

COVID-19 Montour County Relief Block Grant (Small Business/Tourism Grant Program)

Central Susquehanna Community Foundation

Business Information

Approval Requirements:

- Must have been in business by March 1, 2019 and still in business on July 1, 2020
- Must intend to stay in business through, at least, July 1, 2021
- Total employees must be less than 100 OR an entity primarily engaged in the Tourism industry
- Business must be based in Montour County, PA
- Net Profit for the period of March 1 - June 30, 2020 must be less than Net Profit for the period of March 1- June 30, 2019
- Must not owe federal, state or local taxes
- Must not be subject to any criminal justice process, as per the question in the application

Required Documentation:

- Most recently filed federal tax return
- Entity documents including DBA or FBN certificate and proof of ownership
- Business License (if sole proprietor)
- Government Issued ID
- Evidence of fixed costs including: mortgage/rent/lease payments, utility costs, license fees, property tax bills, property and liability insurance bills, attest to any inventory lost.

Business Name*

Character Limit: 100

Percent of Ownership*

What percentage do you own in this business?

Character Limit: 100

Is this business primarily engaged in the tourism industry?*

Choices

Yes

No

Number of Full-time Employees*

Character Limit: 50

Number of Part-time Employees*

Character Limit: 50

Business Establishment Date*

Character Limit: 50

Annual Revenue*

From most recent business tax return

Character Limit: 20

What was the business' net profit from March 1-June 30, 2019?*

Character Limit: 20

What was the business' net profit from March 1-June 30, 2020?*

Character Limit: 20

Additional Grants - PPP*

Has this business received COVID-19 related emergency grant funds through the Federal Paycheck Protection Program (PPP)?

Choices

Yes

No

If Yes (for PPP loan), what was the amount?

Character Limit: 20

Additional Grants - EIDL*

Has this business received COVID-19 related emergency grant funds through the Economic Injury Disaster Loan Program (EIDL)?

Choices

Yes

No

If Yes (for EIDL loan), what was the amount?

Character Limit: 20

Lease/Mortgage Costs*

What was the business' total rental lease/mortgage cost for the most recently completed fiscal year?

Character Limit: 20

Property and Liability Insurance*

What was the business' total property and liability insurance cost amount for the most recently completed fiscal year?

Character Limit: 20

Property Tax*

If paid by the business, what was the business' total property tax cost for the most recently completed fiscal year?

Character Limit: 20

Utility Costs*

What was the business' total utility costs to maintain the facility for the most recently completed fiscal year?

Character Limit: 20

Any Required Licensing Fees*

Character Limit: 20

What was the business' total lost inventory due to the COVID-19 emergency?*

Character Limit: 20

Does the business owe federal, state or local taxes?*

Choices

Yes

No

Criminal Justice Process*

Is an owner of 20 percent or more of the equity of the applicant incarcerated, on probation, on parole, presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or has been convicted of a felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal assistance within the last year?

Choices

Yes

No

Does the business intend to remain open through at least July 1, 2021?*

Choices

Yes

No

Required Attachments

Attach most recent filed federal tax return*

File Size Limit: 10 MB

Attach entity documents including DBA or FBN certificate and proof of ownership*

File Size Limit: 2 MB

Attach Business License

If sole proprietor

File Size Limit: 2 MB

Attach Government Issued ID*

File Size Limit: 2 MB

Evidence of fixed costs*

Including: mortgage/rent/lease payments, utility costs, license fees, property tax bills, property and liability insurance bills

File Size Limit: 7 MB

Electronic Signature

SAMPLE