



CITY OF  
**GALLUP**

## SMALL BUSINESS CONTINUITY GRANT AWARD INCREASE REQUEST

The City of Gallup is increasing the available award amount from \$10,000 to \$30,000. **This means you can request up to \$20,000 in additional funds.** Please fill out the form below to indicate how you would like to increase your application budget. You still qualify for these funds regardless of if you have already received your award letter or check. If you receive these additional funds you will be given a second award letter, grant agreement, and reporting form.

Legal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Please fill out this chart with your budget request for the **ADDITIONAL** funding above and beyond your original application ask. You **MUST** be able to submit proof of payment or paid receipts by December 15th, or IRS 941 documentation by February in order to receive the new funds.

Expense	Amount
Rent	
Mortgage	
Insurance	
Payroll	
PPE	
Space Dividers/Plexiglass installation	
COVID-19 related space modifications	
Technology for meetings or other purposes to reduce person to person contact	
Marketing	
Loss of Food Product as a result of COVID Closures	
Utilities	

**TOTAL AMOUNT YOU ARE REQUESTING ABOVE  
YOUR ORIGINAL REQUEST:**

**Important note:** Your expenses above may not be funded twice- you cannot pay rent in both the City and County applications. You may however qualify for expenses that exceed both applications such as payroll. Also, filling out this form does not guarantee an award for funding increase.

**Submit this form to Jennifer Lazarz via email to [jlazarz@gallupnm.gov](mailto:jlazarz@gallupnm.gov) OR in person at the City Clerk's office at 110 W Aztec.**