



Curry County CARES Small Business Continuity Grant Application Form Pursuant to Governor Lujan Grisham CARES Act Funding

Program Overview

Curry County has been awarded \$322,163 in emergency relief funds to support the small businesses hardest hit by the COVID-19 pandemic in Curry County. Funds are available as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package as authorized by Governor Lujan Grisham.

Curry County will provide emergency financial support through the Curry County Small Business Continuity Grant for qualified small businesses to reimburse the costs of business interruption caused by required closures. This program is intended to help reimburse the significant, temporary loss of revenue to these qualified businesses during this pandemic, and to assist businesses in retaining and paying employees. Curry County has determined these payments are necessary expenditures due to the public health emergency.

The program will offer one-time grants up to \$10,000 to qualifying small businesses and non-profits to cover costs such as scheduled mortgage payments, insurance, utilities or marketing. Grants are strictly limited to businesses and non-profits physically located within Curry County. Funds can only be used to reimburse the costs of business interruption caused by required closures provided those costs are not paid by insurance or by another federal, state, or local program. In addition, reimbursement or expense to “business redesign” grant money on things like reconfiguring physical space, installing plexiglass barriers, purchasing web-conference or other technology to facilitate work-at-home or PPE for employees.

Eligibility Overview

- Maximum of \$10,000 for qualifying small organizations with a physical location in Curry County (1-50 full-time employees, or equivalent part-time employees, including the owner).
- Priority will be given to organizations that did not receive Economic Injury Disaster Loan (EIDL) or Paycheck Protection Program (PPP) funds from the Small Business Administration’s (SBA), or small business assistance funds from the State of New Mexico.
- Restaurants, bars, short-term lodging, and other non-essential organizations impacted by the state stay-at-home order are eligible.
- Funds must be used to reimburse costs incurred as a result of required closures, provided those costs are not paid by insurance or by any other federal, state, or local program. Such costs may include vendors, rent or other organizational expenses.
- A physical place of business located within the boundaries of Curry County, New Mexico is required including for mobile vendors.
- Organizations must receive no more than \$2 million in taxable receipts [per annum].

The application process will open on September 17, 2020 and stay open until funds are exhausted (awards will be based on first come basis) with first awards being distributed around October 6, 2020. Grantees will have to provide two (2) reports on the Curry County CARES Small Business grant funds on December 15, 2020 and June 15, 2021. **Grantees may be required to provide additional documentation as requested by Curry County to support the expenditure and comply with Federal regulations.**

A. Eligibility

Eligible Organization Type

[Select one of the following choices]

- Food Service Establishment as defined in [N.M. Stat. Ann § 25-1-2](#) or a Public Food Service Establishment
 - Bar, Pub or Nightclub
 - Short-Term Lodging Establishment or vacation rental management company
 - Place of Public and Private Assembly
 - Non-Essential Organization covered by the State of New Mexico's Public Health Order
 - Non-Profit
-

Applicant must initial in the box provided, each statement, A.1 through A.11 to confirm that said statement is true. If any statement is not marked as true, the organization is not eligible for funding under this program.

- A.1.** Organization suffered from business interruption caused by required closures resulting from the COVID-19 public health emergency.
- A.2.** Organization suffered economic loss (excluding loss covered by insurance or reimbursement by a federal, state or local program) in an amount in excess of \$10,000 or equal to total grant funds requested in this application from March 1, 2020 to present as a result of business interruption caused by COVID-19.
- A.3.** Organization employed 1 - 50 full-time equivalent employees, including owner, as of February 29, 2020
- A.4.** Organization's physical place of business is located within the boundaries of Curry County, New Mexico, including for mobile vendors.
- A.5.** Organization has a current Business License with a municipality or State of New Mexico.
- A.6.** Organization has been operating since at least March 1, 2019.
- A.7.** Organization can demonstrate ongoing operations as of February 29, 2020.
- A.8.** Organization will be operational after State Emergency Guidelines are completely rolled back.
- A.9.** Organization is not a publicly traded company.
- A.10.** Organization does not have current property tax liens and is not operating in violation of any federal, state, or local laws or orders.
- A.11.** No owner, officer, partner, or principal actor of the organization has a felony conviction within the last two years for which he or she is still serving sentence (including prison, parole, and probation).



IF YOU DID NOT INITIAL THE BOX FOR EACH OF THE ABOVE QUESTIONS, YOUR ORGANIZATION WILL NOT QUALIFY FOR THE CURRY COUNTY CARES SMALL BUSINESS CONTINUING GRANT.

B. General Information

Please provide the following information

B.1. Legal Name of Organization (as shown in Line 1 of W-9)

B.2. DBA (as shown in Line 2 of W-9) [NOT REQUIRED]

B.3. Principal Business Address and Zip Code

B.4. Organization's Website Address [NOT REQUIRED]

B.5. Did your organization receive assistance from the SBA, EIDL or PPP, State of New Mexico? (Yes or No)
If Yes, please specify. If not, type N/A.

