**City of Olton  
COVID-19 Emergency Business Grant Program**

**Grant Program Background**

The Olton Economic Development Board approved a COVID-19 Emergency Business Grant program to provide working capital for personnel costs, rent, utilities and critical business equipment or supplies for existing small businesses within the city of Olton, Texas, that are experiencing a loss of business due to the COVID-19 crisis. The city’s Economic Development will serve as the program’s funding source.

Qualified applicants will be eligible for economic development grants for businesses who can demonstrate direct negative impacts on their business related to the COVID-19 pandemic. Award amounts will depend on total number of qualifying applicants and funds available.

The Olton Economic Development Board will review and present qualified applications to Olton City Council for final approval. Preference will be given to businesses that are not classified as an Essential Business and to Essential Businesses whose operations are restricted under state or local orders.

There is a limit of one grant per applicant, per funding period. This funding period will expire **on May 8, 2020 but,** may also be extended by Olton City Council at a later date. Applicants are encouraged to apply as soon as possible as a limited amount of funding is available for this program.

Eligibility Requirements

To qualify for funding under this program, applicants must meet the following criteria:

* The business must be located in the corporate city limits of Olton, and must be in compliance with all applicable zoning, land use, and other ordinances.
* The applicant must have a business with 20 or fewer employees.
* The applicant must demonstrate that a negative financial impact has occurred due to COVID-19.
* The applicant must be current on all property and sales taxes due.

Olton City Council will be the sole and final authority in determining eligibility for funding.

Eligible Expenditures

Eligible expenditures for grant funding would include:

* Lease or commercial mortgage payments
* Payroll
* Utility payments
* Critical business equipment or supplies

How to Apply

Applicants are encouraged to submit a fully completed application to Keeley Adams at City Hall. Please address applications to the Economic Development Board.

Notice to Applicants: All applications, including the application itself and supporting documents submitted as part of the application process, are subject to the Texas Public Information Act. The Public Information Act requires the City of Olton to provide access to information that exists at the time of the request, or to seek a determination from the attorney general that the information may or must be withheld.

If a request is made to access information related to a specific applicant, the City of Olton will make a good faith attempt to notify the applicant and inform them of their option to request that the information be withheld by the Texas Attorney General's Office. The Texas Attorney General's office has the final authority on whether an applicant's information may or may not be withheld. **The applicant will be responsible for submitting arguments to the Texas Attorney General's Office stating why the applicant's information should not be disclosed.**

1. Applicant Information

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

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

Are you the owner(s) of the business listed on this application (Yes or No)? \_\_\_\_\_\_

Type of business (i.e. restaurant, retail, childcare, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Information on Business

2019 Annual Gross Receipts (circle one):

Under $25,000 $25,000-$50,000 $50,000-$100,000 $100,000-$250,000 $250,000 or greater

**Actual** net income for March 2020 \_\_\_\_\_\_\_ **Actual** net income for March 2019 \_\_\_\_\_\_\_

**Average** 2019 Monthly Revenue: \_\_\_\_\_\_\_ **Average** 2019 Monthly Expenses: \_\_\_\_\_\_\_

If your business was not in operation in March 2019, please provide the average revenue and expenses for the length of time that it has been in operation.

Average Revenue: \_\_\_\_\_\_\_\_\_\_\_\_ Average Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Months in Operation: \_\_\_\_\_\_\_

Do you have a physical location for your business in Olton's city limits? (Yes or No) \_\_\_\_\_\_\_

Do you own or lease your business location? \_\_\_\_\_\_\_\_\_\_\_

Purpose(s) of Grant Request (e.g. payroll, lease or commercial mortgage payment, utility payments, critical business equipment or supplies, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied for SBA financial assistance (Paycheck Protection Program, SBA Disaster Loan, SBA Bridge Loan, Disaster Loan Emergency Advance, etc.)? Yes or No \_\_\_\_\_\_\_

Total Number of Years in Business: \_\_\_\_\_\_\_

Number of Years at Current Location: \_\_\_\_\_\_\_\_\_

How many FTE (full time equivalent) employees are employed at the business at this time: \_\_\_\_\_\_\_

How many FTE (full time equivalent) employees were employed as of March 1st, 2020: \_\_\_\_\_\_\_

How many FTE (full time equivalent) employees are employed as of April 30th, 2020: \_\_\_\_\_\_\_

**Demonstration of Financial Impact**

Please use the space below to provide details of the circumstances that your business is facing as a result of the COVID-19 pandemic and how this grant would assist your business.

