

Elk County Coronavirus Relief Fund

Grant Application for Small Businesses or Non-Profit Organizations

Name of Organization _____

Owner(s) _____

Physical Address: _____

Mailing Address (if different) _____

Phone Number _____ Email Address _____

Type of business or organization (a short description of service or products) _____
 _____s _____

Part I – Costs of reopening safely for the period March 1 – December 30, 2020. You may be required to provide receipts.

Item	Funds already spent	Funds needed
PPE/masks		
Cleaning/disinfecting supplies		
Shields/barriers		
On-line ordering/bill pay software		
Other (specify)		
Other (specify)		
TOTALS		

Part II – Must be completed if organization was closed or partially closed due to Governor’s stay-at-home order.

Was the organization completely closed due to the Governor’s stay-at-home order? _____

Dates of complete closure: _____ through _____

Was the organization partially closed or limited to curbside services due to the Governor’s stay-at-home order? _____ Dates of partial or limited opening: _____ through _____

Provide costs of the following for the period which the organization was closed or partially closed:

Period	Rent/Mortgage	Utilities	Insurance	Interest	Totals
March 1 – 31					
April 1 – 30					
May 1 – 31					
June 1 – 30					

July 1 – 31					
Total each column					

Part III – Must be completed in order to receive reimbursement for lost revenue due to the COVID-19 pandemic. If not seeking reimbursement for lost revenue, you may skip this section.

Please provide information comparing current year’s revenue to last year’s revenue.

Period	Current year (2020) revenue from sales	Last year (2019) revenue from sales	Difference (loss)
March 1 – 31			
April 1 – 30			
May 1 – 31			
June 1 – 30			
July 1 – 31			
Total each column			

Part IV – Must be completed if the organization received funding from other sources (to avoid fraud or duplicate reimbursement). List any funds the organization has received from governmental sources (i.e., federal PPP, Small Business Administration loans/grants, etc.).

Source	Was it a loan or grant?	Amount
TOTAL		

Part V – to be completed by Elk County

Date received _____ by _____

Reviewed by _____

Commissioner

Commissioner

Commissioner

Funding amount approved _____

Approved by _____

Commissioner

Commissioner

Commissioner

County Clerk _____ County Treasurer _____