



# O'Fallon Small Business Relief Fund

## Program Application and Supporting Document Checklist

### Application Instructions

In efforts to ensure accuracy and that all program requirements are met, please confirm that all documents are reviewed prior to submitting the application for the O'Fallon Small Business Relief Fund. The following documents are available on the City of O'Fallon website and should be reviewed in the following order:

- Program Guidelines Factsheet
- Application and Supporting Document Checklist
- Business Certification and Requirements Form

Applications must be completed and submitted in whole and include all supporting documents at the time of submission. Applicants who submit an incomplete application will be contacted one time by phone with notice of missing requirements and have until December 4, 2020 at 4:30 P.M. to make corrections.

Send and submit the Application, Supporting Documents, and Business Certification and Requirements form as attachments via e-mail with Subject Line: SMALL BUSINESS RELIEF FUND APPLICATION to Greg Anderson, Administrative Services Coordinator, at [ganderson@ofallon.org](mailto:ganderson@ofallon.org). To limit visitors to City Hall and to enforce social distancing guidelines, applications can also be submitted at City Hall by requesting an appointment with Greg Anderson, Administrative Services Coordinator, at 618-624-4500 ext. 8724.

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**Name of Applicant/Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**City of O'Fallon, Illinois Business Registration Number (BL-20XX-XXXX):** BL-\_\_\_\_\_

**Owner Address:** \_\_\_\_\_

City

State

Zip

**Owner Phone Number:** \_\_\_\_\_ **Owner Email:** \_\_\_\_\_

**Business and Industry:**

restaurant and/or bar

retail store

spa and/or salon

tourism and/or hospitality industry

Type of Business and Industry if not previously answered:

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State of Illinois Business License Number: \_\_\_\_\_

FEIN: \_\_\_\_\_

EIN: \_\_\_\_\_

### Number of Employees

Fulltime Employees: \_\_\_\_\_ Parttime Employees: \_\_\_\_\_

Has your business applied for and received a Business Interruption Grant (BIG) from the State of Illinois?

Yes                     No                     I have applied but not received approval/denial.

Has your business applied for and received other sources of state or federal funding?

Yes                     No                     I have applied but not received approval/denial.

If yes, amount received: \_\_\_\_\_

**How has the COVID-19 public health emergency caused a business interruption for your business? Please include justification and specific need for the relief grant award. Attach additional pages if necessary.**

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**If awarded, how will your business expend the award funds? Please include detailed information on how the grant award will cover the business interruption. Attach additional pages if necessary.**

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**The following Supporting Documents are attached to submit with the completed application:**

- Signed Business Certification and Requirements form attesting eligibility
- Proof of City of O'Fallon, Illinois business address as indicated by a signed lease, rental agreement, or home-office documentation
- Most recent fiscal year tax return
- State of Illinois business license
- Most recent certified/signed payroll statement
- Profit and loss statement for the period 1/1/2019 to 12/31/2019 if in operation
- Profit and loss statement for the period 1/1/2020 to 6/30/2020
- W9 required for award payment if approved

**OFFICE USE ONLY**

Date and Time of Submission:	Received by:
Reviewed by Program Administration on:	Reviewed by:
Forwarded to Review Committee on:	Received by:
Review Committee: <input type="checkbox"/> Award Approved <input type="checkbox"/> Application Denied	Comments:
Program Administration Final Review:	Completed by:
Payment Finalized and Sent on:	Completed by:

Internal communication: