suffered a 10% reduction in revenues from 2019 to 2020.
- Employs less than 50 employees not including the owner or part owners.
- The business must not be in bankruptcy proceedings or have filed a request to close operations with the City or State of Alaska.
- Not be a publicly traded company.
- Suffered a loss of income or occurred expenses as a result of the COVID-19 public health emergency.

The applicant must certify that the information provided is true and accurate and that they agree to assist in the verification of information provided in the application and to provide additional information to the City, if requested.

The Small Business CARES Grant program will be open at 8 a.m. on July 20, 2020 through 5:00 p.m. on August 14, 2020. This program will be on a first come first serve basis. The grant committee will meet every Friday to review the grants and mail out checks the following Tuesday for those businesses meeting the grant eligibility and requirements.

The grant funds must be solely utilized for expenditures that occur between March 1, 2020 and December 30, 2020, and fall under the following categories:

- Payroll
- Operating Expenses
- Business Lease or Rent
- Business Telework Equipment Costs
- Inventory Acquisition or Replacement
- Personal Protective Equipment
- Facility Readiness to include Social Distancing Preparedness, Business Modifications, etc.

The program is open to qualifying businesses, regardless of whether they have applied for or have obtained any other state or federal COVID-19 related assistance. However, if the business has received other COVID-19 related assistance, the same expenses can not be reimbursed twice. Grant recipients are required to maintain records of all eligible expenditures. The City of Palmer may require an itemized statement of grant expenditures.

The review committee will determine whether the application is complete, and the business is eligible under the program requirements. An IRS Form W-9 must be included with the application. The committee will not judge the need or use of the money.

It is the City's intent, to the extent allowed by law, that the review committee's work and discussions, and the applications themselves, will not be available to the public. The names of businesses that receive the grants and the amount each receives will be considered a public record.

The City reserves the right to amend the criteria or procedures of this program as may be required to conform to state or federal guidelines.



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**CARES Grant Application - Business**

**Primary Contact Information:**

Name of Business: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Type of business:

Sole proprietorship

Partnership

Limited Liability Corporation

S Corporation

C Corporation

Other, please list: \_\_\_\_\_

IRS Employer Identification #: \_\_\_\_\_

*Sole proprietors may provide a Social Security Number OR Individual Tax Identification Number*

If your organization is a business, list all individuals\* and organizations that own 50% or more:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**General Eligibility Guidelines**

Yes No City of Palmer business license as of March 1, 2020.

Yes No A loss of monthly revenue of 10% or more.

Yes No Does your business have a physical location in Palmer city limits?

Physical Location: \_\_\_\_\_ *This could be an office, store, restaurant (leased or owned)*

***You must have answered Yes to all three of the above questions to be eligible***

Yes No Is your business a franchise or chain?

Were your 2019 gross annual revenues:

\$50,000 or less

\$50,001 to \$250,000

\$250,001 to \$500,000

\$500,001 or more

Income verified by:

Sales tax return remittance forms

2019 Federal income tax return

Other

Yes No Has your business filed for bankruptcy since March 1, 2020?

How has your business been harmed by the COVID-19 pandemic? Check all that apply:

- Full or partial closure due to state emergency order.
- Forced to lay off or not pay one or more employees.
- Direct expenses associated with COVID-19 health emergency.

Yes No Are your losses related to the COVID-19 pandemic?

Yes No Does any owner, owner’s spouse, or household member work for or serve in an official capacity for local or state government? If yes, please explain:\_\_\_\_\_

Businesses Ineligible for CARES Grant:

- Itinerant Vendors
- Nationally Owned Chains
- Publicly Traded Companies
- Employers with more than 50 employees

Yes No **DISCLAIMERS - Please confirm your understanding of these disclaimers**

1. *Application for the grant DOES NOT GUARANTEE award of funding.*
2. *The total amount awarded will be based on funds available.*
3. *Grant applications will be processed as they arrive. Program will be first come first served.*
4. *All businesses receiving funding MUST complete an IRS Form W-9 prior to receipt of funding.*
5. *It is the sole responsibility of the applicant to determine or to seek independent advice to determine the tax implications to the grant funds received by the applicant.*
6. *Grant recipients are required to maintain records of all eligible expended funds. The City of Palmer may require an itemized statement of grant expenditures. Use of funds must comply with allowable expenses.*

**CERTIFICATION**

As an official signer for my business, I certify that all the information provided in this application is true and accurate. I also agree to assist in the verification of information provided in this application and to provide additional information, if requested.

Signature

Date

Applications must be received between 8:00 a.m., July 20, 2020 through 5:00 p.m., August 14, 2020.  
Applications may be submitted by email to [grantsadmin@palmerak.org](mailto:grantsadmin@palmerak.org)  
OR hand-delivered/mailed to 231 W. Evergreen Ave., Palmer, Alaska 99645.

**Applications received before 8:00 a.m., July 20, 2020 WILL NOT BE ACCEPTED.**

City of Palmer reserves the right to publish the names of businesses that received grants and the amount received. Individual sales tax return information and federal income tax information is deemed proprietary and not subject to public disclosure.

**For Office Use Only**

Application is hereby:  **Approved**  **Denied**

Signature:\_\_\_\_\_

Print Name:\_\_\_\_\_ Date:\_\_\_\_\_