



SMALL BUSINESS RELIEF GRANT

In an effort to support Plainfield businesses that are directly affected by the ongoing COVID-19 mitigation restrictions for Region 7, the Mayor and Board of Trustees approved Resolution # _____ establishing the Plainfield Small Business Relief Grant.

The grant will reimburse demonstrated economic losses or impacts up to \$5,000. The below criteria establish eligibility of a business, industries that can apply for the grant, and application procedures.

All grant applications must be submitted by November 27, 2020 at 4:00 p.m. to be considered.

Eligibility of Businesses

- Businesses able to demonstrate an economic loss or impact to operations due to Region 7 COVID-19 mitigation restrictions in August/September 2020 and October/November 2020.
- 25 or fewer full-time equivalent (FTE) employees.
- Cannot exceed \$2.5 million annual revenue (2019).
- Current Village of Plainfield business license holder.
- For profit businesses with ITIN, EIN, or SSN (if no ITIN/EIN).
- In operation as of July 1, 2020.
- No home-based businesses.
- Independently owned and operated businesses.*
- National chains are not eligible.
- All local taxes must be paid and current.
- In good standing and not in default with the State of Illinois or Village of Plainfield.

** Independently Owned and Operated means a business that independently manages and controls the day-to-day operations of its own business through its ownership and management, without undue influence by a corporate entity that may have an ownership and/or financial interest in the management responsibilities of the applicant business or small business.*

Eligible Industries

1. Independently owned food/drink service establishments.
 - Majority of sales derived from indoor dining/bar service.
2. Banquet facilities with an occupancy of 50 people or more.

3. Travel, tourism, and lodging.
4. Indoor amusement venues with food and beverage service.

Preferred Business Criteria

1. Businesses that have not received other assistance from federal or state grant awards. (This does not include PPP or loan programs.)
2. Businesses that did not violate the applicable Region 7 State Mitigation restrictions.
3. Businesses without drive-thru ordering stations or majority of sales is through delivery.

Eligible Expenses

- Payroll, Employee Retention
- Rent/Mortgage for Business Property incurred from March 1, 2020
- COVID-Compliance Facility Modifications
- Personal Protective Equipment Purchases/Rentals/Plastic Shielding
- Sanitation/Cleaning
- Business Personal Property for Existing Businesses
- Inventory
- Business Insurance
- Technology
- Worker Training
- Business response and adaptation to pandemic conditions
- Modifications to business site or operations to support enhanced public health and safety standards
- Operational Costs

Ineligible Expenses

- Donations or sponsorships
- Merchandise for sale for marketing purposes
- Costs incurred prior to March 1, 2020
- Costs that have also been paid for by other COVID-19 grants/loans
- Work bonuses, severance pay, property taxes, other taxes/fees/payments due to your municipality or Will County legal settlements, or expenditures that will be reimbursed through another assistance program.

Maximum Grant Award

Grants will be awarded up to a maximum of \$5,000 per business based on a demonstrated economic loss or impact. Grant awards are subject to funding availability.

Application Procedure

Please submit the attached application with applicable documents by November 27, 2020 at 4:00 p.m. to be considered for the grant. A W9 must also be completed and attached to the application in order to process any potential grant awards. The business may also provide any supporting documents, i.e profit/loss statements, in addition to the brief statement requested in the application.

The application and applicable documents must be submitted by the deadline to the Village Hall drop box located in the parking lot at 24401 W. Lockport Street, Plainfield, IL 60544 attention to "Planning Department – Grant Application." All applications will be reviewed by a committee and selection of eligible businesses will be based eligibility/preferred criteria. Please ensure an email address is provided in the application. Grant decisions will be made on or by December 21, 2020.

Please submit all questions to Jake Melrose at jmelrose@goplainfield.com.



PLANNING DEPARTMENT

**SMALL BUSINESS RELIEF
GRANT APPLICATION**

APPLICANT INFORMATION:		
PRIMARY CONTACT	MAILING ADDRESS	CITY, STATE, ZIP
PHONE #	EMAIL	OTHER # (CELL, ETC.)
BUSINESS INFORMATION:		
BUSINESS NAME	BUSINESS ADDRESS	ITIN, EIN, or SSN
<p>Briefly describe the economic losses or costs associated with COVID-19 pandemic and mitigation restrictions:</p> 		
REQUESTED AMOUNT OF GRANT (maximum \$5,000)		
\$		
ELIGIBILITY REQUIREMENTS		
Does your business have 25 full-time equivalent (FTE) employees or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business a for-profit business with an ITIN, EIN, or SSN (if no ITIN/EIN)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was your business' 2019 annual gross revenue under \$2.5 million?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your business have a valid Village of Plainfield Business License?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Was your business in operation by July 1, 2020?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business a home-based business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business part of a national chain or franchise?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business in good standing and not in default with the State of Illinois and the Village of Plainfield?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business independently owned and operated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your business an eligible industry as specified in the grant description?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your business received any state or federal grant awards? If so, please describe how it was used and how this grant would be applied to other costs or impacts. (Not PPP or Loans)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

For any grant awarded, please make a check payable to: (Grant awards will be sent via mail, no exceptions.)

Name/Business: _____

Address: _____

ATTESTATION, ACKNOWLEDGEMENT & SIGNATURE

Execution of this application constitutes a grant agreement and creates specific obligations on the part of the Applicants, and I hereby affirm that I have reviewed and understand the Administrative Rules governing the Grant Program. I hereby affirm that I have full legal capacity to authorize the filing of this application and that to the best of my knowledge and belief, the information stated in this application and in all supporting documentation is true and accurate. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. I hereby agree that I personally guarantee any refund required pursuant to failure to strictly adhere to the Administrative Rules and the Grant Program parameters. I permit Village representatives to make all reasonable inspections and investigations of the business' financial and proprietary information during the process period of this application. I further acknowledge that receiving the subject grant may disqualify my business from other programs and the Village is not responsible for any losses of potential, future funding sources. I am also obligated to report the grant to the IRS and the Village is not responsible for any tax implications or obligations of my business as it relates to the subject grant. As the owner of this business, I hereby certify that this application and the use of any provided Grant proceeds shall be in accordance with all applicable ordinances, codes, and the Grant Program Administrative Rules.

SIGNATURE OF APPLICANT

DATE

SMALL BUSINESS COVID-19 GRANT APPLICATION CHECKLIST:

	Review Small Business COVID-19 Grant Program Description
	Federal Tax Form W-9 is required for all applications, please submit with application.
	Detailed proforma indicating total projected monthly gross revenue or a profit/loss statements from September or October 2019 and September or October 2020 to demonstrate loss/impact.
	Any additional supporting documents demonstrating losses/impacts associated with the ongoing pandemic, i.e. receipts/proof of purchases, if not already demonstrated.

Please submit the attached application with applicable documents by November 27, 2020 at 4:00 p.m. to be considered for the grant. The application and applicable documents must be submitted by the deadline to the Village Hall drop box located in the parking lot at 24401 W. Lockport Street, Plainfield, IL 60544 attention to "Planning Department – Grant Application." All applications will be reviewed by a committee and selection of eligible businesses will be based eligibility/preferred criteria. Please ensure an email address is provided in the application. Grant decisions will be made on or by December 21, 2020.

Please submit all questions to Jake Melrose at jmelrose@goplainfield.com.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.