



**City of
Bertram**

COVID-19 SMALL BUSINESS GRANT PROGRAM

Program Purpose

Given the COVID-19 (Coronavirus) Pandemic that has swept the globe and caused interruption to Bertram small businesses, combined with the mandates that have kept small businesses closed, we wish to help maintain and support our small business sector. This grant program is designed to provide funding for small businesses to cover economic damages suffered as a direct result from COVID-19. This includes a business lease or mortgage payments, utility payments, payroll for employees still employed and working at the business, and other business operating expenses.

Grant Program Guidelines

The Bertram Economic Development Corporation (EDC) COVID-19 Emergency Grant Program is intended to provide financial assistance to retail, restaurant, and service businesses located within the city of Bertram who are suffering from financial impacts related to the COVID-19 (coronavirus) pandemic. The EDC will provide grants under the following terms and conditions:

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

- 1) Applicant must be a retail, restaurant, or service business.
- 2) The business must have a physical location in the corporate city limits of the city of Bertram. (Bricks and Mortar, not solely a home business or online sales).
- 3) All funds provided by the EDC must be used solely for operating expenditures for the business located at the address provided for in the application.
- 4) The need for the funds must be a result of the COVID-19 pandemic.
- 5) Proof of applicant's ownership of the business (W-9) shall be required.
- 6) Business principals who have ownership in multiple businesses may only receive one grant.
- 7) Non-profit organizations are not eligible for this program.
- 8) The applicant must have a valid sales tax number and be in good standing with the State Comptroller. They must have generated (collected and remitted to the State) city sales tax for the past 12 months or since start date and must furnish corresponding documentation with the application.
- 9) The applicant must not be delinquent on property or sales taxes due and must be compliant with all city ordinances and codes.

The availability for funding of this program is contingent upon City Council approval. **Applications will be considered first come, first served based upon completed applications meeting all criteria with supporting documentation until funds are exhausted. There will be 15 grants at \$1,000 per applicant.** The EDC Board of Directors is the sole and final authority in determining eligibility for funding. Applications are to be submitted to Bertram City Hall in the Night Drop Box. This application and said attachments, if any, do not constitute a binding agreement, nor may they be used against the City of Bertram or the Bertram Economic Development Corporation and its Directors. The Submitting of a grant application does not obligate payment nor guarantee approval by the Bertram EDC or the City of Bertram.



City of Bertram

COVID-19 Emergency Loan Program Application

Contact Name(s): _____

Name of Business: _____

Nature of Business: _____

Physical Address of Business: _____

Mailing Address: _____

Contact Phone: _____ Email Address: _____

Tax ID Number: _____ Sales Tax Number: _____

Business Name Sales Tax is Reported Under (if different than above): _____

Was the need for the funds created by the COVID-19 Pandemic? Yes No

What will the funds be used for: _____

What impact do you think these funds will have on your business: _____



City of Bertram

COVID-19 Emergency Loan Program Application, Continued

Commitment

By affixing my signature below, I acknowledge that should my application be approved, I hereby certify that I am not currently delinquent on any property taxes and/or sales taxes associated with this business. I agree to provide the BEDC with any documentation necessary to demonstrate that any grant, if awarded, was used in accordance with the terms and conditions of the program. I further agree to authorize the City to verify the information provided herein, including any sales tax information provided to the State of Texas.

Signature of Applicant

Date

This is an official government document. Any fraudulent information intentionally submitted as part of this program may subject applicant to civil and/or criminal prosecution.

Application Checklist

To expedite processing, please ensure to submit all of the following documents:

- Your Application
- Completed IRS Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Proof of Ownership of the Business
- Up to the Last 12 months of Texas Sales Tax & Use Tax Reports

Turn in to City of Bertram Night Drop Box No Later than 5PM Thursday, April 23rd.

If you have questions, or for assistance with your application, please contact Lori Ringstaff at 512-627-6691/Lringstaff@r.bank; David Custer at 512-755-0200/cowboycountry@sbcglobal.net; or Katy Duke at 512-350-7436 /katy@katyduke.com.