



STAYTON REGIONAL SMALL BUSINESS RELIEF FUND

A Partnership of
Stayton Sublimity Chamber
& Stayton Area Rotary



Grant Application

Purpose of Grant:

The Stayton Regional Small Business Relief Fund was created to assist local small businesses financially impacted by COVID-19 and help them reopen and operate in compliance with new governmental guidelines.

Grant Applicant Parameters:

- **Grant opens June 1**
- Grant is open to small businesses operating within the geographical boundaries of our region, which includes Stayton, Sublimity, Scio, Jefferson, Aumsville, Turner, and the “Santiam Canyon” including Lyons, Mehema, Mill City, Detroit, Idanha and Marion Forks
- For the purposes of the grant, “small business” refers to a sole proprietorship, partnership, corporation or other business employing 15 or fewer persons
- Applicant must be an owner of the business requesting assistance
- Grants are available for any COVID19 compliance required materials, personal protective equipment (PPE), and signage, additional materials needed to aid compliance & safety standards due to Covid19 (i.e.: outdoor seating, “take-out only” parking signs, disposable menus, contract tracing applications/program for personal services businesses, or mobile pay devices) or related unforeseen/out-of-the-ordinary expenses that are now a financial hardship due to loss of income as a result of Covid19-related business restrictions or state mandated temporary Covid19 closures.
- Grant dollars **may not** be used to pay employees, rent space or mortgage, utilities or general food or non-Covid19 related office supplies.

Grant Applicant Requirements:

- Complete **Basic Application**
- Attach proposed budget for use of requested grant dollars
- Attach documentation to verify purposed costs (i.e.: receipts, web print outs of product costs, bid/proposal, etc.)
- Recommended (not required) – Attach documentation of financial need (i.e.: past basic p/l vs. current p/l)

Grant Processing & Disbursal:

- Completed grant applications can be mailed to: **Stayton Sublimity Chamber of Commerce - Attn: Relief Fund Application – PO BOX 121 Stayton, OR 97383**
- Grants will be date-stamped as received based on post-mark
- Grants will be reviewed by a four-person committee on a weekly basis and will be awarded on a first-come, first-paid basis so long as funding continues to be available.
- Grant recipients will receive a letter within 10 days of our receipt of the application informing of applicant that they have been either denied, approved with grant check included, or that more info is needed.

Basic Application

Business Name: _____

Business Address: _____

Mailing Address (if different than physical address): _____

Business Website: _____

Business Phone: () _____ Biz Type: _____

Months/Years in Business: _____ Approximate Loss of Income due to Covid19: _____

Applicant 1 Name: _____ Title: _____

Applicant 1 Email: _____

Applicant 2 Name: _____ Title: _____

Applicant 2 Email: _____

Requested Amount: \$_____ (please attach proposed budget for request & supporting documentation)

Give brief description of necessary purchases and reason for requested funding: _____

Signature of Applicant 1: _____ Date: _____

Signature of Applicant 2: _____ Date: _____

Frequently Asked Questions

Q: Who will review the applications?

A: Applications will be reviewed by a four-person committee made up of Chamber & Rotary representatives.

Q: Is there a minimum or maximum amount of \$ funding a grantee can request?

A: Although we have not set a minimum or maximum funding request, the purpose of the grant is to meet immediate needs associated with reopening or expanded opening of a business based on the government required Covid19 guidelines. All requests amounts will be considered within that scope and grant funds should be used within 30 days of receiving award.

Q: Is the eligible expenses finite or can the grantee ask for funding outside of the Covid-19 related materials?

A: We will be flexible in our review, so long as the expense is an immediate material need to continue operations that a business cannot afford due to loss of income related to Covid19 or materials needed maintain compliance with the Covid19 guidelines.

Q: Are all businesses eligible?

A: Businesses which were not closed or restricted from operating normally under Covid19 guidelines are not eligible. The grant is intended for business with 15 or fewer employees that are located within the geographical boundaries and that was either restricted (i.e.: restaurants, retail) or closed completely (i.e.: certain retail, bars, salons, personal service providers, gyms, dance studio, day cares, etc.)

Q: If a business owner lives in the area but their business is operated OUTSIDE of the geographic focus area would that resident owner qualify for the grant?

A: No. Regardless of where the owner lives, the grant is limited to businesses operating within a set geographical region which includes Stayton, Sublimity, Scio, Jefferson, Aumsville, Turner, and the "Santiam Canyon" including Lyons, Mehema, Mill City, Detroit, Idanha and Marion Forks.

Q: Is there an end date for grant availability?

A: Applications open June 1 and will continue to be rewarded throughout the remainder of 2020 or until funding is no longer available.