

COVID-19 Pandemic Relief Spirit Fund Application

Name of Entity: _____

Entity Address: _____ Phone: _____

Project Principals: _____

1) Full-Time Employees: Present: _____ As of March 1st2020: _____
Part-Time Employees: Present: _____ As of March 1st2020: _____
Seasonal Employees: Present: _____ As of March 1st2020: _____

2) Average Monthly Payroll: \$ _____

3) Intended Use of Funds: _____

4) Proposed Funding Request Amount (Max. \$5,000) \$ _____

5) Are you current with Property Taxes? _____ 6) Are you current with your rent? _____

7) Are you current with your water bill? _____

8) Do you have any outstanding loans or debts that are past 60 days due? _____ How much \$ _____

9) Were you forced to cease or drastically change business operations because of Executive Order? _____

10) Have you voluntarily closed your business? _____

11) Have you restricted public access to your business? _____

12) If you are self-employed, have you applied for Pandemic Unemployment Assistance through Job Service ND? _____

13) Have you applied for any Federal Aid whether through the SBA, or any other Federal program?

If answer is yes, were you approved? _____

If no, why? _____

14) Please describe the impacts the current Covid-19 Pandemic has had on your overall business model (Please add additional page if necessary): _____

15) What financial impacts has the Covid-19 Pandemic had on your business? (Please add additional page if necessary): _____

16) If requested, would you be willing to provide financial statements showing financial hardship caused by the Pandemic? _____

17) Prior to the Covid-19 Pandemic and current economic downturn, did you intend to be operational in 2021? _____

SIGNED: _____ **DATE:** _____

*The undersigned applicant verifies he/she is duly authorized to submit this proposal, that he/she has read the same and is familiar with the statements contained herein and that the same are true in substance and in fact. The undersigned applicant attests that the current economic uncertainty makes this request necessary to support the ongoing operations of the applicant.

*The data supplied will be used to access your entity's qualifications for a COVID-19 Relief Forgivable Loan. There is a possibility this data might constitute a public record and may be examined by the public.

Guidelines for the Covid-19 Pandemic Relief Spirit Fund Application

- Forgivable loans will be offered at a maximum amount of \$5,000 based on the economic impact and financial need of the business.
- The Applicant was in operation on March 13, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors or was the sole owner operator.
- Not all applicants are guaranteed to receive loan funds as requested.
- \$125,000 is the maximum amount that will be allocated from the fund for the first forgivable loan round. The maximum allocation will only be met if enough businesses qualify for loan monies. An additional forgivable loan round may come at a later date.
- Applicants can include for profit businesses.
- Applicants can include non-profit entities that have payroll obligations.
- Applicant must be located in Divide County
- Eligible uses for loan monies may include Payroll, Lease/Mortgage, Lease/Mortgage Interest, Vendors, Utilities, Other uses must be explained in advance of receiving the loan.
- All monies awarded will be audited within 60-90 days after funds have been dispersed. If receipts are unable to be provided at that time, all monies must be paid back in full to the Crosby Spirit Fund at that time.
- A promissory note will need to be signed before any funds will be released.

Applications will be available following the approval of the Crosby City Council. All applications must be received no later than 4:00 pm on Thursday April 30th to KayCee Lindsey at dcjda@nd.gov or dropped off at the Crosby City Hall (in the water payment box-black box on the outside of City Hall).