



SMALL BUSINESS SUPPORT PROGRAM

City of Fate | 1900 CD Boren Parkway | Fate, TX 75087 | 972-771-4601

www.CityOfFate.com

PURPOSE:

The City of Fate recognizes that small businesses are suffering from financial impacts of the COVID-19 pandemic. The Fate Municipal Development District; Fate Development Corporation, and the Fate City Council feel strongly that the Fate business community needs our support during this extraordinary health crisis. The Fate Small Business Support Program was developed to provide short-term, immediate financial aid in the form of gift card/certificate purchases of small businesses who have sustained economic losses due to the COVID-19 pandemic. It is not intended to be the sole source to sustain a business during this health crisis. Businesses are encouraged to seek out additional sources of stop-gap funding in addition to this program.

The Fate Small Business Support Program provides a maximum purchase of gift cards/certificates totaling \$5,000 per business for economic losses sustained as a result of the COVID-19 pandemic.

CRITERIA:

This program is open to small businesses located within the City of Fate who meet the following criteria:

1. Must have 25 or less FTE (Full time equivalent) for payroll as of April 1, 2020.
2. Must collect and remit sales tax within the City of Fate, and must have been in continuous operation for a period of at least six months prior to the application date. For purposes of this program, existing businesses with changes to their name or product offering within the last 6 months, but have continuously operated, are eligible to apply.
3. The business has experienced or is projecting to experience a decline in employment and/or revenue as a result of the COVID-19 pandemic.
4. The business is registered with the Texas Secretary of State's Office and is in good standing with the City of Fate with respect to taxes, fees, utility payments, and other financial obligations.
5. Must be engaged in activities that are legal under city and state law.

6. Must be able to meet program technical requirements including ability to provide and redeem gift cards/certificates and provide financial records to support program request.
7. Must not have a conflict of interest (no award may be made to any business entity or person whereby grant consideration may be a violation of Chapter 171, Texas Local Government Code).

EXCLUSIONS:

Non-profit organizations are specifically excluded from the Fate Small Business Support Program.

NOTE:

Participation in this grant may or may not affect your eligibility to participate in the Paycheck Protection Loan Program as managed by the Small Business Administration, relief under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, or other forms of federal or state aid. Please See <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options/paycheck-protection-program-ppp> for more information.

PRIVACY INFORMATION:

Information provided in this application may be considered public records and may be subject to public disclosure through the Texas Public Information Act. The City of Fate will endeavor to retain all submitted information on a confidential basis to the extent allowed by law. If submitted information is considered by the applicant to be confidential or protected as a trade secret, the information must clearly be marked as such.

DESCRIPTION:

Gift Card/Certificate Purchase:

The City may purchase up to \$5,000 in gift cards from the applicant as a way of granting immediate access to cash. The City may resell the gift cards/certificates at a discounted rate. However, the gift card/certificate holder can redeem the full-face value of the gift cards/certificates for goods and/or services at the applicant's place of business. The gift cards/certificates will expire 12 months from their issuance.

APPLICATION PROCESS:

Applicants may apply online. Applications will be reviewed on a first come, first served basis. Program funds will be awarded until approved funding is exhausted or the program is ended, whichever occurs first. Applications will be accepted during a 10-day open period. Continued funding of this program is not guaranteed.

SUSTAINABILITY:

Applicant agrees that if awarded, the business will remain open with current staffing and business operations for a minimum period of 3 months following the award of the Fate Small Business Support program.

REQUIRED DOCUMENTATION:

1. Taxable Retail Sales in March 2020 and March 2019, or other evidence of gross revenue decline beginning March 16, 2020.
2. Lease, Mortgage or other documentation as proof of Lease or Mortgage
3. Proof of Payroll for period closest to April 1, 2020.
4. Proof of receipt of or application for other forms of federal aid.
5. Additional information, documentation or clarification may be requested.

PROGRAM LIMITATIONS:

The Fate Small Business Support Program is not intended to and shall not be construed to confer any right, interest or entitlement to any person or business entity, and any or all funding under this program may be suspended, revoked or cancelled at any time. Applications for funding will be uniformly considered based on compliance with eligibility criteria and on a first-come-first-served basis only; awards will not be given nor considered on the basis of age, race, ethnicity, religion, sex, or any legally protected classification. Due to limited funding, no person or business entity will be allowed overlapping awards or more than one award, nor more than the maximum allowable award. The City of Fate reserves the right to decline any application for any non-discriminatory reason or to approve and provide awards of less than the maximum amount. Following an award, if any one or more of the Criteria is not met or it is discovered that an application contains materially false or misleading information, then as a condition of an award and of this program, the applicant shall immediately refund all program payments previously made and all costs incurred by the City, including reasonable attorney's fees.

By submitting an application or by accepting funding, it is an express condition that the applicant and recipient indemnify, defend, release and hold harmless the City, FDC, MDD, and its members, officials, employees and representatives from and against any and all claims, liabilities, losses and expenses (including reasonable attorney's fees) directly or indirectly arising from or in connection with any act, omission or conduct of the City and/or FDC and MDD.

