



Rio Grande City Small Business Relief Grant

Overview

Imposed restrictions to slow the spread of COVID-19 have put many of our local small businesses in jeopardy, therefore, the City of Rio Grande City with assistance of the Rio Grande City EDC will offer a Small Business Relief Grant to help those businesses significantly impacted by closures and limited operations stay in business and retain employees during these trying times.

The grant is intended to help small businesses survive the disruption by supplementing, not replacing, other economic relief programs. In addition to the Payroll Protection Program (PPP) and Economic Injury Disaster Loans (EIDL), many banks are deferring mortgages and many landlords are offering rent reductions to help. Applicants are encouraged to take full advantage of these programs where they qualify prior to applying to Rio Grande City's Small Business Relief Grant.

The grant will be made available pending final approval by the Rio Grande City Commission. The grant awards will be announced to each qualifying business on or before September 30, 2020.

Grant Amount:

\$1,000 for qualifying businesses

Qualifications:

- For-profit business owned and operated in the corporate limits of Rio Grande City;
- Maintain a physical and publicly accessible location in a commercial building within the corporate limits of Rio Grande City;
- Engaged in the sale of taxable goods and services;
- May not exceed \$250,000 in gross annual revenue;
- In good standing and current with City of Rio Grande City required permits; utilities, sales and tax payments;
- Maintain a minimum number of employees for effective business operations;
- Engaged in activities that are legal under city and state law;
- Must have been in continuous operation within the corporate city limits of Rio Grande City for a period of at least nine months prior to the application submission date.

Required Documents & Deadlines:

Applicants submit complete documents outlined in Step 1 in a sealed envelope with the business name and "Covid 19 Business Grant" written on the envelope using the drive-thru service window at Rio Grande City Hall between 7:30 a.m. and 4:30 p.m. Monday through Friday beginning August 12, 2020 through September 30, 2020. Submittals shall be reviewed on a first come, first serve basis, provided they comply with the guidelines. Depending on the program demand, the funds may be exhausted before the deadline and close the program ahead of the scheduled end date.

(Step 1)

- Signed Acknowledgment Form
- Certificate of occupancy provided by the City of Rio Grande City, or application or receipt for certificate by the Rio Grande City Planning Office;
- Texas Comptroller of Public Accounts sales tax statement for either February 2020 or most recent filing;
- 2018 or 2019 Income Tax Return that has been filed depending on the structure of the business (Form 1065 for Partnership, Form 1120 for an S-Corp, Form 1120 for a C-Corp, Form Schedule C for a Sole Proprietorship/Single Member LLC) disclosing \$250,000 or less in gross annual revenue;
- RGCCISD Tax Office 2019 ad valorem tax receipt for payment of 2019 City of Rio Grande City personal and/or business property taxes;
- Texas Workforce Commission's most recent quarterly filing (January 2020 for most covering the period October-December 2019) or Form 941 for 2019 Employee Federal Quarterly Tax Return and filing confirmation. IRS Form Schedule C will satisfy this requirement for sole proprietorship applicants.
- Completed W-9 Form.

(Step 2)

- Once awarded, the business owner shall sign a performance agreement accepting the terms and conditions of the grant;
- Complete a vendor registration form to initiate the process for disbursing grant funds via check.

Eligible Uses:

- Payroll;
- Rent;
- Mortgage Payment;
- Utilities (electricity, phone/internet, etc.);
- Purchase of supplies to offer alternative business access (curbside pickup, delivery, shipping);

- Purchase of PPE and sanitation supplies and equipment to protect against COVID 19;
- Launching online presence and sales;
- Short-term marketing campaign;
- Limited interior modification for health and safety purposes.

Terms and Conditions:

- Execute a performance agreement;
- Consent to possible financial audit or physical inspection(s) by the City of Rio Grande City or its agents;
- Agree to provide proof of grant funds use, if requested;
- Agree to not knowingly employ any undocumented workers as part of and during the term of the grant agreement;
- Remain in business in the corporate limits of Rio Grande City for at least twelve (12) months after the date of receiving grant funds;
- Agree to refund all money awarded upon demand if the business is found in default of any performance requirement and/or should a petition be filed within 60 day publication and protest period.

Disclaimer:

The City of Rio Grande City and the Rio Grande City are subject to the Texas Public Information Act. Information you submit may be subject to the Act and, therefore, subject to public release.

ACKNOWLEDGMENT

I certify that:

- I have read the Rio Grande City Small Business Relief Grant Policy.
- I am in good standing with the City of Rio Grande City with respect to taxes, fees, utility payments and other financial obligations.
- The business will use its best efforts to continue or resume its operations in the City of Rio Grande City.
- I understand the City of Rio Grande City will not accept and/or evaluate incomplete applications.
- The City may require additional information/documentation/clarification.
- I understand that my business is not entitled to a grant.
- I understand that to receive funds, I will be required to execute a 380 agreement with the City.
- I understand the City of Rio Grande City will review applications and approve grant funding on a first-come, first-served basis.

The City of Rio Grande City does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran status, sexual orientation, gender identity, disability, or any other basis of discrimination prohibited by law.

By submitting an application under the program, the applicant consents to submitting all required or supporting documentation and information to the City of Rio Grande City and to the public disclosure of such documentation and information by the City of Rio Grande City in response to any request submitted pursuant to the Texas Public Information Act and/or other applicable law.

I certify that the information I have given is truthful and accurate to the best of my ability. Financial information provided has not been manipulated to exaggerate the financial duress of this business. I understand that the information submitted in this application will be shared with a committee, comprised of individuals selected by the City Council of the City of Rio Grande City that will determine the allocation of funding to applicants.

I understand that if my business is selected to receive funding, the City of Rio Grande City will notify me when the check has been processed.

Print Name: _____
Signature: _____
Date _____
Email address: _____
Contact Phone No. _____

City Use Only:
Application # _____
Date Received: _____
Time Received: _____
Received By: _____