



It's real.

**City of Seguin Business Improvement Grant (BIG) Program  
Application for Grant Funding – COVID 19 Pandemic Impact Grants (Section 4.E)**

**Section 1 – Applicant Contact Information**

Date		
Name of Applicant	Title	
Address		
City	State	Zip Code
Primary Phone Number	Alternate Phone Number	
Email		

**Section 2 – Business Information**

Business Name
Entity legal name*attach completed W-9
Business Mailing Address

City	State	Zip Code
Phone	Website	
Number of years in business in Seguin, TX	Number of Business Locations	Tax ID #
Business Structure (C Corp, S Corp, LLC, LLP, Partnership, Sole Proprietor, Non-Profit, Other)		
Please provide a brief description of your business activity		
Full Time Workers	Part Time Workers	
Do you plan to hire any new employees in the next 3 months?		
Are you currently in compliance with the City of Seguin? <i>This includes but not limited to liens, court fines, delinquent City utility bills, Seguin Strong Stimulus Plan 6-Month Follow Up, or delinquent taxes.</i> (Yes, No. If no, please provide background information)		

## Section 3 – Grant Request Information

**Personnel – Please describe how many employees you employed prior to the start of the COVID-19 Pandemic (March 1, 2020)**

How many employees did you have on March 1, 2020?

How many employees did you have on March 10, 2021?

**Business Impacts – What impact did your business experience as a result of the COVID-19 Pandemic between March 1, 2020 and March 10, 2021**

	Business Closure – Temporary		Inability to Respond to Home Delivery Requests
	Reduced Hours of Operation		Supply Chain Disruptions/Deliveries from Vendors
	Employee Layoffs/Furloughs		Inability to Serve Customers
	Revenue Decline		Decreased Customers
	Increased Operating Costs (i.e. Salaries, Insurance, Paid Leave, etc.)		Restricted Access to Capital to Address Increased Costs
	Revenue Generating Events Cancelled (i.e. Expos, Classes, Markets, etc.)		Loss of Inventory
	Other:		

**Revenue Impacts – Please Attach Any Documentation to Support Your Application**

Revenue January 1, 2019, to January 1, 2020

Revenue January 1, 2020, to March 1, 2020

Revenue March 1, 2020, to March 10, 2021

**COVID Financial Assistance – Did you apply for and/or receive funding from any of the following COVID financial assistance programs**

<b>Paycheck Protection Program (PPP)</b>	Applied for? (Yes/No)	Amount Awarded
<b>Economic Injury Disaster Loan (EIDL)</b>	Applied for? (Yes/No)	Amount Awarded
<b>Emergency Economic Injury Grant</b>	Applied for? (Yes/No)	Amount Awarded
<b>Small Business Debt Relief Program</b>	Applied for? (Yes/No)	Amount Awarded
<b>Employee Retention Tax Credit</b>	Applied for? (Yes/No)	Amount Awarded
<b>Restaurant Revitalization Fund</b>	Applied for? (Yes/No)	Amount Awarded
<b>Seguin Strong Stimulus Program</b>	Applied for? (Yes/No)	Amount Awarded
Other (please specify)	Applied for? (Yes/No)	Amount Awarded

If you did not apply for funding assistance from any of the following programs outlined above, please tell us why you did not apply?

Use of Funds – How will your business use grant funds?	
	1. Recoup Rent/Mortgage Payments made by Applicant during a time period when Business was impacted by a State mandated business closure.
	2. Recoup Utility Bill Payments (Electricity, Water, Phone, Internet, etc.) made by Applicant during a time period when Business was impacted by a State mandated business closure.
	3. Recoup business licensing and inspection payments made by the Applicant between March 1, 2020, and March 10, 2021.
	4. Recoup Cost Associated with the Purchase of COVID-19 Supplies for Business Protection/Cleaning between March 1, 2020, and March 10, 2021.
	5. Recoup Property and Interior and/or Business Machinery/Equipment Improvements made by the applicant between March 1, 2020, and March 10, 2021, in response to the COVID-19 Pandemic.

If Grant Funding will be used to recoup Rent/Mortgage and/or Utility Bill payments made by Applicant during a time period when Business was impacted by a State mandated business closure (**#1-2, above**), please specify the total amount paid by the Applicant. Please attach applicable financial statement and records for verification.

If Grant Funding will be used to recoup licensing and inspection payments made by Applicant between March 1, 2020, and March 10, 2021 (**#3, above**), please specify the total amount paid by the Applicant. Please attach applicable financial statement and records for verification.

If Grant Funding will be used to recoup Cost Associated with the Purchase of COVID-19 Supplies for Business Protection/Cleaning and/or, Property and Interior and/or Business Machinery/Equipment Improvements (**#4-5, above**), please provide a detailed description of the project, include the total project cost. Please attach any project drawings and specifications, permits, photos of improvements, receipts and other financial statements to validate total project cost, and/or information about the project to this application.

## Section 4 – Attachments

**In order to fully evaluate the application, please attach the following documents with the completed application:**

- Copy of W-9.
- Copy of Rent/Mortgage Statement(s).
- Copy of Utility Bill Statement(s).
- Receipts and other financial statements to validate total project cost Project drawings and specifications.
- Any project drawings and specifications.
- Photos of improvements.
- Copies of applicable permits related to project.
- Any additional information about the project that would be beneficial in reviewing the application.

## Section 5 – Certification and Signature

I certify that the information submitted in this application, including attachments, is true, correct, and complete. Omissions or submission of incorrect information may render this application invalid.

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**Name**

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**Title**

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**Signature**

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**Date**

**Please submit this application and required documents via email, mail, or in person to:**

**City of Seguin**

**Address:** 205 N. River Street, Seguin, TX 78155

**Phone:** 830-401-2476

**Email:** [economicdevelopment@seguintexas.gov](mailto:economicdevelopment@seguintexas.gov)