

# WOODBURN EMERGENCY BUSINESS ASSISTANCE GRANT

**Program Overview:** On June 8, 2020, the Woodburn City Council passes a Resolution to establish an emergency business assistance grant program to support small businesses in the City of Woodburn. Due to the COVID-19 pandemic and as a result of the Governor’s Executive Orders 20-07, 20-10, and 20-12 reducing services or temporarily closure, many Woodburn businesses have experienced financial distress and uncertainty.

Woodburn’s Emergency Business Assistance Grant program will provide one-time funding to small businesses in an amount up to \$2,000. Grant funds can be used for expenses such as rent/lease, mortgage, utilities, property taxes, and for protective equipment, improvements and supplies required for re-opening a business.

Funds for this program are limited with \$48,000 available to grant and will require an application process for funding consideration. Applications will be accepted from June 10 to June 18, 2020 at 5:00 p.m., with all funds to be committed and/or disbursed by June 30, 2020.

## **PROGRAM GUIDELINES AND BUSINESS ELIGIBILITY**

**Business Eligibility:** The following checklist can be used to determine a businesses eligibility.

- Business is located within Woodburn’s city limits.
- Business has a City of Woodburn business license/registration.
- Business has 15 FT/PT employees or less.
- Business continues to be in operation when government orders are lifted.
- ❖ Please note – preference will be given to those businesses temporarily closed or suffered reduced services due to Governor’s Executive Order 20-07, 20-10, and 20-12.

*If you have checked all of the boxes, your business is eligible for grant funding.*

**Eligible Expenses:** The following checklist can be utilized to determine if a businesses expenses are eligible for program funds.

- Rent/Lease Payment
- Mortgage Payment
- Utilities
- Property Taxes
- Protective Equipment, Improvements, Supplies

*If you have checked one or more of the boxes, your business expenses are eligible under the program criteria.*

**Application Process:**

- ✓ The business will submit an online application to the City during the one-week timeline provided below along with the required attachments applicable to the request:
  - Rent/Lease Information
  - Mortgage Information
  - Number of Employees
  - Utility Statement
  - Property Tax Statement (2018-2019)
  - List of Protective Equipment, Improvements, Supplies
  - Form W-9
  
- ✓ The applicant must provide evidence of need for funds by demonstrating how they have experienced financial hardship as a result of COVID-19 and the Governor’s Executive Orders.
  
- ✓ The applicant must detail how grant funds will be used and how the funding will assist in meeting re-opening guidelines, and/or how funding will help to keep the business operable post COVID-19.
  
- ✓ The applicant must provide a plan on how the business will operate and regain a strong financial recovery over the next six months.

**Application Scoring:**

Applications will be reviewed for completeness and will be scored using the following criteria:

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Needs Statement                      | Score – 30 points |
| <input type="checkbox"/> How Funds Will Be Used               | Score – 30 points |
| <input type="checkbox"/> Business Plan                        | Score – 30 points |
| <input type="checkbox"/> Impact by Governor’s Executive Order | Score – 10 points |
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- ❖ Please note – scoring will be based solely on the strength of the information provided in the application and supporting documents.

**LINK TO :**

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**Program Timeline:**

- City Council Approval June 8, 2020
- Application Available June 10, 2020
- Application Process Closes June 18, 2020 @ 5:00 p.m.
- Application Review and Scoring June 22 to June 25, 2020
- Grant Announcements June 26, 2020

**FOR ADDITIONAL PROGRAM INFORMATION CONTACT:**

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