**Mount Pulaski Economic Development and Planning Board**

April 6, 2020

Economic Development Planning Board

113 S. Lafayette Street

Mt. Pulaski, Illinois 62548-1299

Email: edpb@cityofmtpulaski.com

Phone: (217) 792-3222

Fax: (217) 792-5095

To The Mt Pulaski Business Community:

The Mt Pulaski Economic Development and Planning Board (EDPB) has established a Covid-19 Relief Fund to help those in our business community who need financial help through these uncertain times.

Because we are uncertain of the duration of this economic hardship our plans are based on thirty-day intervals which will enable us to update our plan with the latest information available and remain flexible.

We have allocated $ 50,000.00 for the **first thirty days beginning on April 13 and running through May 13.** A business can be granted up to $2,500.00 during this first thirty day period. We have tried to make the process easy to use to allow the EDPB a quick turn around on the applications. After this first thirty day period (April 13th to May 13th) EDPB will determine how much to allocate for each business during the second thirty day period (May 14th to June 14th).

The EDPB is asking only two things of our local business. The first is to work quickly in getting your application form filled out and submitted as we plan to review these first applications **on April 11th** and monies distributed the next week.

Second, we ask that you please be honest and prudent in stating what your business currently needs. This will allow us to better serve our community for the days and months to come. We understand that all businesses are being affected at different extremes by this economic shut down. We hope that our local business community will be able to weather this storm together and support each other in these trying times.

Thank You,

The Economic Development and Planning Board

The mission of the Mt. Pulaski Economic Development and Planning Board [EDPB] is to improve the quality of life and create a shared prosperity in our community by retaining, sustaining, and enhancing existing businesses and community organizations, attracting and developing new businesses, and improving and upgrading infrastructure. The COVID-19 Relief Fund Grant has been established to help achieve this purpose.

***MOUNT PULASKI ECONOMIC DEVELOPMENT AND PLANNING BOARD***

***COVID-19 RELIEF FUND APPLICATION FORM***

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Name: \_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Name: \_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business FEIN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this a For Profit Business? YES NO**

**Is your business located within the Mt. Pulaski Township? YES NO**

**Address of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIp: \_\_\_\_\_\_\_\_\_**

**Your Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Your Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you applied for other sources of aide due to COVID-19? YES NO**

**Have you received aide for COVID-19? YES NO**

**Estimated Cost of Working capital from April 15th to May 15th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Amount Requested (up to $2,500.00): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

**Write down your Working Capital List from April 15th to May 15th. What is the cost of each item?**

**[Attach additional sheets if needed.] If asked, businesses must be able to provide supporting documents upon request.**

|  |  |  |
| --- | --- | --- |
| **Working Capital List**  | **Amount Due:** | **Description:** |
| **Electric** |  | ***Ameren*** |
| **Gas** |  | ***Ameren*** |
| **Water & Sewer** |  | ***City Of Mt. Pulaski*** |
| **Dumpster/trash** |  | ***Area Disposal*** |
| **Phone** |  | ***Comcast*** |
| **Internet** |  | ***Comcast*** |
| **Cable** |  | ***Comcast*** |
|  |  |  |
|  |  |  |
| **Insurance** |  |  |
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| **Business Loans** |  |  |
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| **Mortgage/Rent** |  |  |
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| **Monthly Fees:** |  |  |
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|  |  |  |
| **Licenses:** |  |  |
|  |  | ***City Liquor License*** |
|  |  | ***State Liquor License*** |
|  |  | ***MP Gaming Terminal License*** |
|  |  | ***State Gaming License*** |
|  |  | ***Limited Liability Company Fee*** |
|  |  | ***Lo. Co. Public Health License*** |
|  |  |  |
|  |  |  |
|  | **Total:** |  |

**Comment Section (optional):**

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**By signing below, the applicant makes the following representations, authorizations, and certifications:**

**I certify that:**

**- I have read the statements included in this form and I understand them.**

**- Current economic uncertainty makes this grant request necessary to support the ongoing operations of the Applicant.**

**- All grant proceeds will be used only for business-related purposes as specified in the grant application.**

**- The information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects.**

**- I understand that if the funds are knowingly used for unauthorized purposes I may be held legally liable, such as for charges of fraud.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature Date**

**APPLICATION SUBMISSION PROCESS**

**Completed Application Form may be dropped off or mailed to:**

**Mt. Pulaski City Hall**

**113 S. Lafayette Street**

**Mt. Pulaski, IL 62548**

**Attn: Economic Development & Planning Board**

**Application may also be submitted via email to:** **edpb@cityofmtpulaski.com**

***Applicants are encouraged to contact the Mt. Pulaski Economic Development and Planning Board***

 ***with any questions they may have regarding how to complete this Application Form.***