



Ketchikan Gateway Borough  
and  
City of Ketchikan

Covid-19 Impact Business Grant



# APPLICATION

## SECTION 1 – APPLICANT INFORMATION

Business Name:

Owner Name(s):

Contact Number:

Business Mailing Address:

City:

State:

Zip:

Business Physical Address:

Borough Sales Tax Registration Number(s):

IRS Taxpayer Identification Number (TIN/SSN) :

Only one grant per business

## SECTION 2 – GENERAL INFORMATION

The Cares Act was established for the purpose of providing economic support to individuals and businesses suffering an economic hardship due to the COVID-19 public health emergency. An ‘Economic hardship’ means, as a result of the COVID-19 public health emergency, business or personal or household disposable income has decreased and/or normal business or person or household expenses have increased, such that it has been impossible or difficult to make ends meet and/or any money reserves of the applicant have been and/or are being significantly depleted.

Applications must be received by 5:00pm local time November 9th, 2020. Mail or deliver to: KGB Finance Department, 1900 First Avenue Suite 118. **Incomplete applications will be rejected.** For questions about the grant program, applications process or application status call the Borough Finance Department at 907-228-6620. **Checks will not be disbursed prior to November 13<sup>th</sup>, 2020.**

Businesses with \$100,000 or more in annual revenue and suffering a revenue decline of 30% or more during Third Quarter CY 2020 compared to Third Quarter CY 2019 due to the Covid-19 pandemic are eligible to apply for a grant. Grant awards will be based on a percentage of lost revenue. This program is limited to for-profit enterprises only. Businesses not eligible include marijuana and residential rentals.

### FISCAL IMPACT:

The Borough will use your business’ gross receipts from Quarter 3 CY 2019 and Quarter 3 CY 2020 from inside the Ketchikan Gateway Borough. Using the COMBINED CITY AND BOROUGH SALES TAX REPORT. If your business has multiple locations, we’ll combine sales figures for all location. **Your application will not be considered complete until your Quarter 3 CY 2020 sales tax return is filed.**

**Borough Use Only:**

GL Code: 730-10-007-6080

Grant Amount: \$ \_\_\_\_\_

### SECTION 3 – GRANT REQUEST INFORMATION

#### STATEMENTS FOR BUSINESS APPLICANTS:

- |                          |     |                          |    |   |
|--------------------------|-----|--------------------------|----|---|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business or principal has a lien for unpaid sales or excise taxes, or is in violation of a payment agreement.  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business is a C Corporation traded on the U.S. stock exchange or corporate equivalent entity traded on a foreign stock exchange, and owned in whole or majority-owned by such a publicly traded corporation. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business is a national or international chain that owns and operates a company owned unit in the Ketchikan Gateway Borough (individually owned-and-operated franchises are eligible).                        |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business is currently in bankruptcy proceedings.   |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business lacks a permanent physical presence in the Ketchikan Gateway Borough for the sale of goods or services to include a year-round presence of at least one full-time employee.                         |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | My business is a marijuana business licensed under Alaska Statute 17.38, or a residential rental.   |

#### STATEMENTS FOR SEASONAL APPLICANTS:

Please provide proof of year-round presence of at least one full-time local employee. Attach copy of your Quarterly Contribution Report (state of AK) for Quarter 1, 2020 and an AK driver license or ID, or an AK voter registration card, for one full-time local employee on said report.

If no qualifying employees are reported, and business owner or principal and does not receive an AK Perm Fund at a KGB address, please provide proof of residency. Provide a valid AK driver's license or ID, and one of the following: an AK voter registration card, or current DMV registration with Ketchikan physical address. The DMV issue dates must be prior to July 1<sup>st</sup>, 2020.

#### STATEMENTS FOR BUSINESS WHO DO NOT FILE SALES TAX:

If your business does not file sales tax returns with the Borough due to an exempt product line or customer base, please provide your accounting records showing gross receipts for the full calendar year 2019, and Third Quarter CY 2020 and Third Quarter CY 2019. Also provide an explanation as to why your business does not file sales tax returns. Such applications will be considered on a case-by-case basis.

Briefly describe how COVID-19 has created an economic hardship for you: (State-mandated closure, voluntary closure to prevent social distancing, decreased customer demand, other actions taken to prevent the spread of the virus).

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**To be considered, the applicant must respond all of the statements listed above.**

### SECTION 4 – SIGN AND CERTIFY

I certify that I am: 1) a principal officer, general partner, or owner of the named business 2) authorized to apply on behalf of the business, and 3) all the information provided herein is true and accurate and acknowledge that the business listed herein has been negatively impacted by Covid-19. I understand that I may be required to return any grant funds awarded based on false or inaccurate information. I understand that if I am awarded a grant, the business name and amount awarded is public record. Other business information provided is confidential except to the extent necessary to audit the program.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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

Title: \_\_\_\_\_