



City of
Leander

COVID-19 Emergency Business Grant Program

Notice to Applicants: All applications, including the application itself and supporting documents submitted as part of the application process, are subject to the Texas Public Information Act. The Public Information Act requires the City of Leander to provide access to information that exists at the time of the request, or to seek a determination from the attorney general that the information may or must be withheld.

If a request is made to access information related to a specific applicant, the City of Leander will make a good faith attempt to notify the applicant and inform them of their option to request that the information be withheld by the Texas Attorney General's Office. The Texas Attorney General's office has the final authority on whether an applicant's information may or may not be withheld. **The applicant will be responsible for submitting arguments to the Texas Attorney General's Office stating why the applicant's information should not be disclosed.**

1. Applicant Information

Contact Name(s): _____

Name of Business: _____

Are you the owner(s) of the business listed on this application (Yes or No)? _____

Type of business (i.e. restaurant, retail, childcare, etc.): _____

Address: _____

Contact Phone: _____ Email Address: _____

2. Information on Business

2019 Annual Gross Receipts (circle one):

Under \$50,000 \$51,000 - \$100,000 \$101,000 - \$250,000 \$250,000 - \$500,000 \$500,000 or greater

Actual net income for March 2019 _____ **Actual** net income for March 2020 _____

Average 2019 Monthly Revenue: _____ **Average** 2019 Monthly Expenses: _____

If your business was not in operation in March 2019, please provide the average revenue and expenses for the length of time that it has been in operation.

Average Revenue: _____ Average Expenses: _____ Number of Months in Operation: _____

Do you have a physical commercial (not home-based) location for your business in Leander's city limits? (Yes or No) _____



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Do you own or lease your business location? _____

Purpose(s) of Grant Request (e.g. payroll, lease or commercial mortgage payment, utility payments, critical business equipment or supplies, etc.) : _____

Have you applied for SBA financial assistance (Paycheck Protection Program, SBA Disaster Loan, SBA Bridge Loan, Disaster Loan Emergency Advance, etc.)? Yes or No _____

Total Number of Years in Business: _____

Number of Years at Current Location: _____

How many FTE (full time equivalent) employees are employed at the business at this time: _____

How many FTE (full time equivalent) employees were employed as of March 1st, 2020: _____

Demonstration of Financial Impact

Please use the space below to provide details of the circumstances that your business is facing as a result of the COVID-19 pandemic and how this grant would assist your business. Please include specific documentation, such as bill amounts, and attach the relevant supporting documents to the back of your application. Applicants may be required to make their current balance sheet available for review. If more space is needed, please use the back of this application.



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"No Contact Period" shall mean the period of time from the date of issuance of an Application until a contract is executed or the Application is denied.

"Representation" shall mean a communication related to an Application made to a City Council member or Application Review Committee Member that is intended to or that is reasonably likely to (a) provide information about the Application or a prospective Applicant's response to the Solicitation; (b) advance the interest of the prospective Applicant; (c) discredit the response to an Application of another prospective Applicant; (d) encourage the City to reject competing Applications; (f) convey an complaint about a particular Applicant; or (g) directly or indirectly as, influence, or persuade a Council or Committee member to favor or oppose, recommend or not recommend, vote for or against, consider or not consider, or take action or refrain from taking act on any vote, decision, or agenda item regarding the Application.

"Application" shall mean a formal request to receive grant funding from the City of Leander's COVID-19 Emergency Business Grant program.

Conduct During Application Period

During the No Contract Period, no Applicant may knowingly discuss an application to the City of Leander's COVID-19 Emergency Business Grant program to any Council or Application Review Committee member, and no Council or Application Review Committee member may knowingly solicit information relating to the application from a prospective Applicant. This section does not prohibit communications that: (a) are part of a noticed City Council or subcommittee meeting; (b) are conducted as part of a City Staff-scheduled due diligence meeting; (c) are incidental, exclusively social, and do not involve the City or its business, or the Council member's role as a City official; (d) are purely procedural, for example a question regarding where information may be obtained; or (e) do not involve the City or its business and that are within the scope of the Council member's private business or public office wholly unrelated to the City. This Section does not prohibit communications between the Council member or Application Review Committee member and an Applicant who has an existing contract or business relationship with the City to discuss issues related to that contract or relationship. The City Council member and/or Applicant Review Committee member shall disclose any Representations on the form attached hereto as Attachment A at the next Council meeting, or if the Council member will not attend then next Council meeting, within 30 days of the Representation having been made. A prospective Applicant's violation of this section may result in rejection of the Applicant's application to the City of Leander's COVID-19 Emergency Business Grant program.

City Council members, Application Review Committee members, and City Staff cannot accept from a prospective Applicant any gift, meal, lodging, transportation or entertainment. A prospective Applicant cannot provide a City Council member, Application Review Committee member, or City Staff with any gift, meal, lodging, transportation or entertainment.

3. Commitment

I agree to adhere to the COVID-19 Emergency Grant Program guidelines as established by the City of Leander.

Signature of Applicant

Date

Please return this application and your most recent tax return to the City of Leander Office of Economic Development. Submissions by email are preferred (send to econdev@leandertx.gov). Please note that our lobby is currently closed to the public. Call (512) 528-2852 for more information.



COVID-19 Emergency Business Grant Program

Background

The City of Leander recognizes that the COVID-19 (Coronavirus) pandemic has created an unprecedented negative economic impact on businesses around the globe. In an effort to provide financial relief to impacted local businesses, the City of Leander has created the COVID-19 Emergency Business Grant Program. The purpose of this grant program is to provide working capital for personnel costs, rent or commercial mortgage payments, utilities, and critical business equipment or supplies. This program will provide grants in an amount between \$2,500 to \$5,000 for businesses who can demonstrate direct negative impacts on their business. The application period for this grant will remain open until May 31, 2020; until funding has been exhausted; or until the City determines that its program goals have been satisfied.

Eligibility & Consideration

In order to qualify for funding under this program, the business must meet all of the following criteria:

- The business must be located in the corporate city limits of Leander, and must be in compliance with all applicable zoning, land use, and other ordinances.
- Proof of applicant's ownership of the business shall be required.
- The applicant must be current on all property and sales taxes due and must show evidence of payroll taxes withheld and remitted.
- The applicant must submit a balance sheet and profit-and-loss statements for the last six months.
- There is a limit of one grant per funding opportunity per applicant.
- The City Council retains final discretion on funding eligibility and award amount.

Please return this application and your most recent tax return to the City of Leander Office of Economic Development. Submissions by email are preferred (send to econdev@leandertx.gov). Please note that our lobby is currently closed to the public. If you have questions, or for assistance with your application, please email please email econdev@leandertx.gov or call (512) 528-2855.