

# **County of Montezuma**

## **Cares Coronavirus Relief Program**

### **PROGRAM OVERVIEW**

Montezuma County has received CARES Act funds to help local businesses and non-profit organizations that have experienced business disruption due to COVID-19. Five hundred dollars is available to all eligible Montezuma County businesses with additional information required to request up to a total of \$10,000.

### **ELIGIBILITY CRITERIA**

Montezuma County will consider proposals from for-profit and non-profit businesses including 501c6 and 501c3 organizations, and home-based businesses that meet the following eligibility criteria:

1. Business/organization must be located within Montezuma County.
2. The business/organization is still in business and working to reopen or stay open.
3. All requests will be asked to provide receipts and/or financial documentation to demonstrate need.

### **Eligible Funding Requests**

- Reimbursement of any COVID-19 related expenses that have already occurred including masks, sanitizer, plexiglass, signage, technology needs, or other costs incurred to accommodate social distancing and public health requirements. Receipts are required.
- Funds may be used for COVID-19 related expenses still needed to meet public health and social distancing requirements (PPE equipment, technology and signage). Please provide quotes or specific pricing information. If approved, the County will make payment after all receipts are received.
- Funds may be used for costs of business interruption caused by required closures (this may include rent, utilities, and personnel). Requests must not duplicate funding already received for this purpose from other COVID-19 related grants or relief programs including, but not limited to, PPP and EIDL loans.
- Funds may be used for costs expended for any events that were cancelled (posters, t-shirts, etc.).
- Funds may be used to help meet anticipated needs to remain open through the end of the year (heaters for restaurants so they can utilize outdoor space, tents, etc.). Please provide quotes or specific pricing information. If approved, Region 9 will make payment after all receipts are received.
- All funding is subject to review, audit, and final determination by the Department of Treasury. Any funds spent that are not in compliance with their requirements must be returned to Montezuma County. For additional information to clarify eligible expenditures, please visit <https://cdola.colorado.gov/cvrf>.

### **Ineligible Requests**

- Marijuana businesses and liquor stores
- Businesses that are already permanently closed

### **REVIEW PROCESS**

The Selection Committee includes the at least one representative from the County and members from Region 9 Economic Development District of Southwest Colorado (Region 9). All applications will be evaluated based on the above criteria and availability of funds. Region 9 will receive all applications directly or upon deadline, and has the legal and ethical responsibility to safeguard the privacy of all applicants. The Selection Committee shall maintain all Confidential Information in strict confidence and shall not, directly or indirectly, disclose, disseminate, use for the benefit of themselves or any third parties, or otherwise publish Confidential Information, except as required by law.

### **APPLICATION DEADLINE**

**First Round – due by October 15; Second Round – due by November 30.** (All funding must be distributed by Dec. 31, 2020.) Any applications received after the deadline may not be considered. Businesses can only apply for one of the above funding cycles, not both.

Applications can be sent via email to Region 9 at [laura@scan.org](mailto:laura@scan.org). Questions can be directed to Shak Powers, County Administrator at (970) 565-8317.

#### **OTHER CONDITIONS**

**If funding request is granted and not used for the purpose in the proposal, funds must be returned to Montezuma County within 30 days of notification from the Town.**

**Nondiscrimination:** including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.

**County of Montezuma  
Cares Coronavirus Relief Program  
Application**

**Application Deadline is 5:00 p.m. on Thursday, October 15 (1<sup>st</sup> round) and Monday, November 30 (2<sup>nd</sup> round). Please submit completed original form to:**

Region 9  
**Cares Coronavirus Relief Program  
135 Burnett Drive, Unit 1  
Email: laura@scan.org**

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**Requested Amount: \$\_\_\_\_\_ max (\$10,000)**

*For a \$500 grant, please answer Sections A-C. For up to \$10,000, please complete entire application.*

**A. Applicant Information**

Name of Business/organization: \_\_\_\_\_

Contact person/owner: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Business Mailing address:  
\_\_\_\_\_

Tax ID number: \_\_\_\_\_

How many years has your business/organization been in existence? \_\_\_\_\_

Number of employees: full-time \_\_\_\_\_ part-time (less than 30 hours) \_\_\_\_\_

**B. Business Interruption Information**

1) Is your business/organization currently closed? Yes \_\_\_\_ No \_\_\_\_  
Explain your answer.

2) Explain the financial impact of the COVID-19 pandemic on your business.

- 3) Your business may be eligible for reimbursement for business interruption and COVID-19 related expenses to meet Governor Executive Orders, Health Department requirements or social distancing recommendations. **Please attach receipts for any COVID-19 based expenses you would like reimbursed.**

**C. Attestation**

I hereby acknowledge that I have completed this application truthfully and accurately to the best of my knowledge. I also hereby agree to use all money received to meet the objectives of the County of Montezuma Cares Corona Virus Relief Program which is to remain in business and employ people who help to grow/sustain the local economy.

Signature \_\_\_\_\_

Date \_\_\_\_\_

-----*Please complete following questions if applying for more than \$500.*-----

**D. Financial Information**

- 4) Please list other financial support provided to your business/organization since March 2020 (PPP, EIDL, Disaster Assistance Loans) and the amount provided. This program cannot duplicate any funds already received.

5) Is your business in good standing with the Colorado Secretary of State?  
Yes \_\_\_\_\_ No \_\_\_\_\_ **Please attach Certificate of Good Standing <https://www.sos.state.co.us/>.**

- 6) Attach **one of the** following financial statements for your business/organization to demonstrate impact of COVID-19 pandemic:

- \_\_\_\_\_ Profit & Loss Statement for April – June 2019 and April – June 2020
- \_\_\_\_\_ Profit & Loss Statement for May – July 2019 and May – July 2020
- \_\_\_\_\_ Profit & Loss Statement for June – August 2019 and June – August 2020

- 7) **Do you have additional expenses you expect to incur before the end of 2020 to meet Governor Executive Orders, Health Department requirements or social distancing recommendations?**  
Yes \_\_\_\_\_ No \_\_\_\_\_ This may include PPE equipment and must relate to “Eligible Funding Requests” outlined on page 1.

8) What will the requested funding be used for?

9) Please attach financial quotes/estimates of those projected expenses. **If approved, receipts for approved projected expenses will be required before payment.**

10) How will this funding help you remain open and a viable Montezuma County business?

*Before returning this completed form, please make sure **receipts, financials, purchase quotes, and Certificate of Good Standing** are attached as applicable.*