

## **Town of Dolores**

### **Dolores Cares Coronavirus Relief Program**

#### **PROGRAM OVERVIEW**

The Town of Dolores has received CARES Act funds to help local businesses and non-profit organizations that have experienced business disruption due to COVID-19. Five hundred dollars (\$500) is available to all eligible Dolores businesses with additional information required to request up to a total of \$5,000.

All businesses/organizations that receive funding will also receive a one-year Dolores Chamber of Commerce membership in order to access its business support, networking, and resources. Any current Dolores Chamber of Commerce members who receive funding will have their membership extended for an additional year.

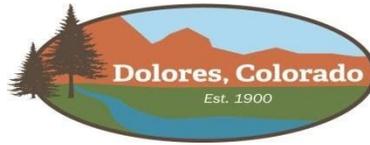
#### **ELIGIBILITY CRITERIA**

The Town of Dolores will consider proposals from for-profit and non-profit businesses including 501c6 and 501c3 organizations, and home-based businesses that meet the following eligibility criteria:

1. Business/organization must be located within the Town of Dolores limits.
2. Business must have a current Town of Dolores business license when applying (excludes non-profits).
3. The business/organization is still in business and working to reopen or stay open.
4. All requests will be asked to provide receipts and/or financial documentation to demonstrate need.

#### **Eligible Funding Requests:**

- Reimbursement of any COVID-19 related expenses that have already occurred; including masks, sanitizer, plexiglass, signage, technology needs, or other costs incurred to accommodate social distancing and public health requirements. Receipts are required.



- Funds may be used for COVID-19 related expenses still needed to meet public health and social distancing requirements (PPE equipment, technology, and signage). Please provide quotes or specific pricing information. If approved, the Town will make payment after all receipts are received.
- Funds may be used for costs of business interruption caused by required closures (this may include rent, utilities, and personnel). Requests must not duplicate funding already received for this purpose from other COVID-19 related grants or relief programs including, but not limited to, PPP and EIDL loans.
- Funds may be used for costs expended for any events that were cancelled (posters, t-shirts, etc.).
- Funds may be used to help meet anticipated needs to remain open through the end of the year (heaters for restaurants so they can utilize outdoor space, tents, etc.). Please provide quotes or specific pricing information. If approved, the Town will make payment after all receipts are received.

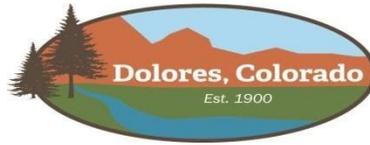
All funding is subject to review, audit, and final determination by the Department of Treasury. Any funds spent that are not in compliance with their requirements must be returned to the Town of Dolores. For additional information to clarify eligible expenditures, please visit <https://cdola.colorado.gov/cvrf>.

#### **Ineligible Requests:**

- Marijuana businesses and
- Businesses that are already permanently closed.

#### **REVIEW PROCESS**

The Selection Committee includes the Town Administrator, Region 9 Economic Development District of Southwest Colorado (Region 9) and the Dolores Chamber of Commerce. All applications will be evaluated based on the above criteria and availability of funds. Region 9 will receive all applications directly or upon deadline, and has the legal and ethical responsibility to safeguard the privacy of all applicants. The Selection Committee shall



maintain all Confidential Information in strict confidence and shall not, directly or indirectly, disclose, disseminate, use for the benefit of themselves or any third parties, or otherwise publish Confidential Information, except as required by law.

### **APPLICATION DEADLINE**

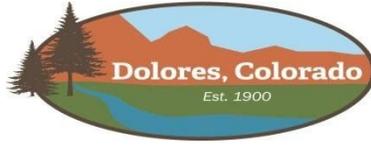
All Applications are due by November 30. (All funding must be distributed by Dec. 31, 2020.) Any applications received after the deadline may not be considered.

Applications can be sent via email to Laura Lewis Marchino at [laura@scan.org](mailto:laura@scan.org). Questions can be directed to Ken Charles at 970-882-7720, [manager@townofdolores.com](mailto:manager@townofdolores.com)

### **OTHER CONDITIONS**

**If funding request is granted and not used for the purpose in the proposal, funds must be returned to the Town of Dolores within 30 days of notification from the Town.**

Nondiscrimination: including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.