**"No Contact Period"** shall mean the period of time from the date of issuance of an Application until a contract is executed or the Application is denied.

**"Representation"** shall mean a communication related to an Application made to a City Council member or Application Review Committee Member that is intended to or that is reasonably likely to (a) provide information about the Application or a prospective Applicant's response to the Solicitation; (b) advance the interest of the prospective Applicant; (c) discredit the response to an Application of another prospective Applicant; (d) encourage the City to reject competing Applications; (f) convey an complaint about a particular Applicant; or (g) directly or indirectly as, influence, or persuade a Council or Committee member to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking act on any vote, decision, or agenda item regarding the Application.

**"Application"** shall mean a formal request to receive grant funding from the City of Olton's COVID-19 Emergency Business Grant program.

**Conduct During Application Period**

During the No Contract Period, no Applicant may knowingly discuss an application to the City of Olton's COVID-19 Emergency Business Grant program to any Council or Application Review Committee member, and no Council or Application Review Committee member may knowingly solicit information relating to the application from a prospective Applicant. This section does not prohibit communications that: (a) are part of a noticed City Council or subcommittee meeting; (b) are conducted as part of a City Staff-scheduled due diligence meeting; (c) are incidental, exclusively social, and do not involve the City or its business, or the Council member's role as a City official; (d) are purely procedural, for example a question regarding where information may be obtained; or (e) do not involve the City or its business and that are within the scope of the Council member's private business or public office wholly unrelated to the City. This Section does not prohibit communications between the Council member or Application Review Committee member and an Applicant who has an existing contract or business relationship with the City to discuss issues related to that contract or relationship. The City Council member and/or Applicant Review Committee member shall disclose any Representations on the form attached hereto as Attachment A at the next Council meeting, or if the Council member will not attend then next Council meeting, within 30 days of the Representation having been made. A prospective Applicant's violation of this section may result in rejection of the Applicant's application to the City of Olton's COVID-19 Emergency Business Grant program.

City Council members, Application Review Committee members, and City Staff cannot accept from a prospective Applicant any gift, meal, lodging, transportation, or entertainment. A prospective

Applicant cannot provide a City Council member, Application Review Committee member, or City Staff with any gift, meal, lodging, transportation or entertainment.

1. Commitment

I agree to adhere to the COVID-19 Emergency Grant Program guidelines as established by the City of Olton.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Please return this application to Olton City Hall. Submissions by email can be sent to cityadministrator@cityofolton.com.

Call (806) 285-2611 for more information.

**Background**

The City of Olton recognizes that the COVID-19 (Coronavirus) pandemic has created an unprecedented negative economic impact on businesses around the globe. In an effort to provide financial relief to impacted local businesses, the City of Olton has created the COVID-19 Emergency Business Grant Program. The purpose of this grant program is to provide working capital for personnel costs, rent or commercial mortgage payments, utilities, and critical business equipment or supplies. The application period for this grant will remain open until May 8, 2020 at 5:00 p.m.

**Eligibility & Consideration**

In order to qualify for funding under this program, the business must meet all of the following criteria:

* The business must be located in the corporate city limits of Olton, and must be in compliance with all applicable zoning, land use, and other ordinances.
* Proof of applicant's ownership of the business may be required.
* The applicant must be current on all property taxes.
* There is a limit of one grant per funding opportunity per applicant.
* The City Council retains final discretion on funding eligibility and award amount.

Please return this application to Olton City hall or email to cityadministrator@cityofolton.com. Applications are due Friday May 8 at 5:00 p.m. If you have questions, or for assistance with your application, please email cityadministrator@cityofolton.com or call (806) 285-2611.