



Smithville
SMALL BUSINESS GRANT
APPLICATION
American Rescue Plan Act



Through the federal American Rescue Plan (ARP) Act funding program, the City of Smithville, in partnership with the Smithville Area Chamber of Commerce, is providing **one-time grants of up to \$2,500.00** to qualifying independent or locally owned for-profit small businesses located and operating in Smithville, negatively affected by the COVID-19 Pandemic.

Small businesses were hit hard by the pandemic, with many expending their small reserves to keep their doors open past the shut-down of small, non-essential businesses. The City and Chamber seek to assist those small business owners to keep their businesses running and help them thrive.

The grant is limited to one application per business, including businesses with multiple locations within the city of Smithville. Funds may be used for business-related expenses incurred after March 3, 2021 and prior to December 30, 2024. **Funds may not be used for duplicate expenses that were paid by other federal programs for the same time period. Applications will be accepted and processed until the funds are exhausted but not later than December 30, 2024.**

All completed grant applications will be submitted to the Smithville Chamber of Commerce via e-mail to april.daniels@smithvilletx.org or in person at 106 NE 1st Street, Smithville, TX 78957.

To meet grant eligibility criteria, the business must:

- Operate a physical business within the Smithville city limits.
- Have an EIN (show proof from the IRS or SS# if you are a sole proprietor or dba)
- Identify impact COVID-19 has had on your business.

Funding

- Funds may be used for operational costs (payroll, rent, mortgage, utility) or for COVID mitigation costs (additional outside seating, partitions, etc.), online store and online marketing and social media of products to potential online buyers and/or to expand your online sales and/or marketing footprint.
- Program period/expenditure timeframe is one year from date of application approval.
- During the program period, proof of payment must be submitted to document eligible use of grant funds.
- The recipient will be required to certify that the City's assistance is not duplicative of any other funding.

Application

Smithville ARP Small Business Grant

All of the documents listed below must accompany your completed application. If all items are not included, it may cause a delay in processing your application.

- A copy of the business owner's (s) Driver's license or other photo government issued identification.
- Completed and signed current IRS W-9 form (form attached)
- Documentation verifying loss of revenue due to COVID-19 (For example: QuickBooks cost comparisons over prior two years. April 2020 vs. April 2021, etc.)
- Brief explanation of the proposed use of grant funds.

Application: ARP Small Business Recovery Grant

Company Information

Full Legal Business Name: _____

Please indicate your business structure (Choose one):

_____ Sole Proprietor _____ C-Corporation or S-Corporation
_____ Partnership _____ Limited Liability Company (LLC)
_____ Other: _____

Please indicate the industry your business operates in (e.g., food service, tourism, professional skilled trades, etc.)

Business Phone Number _____ Cell Phone Number _____

Current Business Address: _____

City: _____ State: TX Zip: _____

Mailing Address, if different from above:

Business Website: _____

Primary E-mail Address: _____

Ownership/Management:

Name	%Interest Owned	Title
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Years in Business: _____ Amount of Funds Requested: _____

Description of business & products/services offered:

Number of Employees Before COVID-19? Full Time _____ Part Time _____
Current Number of Employees: Full Time _____ Part Time _____

Please provide a brief narrative of the impact of COVID-19 has had on your business and how these funds will help address these issues. (Attach supporting documentation if applicable)

Have you applied or do you plan on applying for additional COVID-19 relief funding from the Smithville Area Chamber of Commerce or City of Smithville? If so, list and include the amount requested.

Please provide a detailed description of the intended use of the funds you are requesting, including a timeline that shows a clear plan for implementation.

Please include below any information that may be useful for understanding the reasoning for your budget items (labor rates, item costs, etc.)

Acknowledgement & Signature

Completion and submission of the application by the Applicant to City of Smithville via the Smithville Chamber of Commerce is merely a request for grant funds and shall not be construed as an approval nor commitment by the City of Smithville or the Smithville Area Chamber of Commerce.

Printed name(s) _____

Authorized Signature(s) _____

Date: _____

Complete the application and drop off your completed application and required documents at the Smithville Area Chamber of Commerce or send via email to: chamber@smithvilletx.org or drop off to 106 NE 1st Street, Smithville, TX 78957 or mail to PO Box 716, Smithville, TX 78957. If sending by email, please scan your application and all required documents into one pdf document. The Smithville Area Chamber of Commerce will review your application & confirm that all required documents are included.

Smithville Small Business Grant Program Scoring Matrix

If proposed project meets all criteria, staff will utilize the following project scoring criteria to evaluate the application for the purpose of determining priority of a specific business's application versus other applicants competing for grant funds. The highest scoring projects will be funded first. This table is provided as a reference and will be completed by program staff.

Scoring Mechanisms

Capacity & Experience to Operate the Business (0-3) Applicant has the demonstrated capacity to operate the business sustainably. Consider project status, industry experience, and business development classes and resources.	
Readiness to Proceed (0-3) Proposal includes a clear plan for implementation including a realistic timeline with deliverables.	
Infectious Disease Response (0-3) Business has been severely impacted by the policies put into effect due to COVID-19 or business provides a service and will need funding assistance to implement new protocols or meet higher demand.	
JOB/EMPLOYEE RETENTION (0-3) Proposal endures employee retention for term of grand	
Non-Essential Business (0-1) Business was considered a non-essential business by the state of Texas and forced to close or reduce operations during the COVID-19 Health Emergency.	
Loss of Revenue (0-1) Business showing a minimum 25% loss of revenue when comparing 2019 to 2020 or 2020 to 2021.	
TOTAL	