**Town of Dolores**

**Dolores Cares Coronavirus Relief Program**

**Application**

Application Deadline is 4:30 p.m. on Monday, November 30, 2020. Please submit completed original form to: [laura@scan.org](mailto:laura@scan.org)

\*\*\*\*\*

Requested Amount: \$\_\_\_\_\_ (max \$5,000)

For a \$500 grant, please answer Sections A-C. For up to \$5,000, please complete entire application.

**A. Applicant Information**

● Name of Business/organization:

● Contact person/owner:

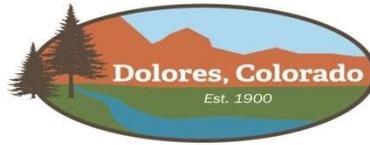
● Phone:

● E-Mail Address:

● Business Mailing address:

\_\_\_\_\_

● Tax ID number: \_\_\_\_\_



- Dolores Business License number\*: \_\_\_\_\_ (\*required for for-profit businesses )
- How many years has your business/organization been in existence?
- Number of employees: full-time \_\_\_\_\_ part-time (less than 30 hours) \_\_\_\_\_

**Optional Questions**

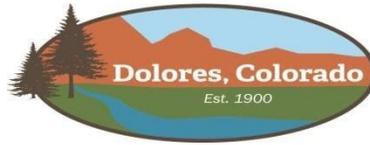
- How many months or weeks were you closed due to the Coronavirus? \_\_\_\_\_
- Did you have to lay off employees due to the Coronavirus? \_\_\_\_\_ How many? \_\_\_\_\_
- Going forward, what is business outlook appear to be?

**B. Business Interruption Information**

1) Is your business/organization currently closed? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain your answer.

2) Explain the financial impact of the COVID-19 pandemic on your business.



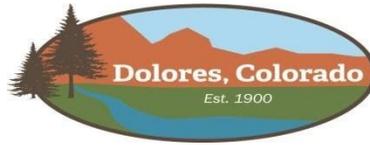
3) Your business may be eligible for reimbursement for business interruption and COVID-19 related expenses to meet Governor Executive Orders, Health Department requirements or social distancing recommendations. Please attach receipts for any COVID-19 based expenses you would like reimbursed.

**C. Attestation**

I hereby acknowledge that I have completed this application truthfully and accurately to the best of my knowledge. I also hereby agree to use all money received to meet the objectives of the Dolores Cares Coronavirus Relief Program which is to remain in business and employ people who help to grow/sustain the local economy.

Signature \_\_\_\_\_

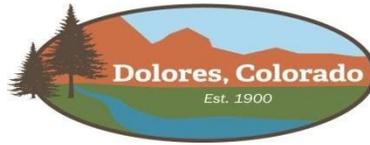
Date \_\_\_\_\_



-----Please complete following questions if applying for more than \$500. -----

**D. Financial Information**

4) Please list other financial support provided to your business/organization since March 2020 (PPP, EIDL, and Disaster Assistance Loans) and the amount provided. This program cannot duplicate any funds already received.



5) Is your business in good standing with the Colorado Secretary of State?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please attach Certificate of Good Standing  
<https://www.sos.state.co.us/>.

6) Attach one of the following financial statements for your business/organization to demonstrate impact of COVID-19 pandemic:

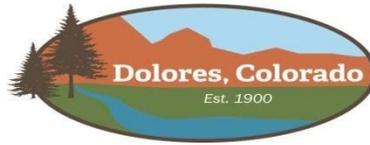
\_\_\_\_ Profit & Loss Statement for April – June 2019 and April – June 2020

\_\_\_\_ Profit & Loss Statement for May – July 2019 and May – July 2020

\_\_\_\_ Profit & Loss Statement for June – August 2019 and June – August 2020

7) Do you have additional expenses you expect to incur before the end of 2020 to meet Governor Executive Orders, Health Department requirements or social distancing recommendations?

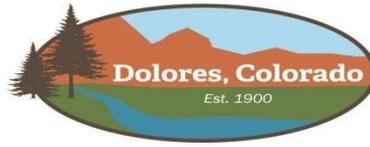
Yes \_\_\_\_\_ No \_\_\_\_\_. This may include PPE equipment and must relate to “Eligible Funding Requests” outlined on page 1.



8) What will the requested funding be used for?

9) Please attach financial quotes/estimates of those projected expenses. If approved, receipts for approved projected expenses will be required before payment. List quotes and expenses here and attach the copies to your document.

10) How will this funding help you remain open and a viable Dolores business?



Before returning this completed form, please make sure receipts, financials, purchase quotes, and Certificate of Good Standing are attached as applicable.