



CITY of  
*Pinellas Park, FL*  
The Heart of Pinellas

### Small Business Relief Fund

To ensure the resiliency of local businesses and assist in job retention, the City of Pinellas Park established a **Small Business Relief Fund** to provide grants to eligible small businesses for working capital. The goal of the program is to help businesses retain employees and sustain continuity of business operations impacted by federal, Florida, Pinellas County and local emergency declarations regarding COVID-19.

Financial assistance, in the form of grants (not loans), in the amount of \$2,500.00 may be available. These grants will be awarded to eligible, qualified small businesses based on the availability of funds, program guidelines, and the submission of all required information and supporting documentation. Review the following questions to assist you in applying for this assistance.

Only for-profit businesses are eligible to apply and must fall under those industry sectors directly affected; and not included under essential services as detailed by the U. S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, v. 2 (March 28, 2020).

1. **Did you experience a loss of revenue of 50% or more due to COVID-19?** Yes  No
2. Is your business locally owned, independently operated and physically established in the City of Pinellas Park?  
Yes  No
3. Do you have an active Business Tax Receipt (BTR) with the City? Yes  No
4. Do you have 25 or fewer employees? Yes  No
5. Can you demonstrate working capital for business operations as of February 28, 2020? Yes  No

If you answered **YES** to these questions, it may be in your interest to review the City's **Small Business Relief Fund** Guidelines and Application.

We have provided a copy of the online application, a link to application website, and a checklist of supporting documents you will need to include with your grant application.

#### ASSISTANCE FOR COMPLETING THE APPLICATION IS AVAILABLE.

Amanda Conte  
Economic Development Team  
727-369-5619  
EDteam@pinellas-park.com

**FUNDS ARE LIMITED; APPLICATIONS ARE REVIEWED ON A FIRST COME, FIRST SERVED BASIS.**

**APPLICATIONS WILL BE PROCESSED WHILE THE LIMITED FUNDING IS AVAILABLE.**



## City of Pinellas Park's Small Business Relief Fund (SBRF) Guidelines

### Economic Assistance for Pinellas Park Businesses Affected by COVID-19

To provide relief to small businesses impacted by local COVID-19 orders, and to ensure the resiliency of local businesses and assist in job retention, the City of Pinellas Park established the Small Business Relief Fund (SBRF) to provide grants to eligible small businesses for working capital. This is an emergency grant program for Pinellas Park's negatively impacted locally owned and independently operated small businesses.

The goal of the program is to help businesses retain employees and sustain continuity of business operations impacted by Federal, State of Florida, Pinellas County and local emergency declarations regarding COVID-19.

Financial assistance, in the form of grants (not loans), in the amount of \$2,500.00 is available. These grants will be awarded to eligible, qualified small businesses based on the availability of funds, program guidelines, and the submission of all required information and supporting documentation. Only for-profit businesses are eligible to apply and must fall under those industry sectors directly affected; and not included under essential services as detailed by the U. S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, v. 2 (March 28, 2020).

For assistance, please contact Economic Development by telephone, 727.369.5619; or via email at [EDteam@pinellas-park.com](mailto:EDteam@pinellas-park.com).

### Eligible Applicants

Eligibility Requirements:

- **Affirm a loss of 50% or more of revenue due to COVID-19**
- Locally owned and independently operated
- Physically established in the City of Pinellas Park
- Must have at least 50% ownership of business
- Must be operating within the defined impacted eligible industries

- Have 25 employees or fewer
- Must be able to demonstrate working capital for business operations as of February 28, 2020 (as demonstrated in the Balance Sheet)

Applications must include the following documents; incomplete applications will not be processed:

- State of Florida Business Registration from the Florida Division of Corporation
- Business Financials
  - Sole Proprietors
    - Schedule C
    - Most Recent Annual or Quarterly Balance Sheet *or* Profit & Loss Statement
  - All Other Ownership Types
    - Most Recent Federal Corporate Income Tax Return (Form 1120S)
    - Most Recent Annual or Quarterly Balance Sheet *or* Profit & Loss Statement
- Current Pinellas Park Business Tax Receipt (BTR)
- IRS Form W-9
- Recent Tax Returns (Most recent year)
- Copy of Driver's License or State issued photo ID
- Full Employee List (as of January 31<sup>st</sup> and March 31<sup>st</sup>)
- Proof of General Liability Insurance Policy – ACCORD form
- Copy of Most Recent Pinellas Park Utility Bill Statement
  - If applicant does not pay Utility Bill, check box number XX on the application.

