



SMALL BUSINESS CONTINUITY GRANT

Where do I find the application?

www.tinyurl.com/citygrant

The link is also on www.gallupnm.gov and www.thegallupchamber.com

I need help - who do I contact?

For any questions, correspondence, or additional information, please contact the City's designate at the Gallup McKinley County Chamber of Commerce: **Javier Sanchez**, Gallup McKinley County Chamber of Commerce, 106 Highway 66, Gallup NM 87301, (505) 722-2228, javier@thegallupchamber.com

Who can fill out the application?

Any business within the City of Gallup that meets the following criteria is eligible:

1. Business must have a physical location in the City of Gallup and no more than 1-50 full-time employees, or equivalent part-time employees, including the owner.
2. The business is headquartered (80% or more of the business is conducted) in the City of Gallup.
3. The business has a current business registration and has been in business prior to March 1, 2019.
4. Restaurants, bars, short-term lodging, and other non-essential organizations impacted by the local or state stay-at-home orders.
5. City of Gallup residents who engage in 1099 contract work (must have a city business license).
6. Funds must be used toward overhead costs incurred or estimated as a result of required closures, provided those costs are not paid by insurance or by any other federal, state, or local program. Such costs may include employee wages, rent, or other organization expenses. These costs must be from March 2020-December 2020. A maximum of \$10,000 may be requested by the applicant.
7. Business revenues must not exceed 2 million dollars.

What do I need to complete my application?

- W-9
- Copy of City of Gallup business license
- Front page of bank statement, letter from bank, or voided check confirming current business account
- Combined Reporting System (CRS) statements from April through June 2019 and April through June 2020. Non-Profits must submit an IRS 990 instead of CRS statements.

Documents needed based on your request:

- Businesses must submit form 941 from Q4 2019 and Q1 and Q2 2020 (submit ONLY if you are seeking payroll support.)
- Copy of lease agreement or mortgage statement for your business (submit ONLY if you are seeking mortgage/rent support.)
- One month of utility statements* (submit ONLY if you are seeking utility payment support.)
- Insurance Declarations Page from billing statement* (submit ONLY if you are seeking insurance payment support.)

Your application must include at least one of the above supporting documents to justify your requested amount.

You may be asked to create a Google Account to access the application (if you don't already have one). This is for important reasons:

1. Once you are in the application you can put in any email where you wish to be contacted. This makes your email safe from phishing or other safety issues.
2. Creating a Google Account allows you to be able to receive verification that your application is complete and a copy of your completed application.
3. *Inside the application it asks for an email address- you can put your preferred email here. It does not need to be Google, this is the email for all award notifications.*

Can I drop off my materials at City Hall?

No, the application process is online only and the city will not accept any printed versions. The Chamber of Commerce is the point of contact for all application materials. The Chamber will NOT be making decisions regarding awards.

Can I turn in a paper application?

No, to ensure compliance and transparency with the State on the use of federal funding, you will be required to submit your application and supporting materials online.

Can I meet with a City employee or elected official to go over the application process?

No, the City has contracted with the Gallup McKinley County Chamber of Commerce to serve all small business owners of Gallup with the entire application process.

When will I hear if I got an award?

Approximately two (2) weeks from when you submit your completed application. It is important that you ensure you can receive emails from cvaughn@gallupnm.gov. This email address will be used to send you the award notification and a letter signed by the City Manager or her designate will be sent to you in the mail as well.

Who decides on the awards?

The City of Gallup has a designated internal committee that will make the award decisions based on criteria submitted to the State of New Mexico. Notifications will be made via email and letter.

If I get an award notification, when do I get a check?

If you receive an award, the letter you will receive via email and in the mail will include a grant agreement or notification of any additional required documentation required by the State of New Mexico. **Additional documents will be required before funds are paid to your business.** This must be returned before monies can be given out. Instructions will be enclosed in the letter at the time of award.

If I get an award do I need to pay it back (is this a loan)?

This is a grant, not a loan. If you receive an award you will be sent an award letter and a grant agreement and budget form.

Will this interfere with other loans or awards? Do I need to pay taxes on it?

This depends on the individual loans or awards and their own criteria. We cannot say whether or not other programs will be impacted. It is reportable as income and will be reported on a 1099.

If I received another award, can I use this funding instead?

Yes, provided funding received from another agency is not used for the same purpose. For example, grant funding received from a different agency to cover payroll expenses for March, cannot apply to the City seeking funding for March payroll expenses.