



**CITY OF WINCHESTER
COVID-19 SMALL BUSINESS RELIEF PROGRAM**

Due to the COVID-19 Pandemic currently affecting our city, the City of Winchester recognizes the burden placed on local businesses. The City pledges support by offering business relief assistance of up to \$1,000 to aid small businesses during the recovery of their operations.

To be eligible for this assistance, a business must meet all of the following criteria:

1. Exist within the limits of the City of Winchester in a brick-and-mortar location (zoned for Business, Professional, or Industry – Residential based businesses are not eligible under this program).
2. Own the property/building or have a lease arrangement with the property owner.
3. Be current on City property tax payments; have maintained a current Business License; have reported all payroll taxes to the city Finance Office; and met all requirements mandated by the Secretary of State to operate in the Commonwealth of Kentucky.
4. Be a small business – a small business is defined as:
 - a. Net profit income for 2019 of no more than \$100,000 or businesses with less than ten (10) employees, supported by the presentation with application with your Schedule C (Form 1040).
 - b. Open and operating before March 13, 2020, or newly opened and operating after that date and subject to full or partial closure due to Executive Order of the Governor.
5. **NOT** be a franchise or franchise-affiliate.
6. Be categorized as a non-essential business type that was required to cease or significantly reduce operations as a result of the Executive Orders issued by the Governor and has been compliant with these orders.
7. Business must be listed in the eligible business category and still in operation.

SCHEDULE OF ASSISTANCE

- This relief program assistance will be awarded to qualified businesses only.
- The maximum amount of funding assistance will be \$1,000 for a Full-Time Business and \$400 for a Part-Time Business. Priority will be given to Full-Time Businesses.
- Assistance will be provided to businesses after review and approval of their application.
- Applications will be accepted between Monday, January 25, 2021 and **4:00 p.m., Friday, February 5, 2021.**
- Funds will be awarded beginning the week of February 8, 2021 until the depletion of approved funds.
- Recovery funds will be awarded to successful applicants for paid expenses that have occurred beginning March 13, 2020 and during a period of a mandated shutdown or closure. Proof of these payments will be required. Limited recovery funds (no more than \$700) are also available for those Full-Time Businesses who



opened their businesses after March 13, 2020 and have also experienced a mandated shutdown or reduced operations after opening as a result of the Executive Orders issued by the Governor and has been compliant with these orders.

SUBMISSION OF APPLICATION

An application for funds must be completed and submitted to **COVID-19 Small Business Relief Program**, City of Winchester, Finance Office, P.O. Box 4135, Winchester, KY 40392-4135 by 4:00 p.m. on Friday, February 5, 2021. Businesses most significantly impacted by the Executive Orders of the Governor are encouraged to apply. You may drop the application in the box in front of City Hall in a sealed envelope marked "**COVID-19 Small Business Relief Program**".

The application can be downloaded from the city's website: www.winchesterky.com.

FUNDING CRITERIA

Eligible Businesses:

1. Retail (general, specialty)
2. Barber/Beauty Salons
3. Sit Down Restaurants
4. Small businesses closed by the Governor's Executive Orders

Non-Eligible Businesses:

1. Home Occupations
2. Real Estate Companies/Agents
3. Attorneys
4. Finance/Accounting/Bookkeeping/Tax Firms
5. Food Trucks
6. Not-for-Profit Organizations
7. Landlords/Rental Property Owners

Eligible Expenditures:

1. Payroll
2. Rent/Lease/Mortgage Payments
3. Utilities

Submit questions to mlucas@winchesterky.com or call 859-744-2821.

The applicant will be notified if funding will be provided, the amount of funding if approved, and will be required to provide an IRS W-9 Form to the City of Winchester. All applicants are encouraged to submit receipts for payment of Eligible Expenditures with their applications.