## Impacted Eligible Industries Include:

- Restaurant (includes full-service, limited-service, and café establishments)
- Bar
- Retail (physical brick-and-mortar establishment selling merchandise)
- Personal Service
  - Hair, beauty, and other personal services (salons, barbers, massage parlors, tattoo, spas, etc.)
  - Personal Care Services (child, disabled, and elderly care services, funeral services, etc.)
  - Laundry Services (dry cleaning, Laundromats, garment repairs and alterations, etc.)
  - Cleaning Services
  - Pet Care Services
  - Personal and Household Goods Repairs & Maintenance
  - Fitness Centers and Gyms
  - Event Spaces and Services

## Ineligible Applicants

Businesses that are NOT eligible to request or receive SBRF financial assistance include, but are not limited to:

- Lending and investment institutions and insurance companies
- Golf courses, race tracks or gambling facilities
- Nonprofit entities

- Businesses engaged in any illegal activity per local, state or federal regulations with federal regulations taking precedence over local or state regulations.
- Home-based businesses
- Chain stores
- Businesses with more than 25 Full-Time Equivalent (FTE) employees as of March 31, 2020.

Owners who are involved or have been involved in legal or financial issues may not qualify. These include, but are not limited to:

- Bankruptcy, insolvency proceedings
- Outstanding judgments, tax liens, pending lawsuits
- Conviction of a criminal offense committed during and in connection with a declared disaster
- Delinquency on federal taxes or a federally guaranteed loan
- Suspension or debarment from contracting with the federal government or receiving federal funds

### Utilization of Award:

These awards are grants, so no payback is required. However, funds are only to be used for approved/eligible costs. These grants may be considered taxable income, so please contact your financial advisor for guidance.

To receive funding through this program, each business will be required to clearly articulate a plan for utilizing City funds for an eligible use including: commercial rent or mortgage payments, utilities, payroll, retention of employees, or employee support programs.

#### **For Businesses, the award can be used for the following:**

- Commercial Lease Payments (March, April, May 2020)
- Commercial Mortgage Payments (March, April, May 2020)
- Employee Salary and Benefits and funding existing Payroll
- Other Sales, General, and Administrative expenses (SGA) deemed critical for business operations
- Utilities
- New Equipment needed to assist the business to a temporary digital transition (e.g. webcams for virtual trainings, software licensing for videoconferencing, etc.)

### Application Process

Applications for eligible businesses and employees will be available **April 21, 2020**. There are limited funds that will be distributed on a first-submitted and correctly completed application basis. The SBRF is an emergency grant program, limited in scope and funding.

# City of Pinellas Park

## Small Business Relief Fund (SBRF) Grant Application

### Small Business Relief Fund Grant Application

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Business Name

Type of Business or Business Activity

*Please briefly explain the goods/services your business provides.*

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Business Address

Street Address

*Number, Street, Post Office Box*

City

State

Zip Code

Is this location leased or owned?

Leased

Owned

Is this a home-based business?

Yes

No

Property Owner: If Applicable

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Does your business have a valid City of Pinellas Park Business Tax Receipt?

Yes (Provide Number Below)

No

City of Pinellas Park Business Tax Receipt

*Enter BTR Number*

Business Organization Information

Organization Type

Sole Proprietorship

Partnership

Limited Partnership

Corporation

Limited Liability Entity

How many years has the company been in a business?

*Please provide number of years (Enter, for example, "2 years". If less than one year, enter the number of months.)*

Since when has the business been under current management?

*Month/Year*

Award Utilization

If awarded, grant money would go towards:

Commercial Lease Payments (March, April, May 2020)

Commercial Mortgage Payments (March, April, May 2020)

Employee Salary and Benefits and Funding Existing Payroll

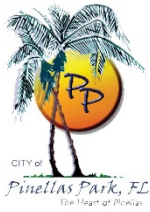
Other Sales, General, and Administrative Expenses (SGA) Deemed Critical  
Utilities

New Equipment Needed to Assist the Business to a Temporary Digital Transition (e.g. webcams for virtual trainings, software licensing, for videoconferencing, etc.)

Clearly articulate a plan for utilizing city funds for an eligible use including: commercial rent or mortgage payments, utilities, payroll, retention of employees, or employee support programs.

*500 Character Maximum*

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## Small Business Relief Fund

### Successful Application Checklist

The application must be completed accurately with all supporting documents attached. For a successful application, the following documents must be submitted at one time. For any questions regarding this process, please contact Amanda Conte at 727-369-5619 or [EDteam@pinellas-park.com](mailto:EDteam@pinellas-park.com).

Application – Completed in Full	
State of Florida Business Registration from the Florida Division of Corporation	
Business Financials	
Current Pinellas Park Business Tax Receipt (BTR)	
IRS form W-9	
Most Recent Tax Returns	
Copy of Driver’s License or State Issued Photo ID	
Full Employee List (as of January 31 <sup>st</sup> and March 31 <sup>st</sup> )	
Proof of General Liability Insurance Policy – ACCORD Form	
Copy of Most Recent Pinellas Park Utility Bill, if Applicable	

FOR OFFICE USE ONLY:	PERSONNEL:	DATE:
Application Reviewed and Received By:		
Application Approved/Denied/Placed on Hold By:		
Comments:		