Congress passed and the President signed the Coronavirus Aid, Relief and Economic Security (CARES) Act on March 27, 2020. On May 1, 2020, the Clay County Commission approved Resolution 2020-139, providing CARES funding to the City of Gladstone for eligible expenses incurred between March 1, 2020, and December 31, 2020, to address the COVID-19 pandemic.

The City Council established the CARES Small Business Grant Program, which will be administered by the Clay County EDC. This program will issue $130,000 in grant funds to small businesses in Gladstone. Small businesses can apply for a grant up to $7,500 to reimburse business expenses related to COVID-19.

**Eligible businesses include:**

- Businesses physically located in Gladstone.
- Businesses that have a valid 2019 Business License.
- Public-facing businesses directly impacted by the ‘Stay at Home’ order such as retail, food service, arts and entertainment, hospitality, fitness, and personal services.
- Businesses that do not have current liens or fees owed to the City of Gladstone.
- Businesses or property owners that do not have current Code Enforcement violations as verified by Community Development.

**Ineligible Businesses:**

- Business that exceeds 50% gross sales of alcohol, tobacco, CBD, vapor or vapor related products
- Following businesses types:
  - Consumer Marketing
  - Dealers of rare coins or stamps
  - Gambling / Adult Entertainment
  - Government owned
  - Illegal firms
  - Lending firms / Loan packaging firms
  - Multi-sales distribution
  - Pyramid / Multi-level marketing schemes
  - Real estate investing firms
  - Religious Institutions
  - Speculation-based business

**Priority will be given to:**

- Businesses that have 20 or fewer full-time equivalent employees
- Businesses that have $2.5 million or less in annual revenue.
- Businesses that have not already received Federal COVID-19 relief funds (Payroll Protection Program)
Eligible Use of Funds:

1. Grants can be used for expenses incurred from March 1, 2020, through September 30, 2020. Expenses can include but are not limited to payroll, rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies.

2. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized.

Additional Information:

- Grant fund expenditures may be audited at a future date
- Recipients are strongly encouraged to maintain receipts and other proof of qualified expenditures
- Grant fund information is considered public information and can be published

CARES Small Business Grant Applications accepted from September 1, 2020 to September 30, 2020.
City of Gladstone
CARES Small Business Grant Program
Application Form

Requirements – These records must be presented with this application

☐ Two forms of ID (each signer) – one with picture other with name only

**Sole Proprietorship - General Partnership**

☐ Two years of personal tax returns 2018-2019 if 2019 not filed copy of the extension and 2017 tax information

☐ Schedules and 1099s, Income Statement & Balance Sheet

☐ Three months of personal bank statements (March, April, May of 2019 & 2020)

☐ Copy of 2019 City Business License

**Limited Liability Company (LLC) Limited Partnership (LP) Limited Liability Partnership (LLP)**

☐ Two years of business tax returns 2018-2019, if 2019 is not filed a copy of the extension and 2017 tax information

☐ Schedules and 1099s, Income Statement & Balance Sheet

☐ Three months of business bank statements (March, April, May of 2019 & 2020)

☐ Copy of 2019 City Business License

Legal Name of Company: ____________________________

Physical Address:______________________________ City: ______________ State: _______ Zip: _______

Length of time you have been in business in Gladstone: ________________________

Name of Grant Applicant: ________________________

Business Phone Number: ________________________ Cell Phone Number: ________________________

Email address:__________________________________

Type of Business: ________________________________

1. **Explanation of how funds will be used:** Grants can be used for expenses incurred from March 1, 2020, through June 30, 2020. Expenses can include but are not limited to payroll, rent, mortgage interest, utilities, inventory replacement, and COVID-19 supplies. The grant funds may also be used to purchase necessary protective equipment for employees and customers and for exterior/interior cleaning needed to keep facilities sanitized. (Documentation required)
City of Gladstone
CARES Small Business Grant Program
Application Form

How will this grant help your business through the COVID-19 crisis? (Please disclose if you have received any COVID-19 related relief funding).

__________________________________________________________

__________________________________________________________

Amount of Grant Funding Requested:

I/We certify that the above information, including any attachments or exhibits provided herewith, are valid and correct to the best of my/our knowledge.

Signature: _______________________________ Date: ______________

Please email all information to juliel@clayedc.com SUBJECT: Gladstone Grant Application

Clay County Economic Development - 816-468-4989 - 7001 N. Locust, Gladstone, MO 64118