

**Beaver County COVID-19 Hospitality Industry Recovery Program/
Grant Application Instructions.**

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

Eligibility Criteria. Place a check in each box that accurately describes the business for which you are applying.

- If you cannot place a check in **EVERY** box, then the business for which you are applying is not eligible.
- Note that Non-Profits are not eligible.
- The NAICS code for the business can be found on the 2019 Federal Tax Return.

Grant Award Amounts. Beaver County has established a maximum grant of \$25,000 to equitably distribute the limited funding to as many eligible businesses as possible in Beaver County.

- Grant awards will be in increments of \$5,000. The eligible amount is based on % reduction in gross revenue/receipts.
- Amount awarded will be based on the eligible amount and the supported eligible expenses (see Eligible Expenses of this application).

Company Information. Input the legal name of the company and on the separate line input the common or trade name, or the doing business as (dba) name.

- Address for physical location of the business.
- The business must be physically located in Beaver County.
- If your business has multiple locations in multiple counties, you must apply in the county in which the business is headquartered.
- The NAICS code for the business can be found on the 2019 Federal Tax Return.

- Current number of full time or full-time equivalent employees. Each part time employees counts as .5.
- FEIN: Federal Employment Identification Number can be found on your 2019 Federal Tax Return.
- Applications can be made for each eligible business for which a unique FEIN exists.

Contact Information: Name, Title and Contact information for the person to be contacted about this application.

Eligible Expenses: Grant awards **may not** be used to pay the **SAME** eligible operating expenses for which an eligible business received payment, reimbursement, or loan forgiveness from any of the following:

- The Coronavirus Aid, Relief, and Economic Security Act, commonly known as the CARES Act (Public Law 116-136, 134 Stat. 281)
- The Consolidated Appropriations Act, 2021 (Public Law 116-260, 134 Stat. 1182)
- The COVID-19 Emergency Supplement to the General Appropriation Act of 2019 (Act 2A of 2020)
- Receipt of a loan or grant issued under the authority of the Federal Government, Commonwealth or County does not disqualify an eligible business from eligibility for this CHIRP grant. However, monies received from those sources must be used for **DIFFERENT** eligible operating expenses than from CHIRP monies.
- By signing and submitting this application, you are certifying that the above is true.
- Eligible operating expenses include payroll and non-payroll expenses that are both ordinary and necessary – ordinary meaning common and acceptable and necessary meaning helpful and appropriate – in the hospitality industry.

- SUBMITTED EXPENSES MUST HAVE BEEN INCURRED FROM MARCH 1, 2020 THROUGH THE DATE OF THIS GRANT APPLICATION.
- For mortgage, rent or utility expenses submitted, the mortgage, rent or utility must have been in force or service prior to February 15, 2020.
- Enter amount for each category and the total amount.
- Contractor expenses are for those contracted services that are directly related to COVID-19 health and safety measures. Cleaning etc.
- Receipts, back-up and support documentation for expenses entered into form are required with the application. Upload and attach scanned support information on the location provided (Upload Proof of Expenses).

Revenue Recovery

Fill in your business revenue for 2019 and 2020. You will be required to show a demonstrable and documented financial impact (applicants must submit appropriate supporting documentation - see attached Required Information section of this application) from COVID-19 of at least 25% of revenue, defined as a reduction in revenue in calendar year 2020, in one of the following ways:

- The applicant had gross receipts during the first, second, third or fourth quarter in calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the same quarter in calendar year 2019.
- The applicant must submit a 2019 tax return and a Profit & Loss statement from a quarter in 2019 and the corresponding quarter in 2020 to meet the requirements of this criteria.

- Applicants are strongly encouraged to submit full 2019 and full 2020 Profit & Loss statements to demonstrate the total revenue loss if the business was in operation for all of 2019 and 2020.
- If the applicant was not in business during the first or second quarters of calendar year 2019 but was in business during the third and fourth quarters of calendar year 2019, and the applicant had gross receipts during the first, second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the applicant's gross receipts during the third or fourth quarter of calendar year 2019, then the applicant will need to submit a 2019 tax return and a Profit & Loss statement from a quarter in 2019 and the corresponding quarter in 2020 to meet the requirements of this criteria.
- If the applicant was not in business during the first, second or third quarter of calendar year 2019, but was in business during the fourth quarter of calendar year 2019, and the applicant had gross receipts during the first, second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the fourth quarter of calendar year 2019, then the applicant will need to submit a 2019 tax return and a Profit & Loss statement from a quarter in 2019 and the corresponding quarter in 2020 to meet the requirements of this criteria.
- If the applicant was not in business during calendar year 2019, but was in operation on February 15, 2020, and the applicant had gross receipts during the second, third or fourth quarter of calendar year 2020 that demonstrate at least a 25% reduction from the gross receipts of the entity during the first quarter of calendar year 2020, then the applicant will need to submit a Profit & Loss statement from the first quarter of 2020 and from a corresponding quarter in 2020.

- An applicant that was in operation in all four quarters of calendar year 2019 and experienced a reduction in annual receipts of at least 25% in 2020 compared to 2019 must provide copies of its annual 2019 and 2020 Federal tax forms substantiating the revenue decline. Applicants are strongly encouraged to submit full 2019 and full 2020 Profit & Loss statements to demonstrate the total revenue loss if the business was in operation for all of 2019 and 2020.
- If an applicant changed ownership or control in calendar year 2020, the applicant may measure its reduction in revenue in calendar year 2020 under any of the above using the gross receipts of the entity for 2019.

Upload the Required Supplemental Information in the space provided.

- 2019 Business Tax Return: Scanned
- 2020 Business Tax Return or filed extension or accountant-prepared financial statements (if accountant prepared financial statements are not available, company-prepared and signed financial statements will be sufficient): Scanned
- Copies of 2019 and 2020 quarterly Profit & Loss statements: Signed and Scanned.
- Copies of Articles of Incorporation/LLC Operating Agreement/Partnership Agreement (if applicable): Scanned

Signature and Application Submission

Sign the application in the space provided and fill in name, title, and date.

Please note that by signing and submitting this application the signatory will be recognized as the duly authorized representative of this applicant and certifies that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material aspects.

An applicant/authorized representative that knowingly makes a false statement to obtain a grant under the program is punishable under penalty of perjury and fines pursuant to 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.