B.6. Did your organization apply for and/or receive Cares Act funding from another entity? (Yes or No)
If Yes, please provide details of the funding or request. (Note: Funding cannot be duplicated for expenses incurred.)

OWNER OR REPRESENTATIVE CONTACT INFORMATION

B.7. First Name:

B.8. Last Name:

B.9. Primary Phone:

B.10. Primary Email:

B.11. Organization Phone Number:

B.12. Year Organization Established:

B.13. Organization Legal Entity Type (as shown in Line 3 of W-9)

[Select one of the following choices]

- Corporation (C Corp, S Corp, or Multiple-Owner LLC)
- Partnership
- Non-Profit

C. Narrative

- C.1.** Total Grant Funds Requested [Maximum Request Amount \$10,000]
- C.2.** How has your organization been impacted by the COVID-19 pandemic? [300-word maximum]
- C.3.** What were your organization's annual taxable sales or revenues in 2019?
- C.4.** What is your organization's estimated total lost revenue between March 1, 2020 and the present?
- C.5.** How many total full-time and part-time equivalent employees does your organization currently employ?
- C.6.** How many total full-time employees does your organization desire to be able to employ in 2020?
- C.7.** What is your organization's anticipated total annual organization payroll amount for 2020?
- C.8.** Did your organization furlough or have to lay employees off? If so, how many and what was the time period for each?
- C.9.** What was your employee headcount for full-time (32 hours/week or more) and part-time employee on March 1, 2020?
- C.10.** What were your total gross receipts for March 2019, April 2019, May 2019, June 2019, and July 2019?
- C.11.** What were your gross receipts tax for March 2020, and June 2020?
- C.12.** How many employees and what total payroll did you report to the State for unemployment insurance taxes for the fourth quarter of 2019?
- C.13.** Did you organization miss or behind in mortgage and/or rent payments?

D. Use of Grant

Please provide the following information

- D.1.** How will you utilize the Curry County CARES Small Business Continuity Grant for costs of business interruption caused by required closures?

D.2. How will you utilize the Curry County CARES Small Business Continuity Grant to assist scheduled or missed mortgage/rent?

D.3. How will you utilize Curry County CARES Small Business Continuity Grant to assist with vendor payments?

D.4. How will you utilize Curry County CARES Small Business Continuity Grant to pay property tax, if applicable?

D.5. How will you utilize the Curry County CARES Small Business Continuity Grant to assist with other needs?

If other, please specify

E. Required Documentation

The application will not be approved if all of the required information, as set forth below, is not provided in a legible form.

FOR MORE INFORMATION ABOUT REQUIRED DOCUMENTATION, PLEASE REFER TO THE TEXT BELOW.

Documents may either be attached digitally to this application form in the spaces indicated for each document type OR they can be submitted to the contact information below, either in physical or digital form. **Note: In order for an application to be considered complete, all required documents must be received by Curry County Manager's Office.**

Documentation Checklist

- W-9 Form*
- Organization Financials (applicable 2018 or 2019 Tax Return or equivalent) (please refer to the text above for documents needed for applicant) *
- Staffing Documentation for 2019 or 2018 (W-3 Summary, 1096 OR 2019 or 2018 IRS FORM 941) *
- Updated and Current Property Tax Receipt, if applicable (please refer to the text above for documents needed for applicant) or copy of Current Lease
- New Mexico Taxation and Revenue CRS Documentation*
- Additional Documentation (may include printed, signed copy of application by organization owner) *
- Current Business License *
- Receipts of invoices paid claiming reimbursement for *

***Required. Failure to provide items marked with * will result in an incomplete application and such application will not be considered until the absent documents are submitted.**

NOTE: In order for an application to be considered complete, all required documents must be received by Curry County Manager's Office.

Applicant Certification

Please read and certify the following information:

The application, including attachments, is subject to disclosure under New Mexico's public records law, subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without any notice to applicant if a public records request is made for such information. The County will not be liable to applicant for such disclosure.

Social Security numbers are collected, maintained and reported by the County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to [N.M. Stat. Ann §14-3-7.1](#).

If applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, applicant must include a general description of the information and provide reference to the New Mexico statute or other law exempting such designated information from disclosure in the event of a public records request. The County does not warrant or guarantee that information designated by Applicant as exempt from disclosure is exempt and will make disclosure in accordance with applicable law in its sole discretion.

I certify that I am authorized to submit this application on behalf of the organization, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Curry County is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that a CARES Small Business Continuity Grant is awarded pursuant to this application, Curry County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

Applicant Name

Applicant Title

Signature

Today's Date

For any questions, correspondence, or additional information, please contact Curry County Manager Lance Pyle at:

Curry County Administrative Complex
417 Gidding, Suite 100
Clovis, NM 88101
575-763-6016
lpyle@currycounty.org