OPEN PERIOD:

The open period for the Fate Small Business Support Program will be from 12:00 p.m., Wednesday, April 22, 2020 until 5:00 p.m., Friday, May 1, 2020.

Application Submittal:

Please email completed application and supporting documentation to jweiss@cityoffate.com



Small Business Support Program

City of Fate

1900 CD Boren Parkway | Fate, TX 75087 | 972-771-4601

www.CityOfFate.com

Please Note: This program is open to all small businesses located in the city limits of Fate that collect and remit sales tax, but the priority is for businesses that have frequent and/or close contact with customers. These types of businesses include: retail (storefront), restaurant/food business, personal care (barber shop, nail salons, etc.), and small manufacturing businesses.

Privacy Information

Information provided in this application is considered a public record and may be subject to public disclosure through the Texas Public Records Act.

CONTACT INFORMATION

First/Last Name: _____

Name of Business: _____

Business Type: _____

Address of Business: _____

Email Address: _____ Phone Number: _____

Are you a Chamber Member? *This is not a requirement to be eligible for funding.*

Yes, I am a Chamber Member

No, I am not a Chamber Member

Business ownership:

My business is a local franchise (I am responsible for all revenues and expenses)

My business is a local independent business

BUSINESS IMPACTS

What are the impacts to your business from COVID-19? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Business closure | <input type="checkbox"/> Inability to respond to home delivery requests |
| <input type="checkbox"/> Reduced hours of operation | <input type="checkbox"/> Interrupted supply/deliveries from vendors |
| <input type="checkbox"/> Employee layoffs/furloughs | <input type="checkbox"/> Inability to serve customers |
| <input type="checkbox"/> Revenue decline | <input type="checkbox"/> Decreased customers |
| <input type="checkbox"/> Increased operating costs (i.e. salaries, insurance, paid leave) | |
| <input type="checkbox"/> Restricted access to capital to address increased costs | |

Briefly describe the above impacts on your business and attach supporting documentation that you have to support your program request (250 words or less).

PERSONNEL

How many FTE (full time equivalent) employees are employed at the business at this time?

Number of Full Time Employees:

Number of Part Time Employees:

Number of current or anticipated employees between March 1, 2020 – May 15, 2020 due to COVID-19 impacts.

- At or less than 25 FTE's
- At or less than 10 FTE's
- Less than 3 FTE's

BUSINESS REVENUE

Current or anticipated revenue decline from March 1, 2020 – May 15, 2020 related to COVID-19 impacts?

25% or greater

5-10%

10-25%

Less than 5%

Compare your current *estimated* net income for the month ending March 31, 2020 with your actual net income from March 31, 2019. If you were not in operation in 2019, you may use your actuals from February 2020. Please provide relevant information that will help us understand the variance between your figures. Also, please note in the text field what time periods you are comparing to illustrate your decreased net income.

PROGRAM FUNDS

Select how your business will use the program funds.

Rent/mortgage payment.
(Must attach proof that landlord/lender has denied assistance.)

Employee support (salaries, insurance, paid leave)

Utilities (i.e. electricity, phone/internet, etc.)

Purchase of COVID-19 supplies for business protection/cleaning

Purchase of supplies to offer alternative business access (i.e. curbside pickup, delivery, website upgrades for online sales, etc.)

Expenses associated with increased material costs from suppliers or alternate suppliers

Expenses associated with marketing the business (if currently open) and/or re-opening the business (if currently closed)

Provide additional information and/or supporting documentation for the intended use of program funds and how these funds will assist your business in addressing this need (250 word maximum).

Are you currently receiving or expect to receive any local, state, or federal aid or grants or any other subsidies of any kind to assist you with your income loss related to COVID-19 for your business? If so, please specify the type and amount you expect to receive and over what period.

Total Funding Amount Requested (Maximum award is \$5,000):

Acknowledgements/Signature

Please check each statement acknowledging that you have read and affirm the information you have submitted within this application is true and accurate to the best of your knowledge.

- Business has 25 FTE's or less for payroll as of April 1, 2020.
- Business collects and remits sales tax within the city limits of Fate and has been in continuous operation for a period of at six months prior to the application date.
- The business has experienced or is projecting to experience a decline in employment and/or revenue beginning March 1, 2020 as a result of the COVID-19 pandemic.
- The business is registered with the Texas Secretary of State's Office and is in good standing with the City of Fate with respect to taxes, fees, utility payments, or other financial obligations.
- The business is engaged in activities that are legal under city and state law.
- The business can meet program technical requirements including ability to provide and redeem gift cards/certificates and provide financial records to support program request.
- The business must not have a conflict of interest (no awards shall be made whereby grant consideration may be a violation of Chapter 171, Texas Local Government Code).

Business Owner/Title

Date