**Small Business Relief Fund**

**Eligibility & Needs Assessment**

**General Information**

|  |  |
| --- | --- |
| Business Address |  |
| Business Service Area |  |
| Number of Employees |  |
| Adjusted Gross Income (most recent tax return) |  |
| Description of Business |  |
| Owner’s Name |  |
| Owner’s Address |  |

If a business is not eligible as one which serves a low/moderate income area, it may qualify as a microenterprise. A microenterprise is a business which has five (5) or fewer employees and whose owner’s household income does not exceed 80% of area median income, adjusted for household size. If an applicant seeks funding as an eligible microenterprise, documentation of household size, income and assets for household members age 18 and older, as well as demographic information will be required.

**Needs Assessment**

(Documentation of items below is required prior to grant approval)

|  |  |  |
| --- | --- | --- |
| Monthly lease/Mortgage Cost |  |  |
| Monthly Current Payroll Cost |  |  |
| Monthly Inventory Cost |  |  |
| Monthly Utility Cost |  |  |
| Monthly Insurance Costs |  |  |
| Other Monthly Fixed Costs (please describe) |  |  |
| Average Monthly Revenue Pre-Pandemic  |  |  |
| Most Recent Monthly Revenue |  |  |

Has the business or its owner applied for assistance through the Small Business Administration, Federal Emergency Management Program, or other program? If so, list below. If the business or its owner applies for such assistance or receives an award after the date of its application or award from the Small Business Relief Fund, it must immediately disclose such application and/or award.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program/Agency | Date of Application | Amount of Application | Purpose of Application | Amount of Award |
|  |  |  |  |  |
|  |  |  |  |  |
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