OPENS: Monday, January 25, 2021 **DEADLINE:** 4:00 PM, Friday, February 5, 2021

The City of Winchester is pledging additional support to small businesses forced to close or reduce services in response to COVID-19 related Executive Orders issued by the Commonwealth of Kentucky. The City is offering one-time business relief assistance up to \$1,000 for eligible businesses within the corporate boundaries of the City of Winchester. Businesses most significantly impacted by the Governor's Executive Orders closing non-essential businesses in early 2020 are encouraged to apply. Submit questions to mlucas@winchesterky.com or phone 859-744-2821.

IMPORTANT INSTRUCTIONS AND INFORMATION – Complete all parts of this application and provide documentation and mail to: **COVID-19 Small Business Relief Program**, Finance Office, City of Winchester, P.O. Box 4135, Winchester, KY 40392-4135. Applications may also be placed in a sealed envelope (marked **COVID-19 Small Business Relief Program**) and dropped off at the City Hall drop box.

Incomplete applications will not be considered. Assistance Relief Funds are limited and will only be made as long as funds are available. Full-Time businesses have priority over Part-Time businesses. Businesses are highly encouraged to submit copies of all receipts for reimbursement with this application. Requests for additional information may be required for applicants.

Completion of this application does not guarantee relief funds. Funds will be distributed beginning the week of February 8, 2021. To be able to apply for COVID-19 Small Business Relief Program Assistance, a business must:

1. Be categorized as a non-essential business type that was required to close or reduce operations as a result of Executive Orders issued by the Governor of Kentucky and has been compliant with said Orders.
2. Currently exist within the City limits of Winchester in a brick and mortar location.
3. Own the property or have a lease agreement with the property owner.
4. Must have a valid Full-Time Business License and be current on all City taxes and fees due to the City.
5. Be open and operating before March 13, 2020, or have opened after that date and been mandated to cease or significantly reduce operations after date business opened.
6. Have a net profit for 2019 of no more than \$100,000 or a business with less than 10 employees.
7. Not be a franchise or franchise affiliate.
8. Business must be listed in the eligible business category of the program overview.



GENERAL INFORMATION (PLEASE PRINT)

NAME OF BUSINESS	
BUSINESS TAX ID NUMBER (EIF/FEIN OR SSN)	
PHYSICAL BUSINESS LOCATION	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	
PRIMARY CONTACT NAME	
BUSINESS PHONE/EMAIL	
BUSINESS START DATE	
DATES BUSINESS WAS SHUT DOWN OR FORCED TO REDUCE OPERATIONS AS A RESULT OF ORDER	
BUSINESS TYPE (CIRCLE ONE)	Sole Proprietorship Limited Liability Corporation Partnership Corporation
Is this business a franchise or part of any Franchise agreement?	YES or NO
Has the business maintained a current City Business License?	YES or NO
Was this business current on its payroll and property taxes as of March 13, 2020?	YES or NO
Is the business at the same location as it was on March 13, 2020	YES or NO NEW BUSINESS
Name of Landlord or Property Owner and Telephone Number	

ATTESTATION I understand that:

- Funding assistance is considered taxable income and the City of Winchester is required by law to report it as such and send a 1099 to each recipient.
- Demand for assistance may exceed resources. Submission of an application does not guarantee applicant will receive assistance.
- If assistance is provided, all funds will be received after proof of expenses dated beginning March 13, 2020 and paid during a period of mandated shutdown. Expenses must be eligible expenses listed in the program information.
- Eligible expenditures for assistance are limited to payments made by the business for rent/mortgage, utilities, and/or payroll.
- A copy of W-9 and Schedule C Form (2019) is required.

I certify that the facts, representations, and documents set forth in this relief assistance application are true and correct, under the KRS penalties and perjury laws. I hereby grant permission for the City of Winchester to verify information associated with my application.

Signature: _____

Date: _____

FOR OFFICE USE ONLY: REQUEST APPROVED? YES or NO	AMOUNT PAID \$ _____
STAFF SIGNATURE: _____	DATE PAID: _____