

**THE CITY OF ALTON
ECONOMIC DEVELOPMENT CORPORATION
CORONAVIRUS RELIEF FUND (CRF) GRANTS AND ASSISTANCE
PROGRAM (GAP)**

THE ALTON EMERGENCY FUNDS PROGRAM FOR SMALL BUSINESS THAT HAVE BEEN AFFECTED BY THE CURRENT COVID-19 PROVIDES CAPITAL UP TO \$5,000 TO QUALIFIED BUSINESSES IN ALTON TO CONTINUE AND/OR MODIFY BUSINESS PRACTICES.

Getting Started:

- Businesses must submit a CRF GAP application found on the City Web Site or call or E-Mail Jason Martinez at 956-432-0730 or covid.relief@alton-tx.gov.
- Grants will be up to \$5,000 and will be approved based on such factors as need, location, how affected by the COVID-19, planning, eligibility and the availability of funds.
- Funds can be used for expenditures which include payroll cost, rent, utilities, and modification to the facility for COVID-19 compliance, inventory and other expenses due to the COVID-19 shut down and reopening.

Eligibility:

In order to qualify for the CRF GAP funding a business applicant must:

- Be located within the City of Alton city limits.
- Show a loss of revenue greater than 20% during the crisis period versus the past 6 month average.
- Provide evidence of an extreme hardship.
- Have fewer than 15 full time employees in Alton
- Commit to staying in Alton if funds are awarded.
- Large Corporations and Franchises are not eligible.

Filing Requirements:

- Completed CRF GAP application.
- Complete copies, including schedules, of the most recent Federal Income Tax returns for the applicant business.
- Personal Financial Statement completed, signed and dated by the applicant, each principal owning 20% or more of the applicant business, and each general partner or managing member of the business.
- Schedule of Liabilities listing all fixed debts.
- Profit and Loss Statement showing financial loss of 20% or more during the crisis period
- A narrative of the economic need and proposed use of the funds.

Documents:

- Most current Federal Income Tax returns
- Personal Financial Statement.
- Schedule of Liabilities.
- Profit and Loss Statement showing financial loss.
- Other documents deemed necessary by the CADC Board of Directors.

Jason Martinez
Program Coordinator
The City of Alton Development Corporation
416 South Alton Blvd, Suite B
City of Alton, TX 78573
(956) 432-0730
www.alton-tx.gov



"Where Growth and Opportunity meet"

THE CITY OF ALTON
ECONOMIC DEVELOPMENT CORPORATION
CORONAVIRUS RELIEF FUND (CRF) GRANTS AND ASSISTANCE PROGRAM (GAP)

Application Information:

First Name: _____ Last Name: _____

Street Address: _____ City: _____ State: _____

Zip Code: _____

Phone: _____ E-Mail: _____

Business Information:

Legal Name of Business: _____

Federal E.I.N: _____

Business Phone: _____

Business Type: _____

Sole Proprietorship Partnership Corporation Limited Partnership Limited Liability Entity

Nonprofit Organization Trust Other

Business Address:

Street Address: _____ City: _____ State: _____

Zip Code: _____

Business must be located within the City of Alton city limits.

Business Property is (circle one): Owned Leased

Business Activity: _____

Number of Employees Pre- Disaster: _____

Date Business was established: _____

As a participant, I do hereby give permission to obtain and release personal information regarding my application to the City of Alton to further assist my household in accessing funding for reporting purposes.

- The information is true and correct to the best of my knowledge and belief.
- I understand that the City of Alton will never use the information provided here except as needed to process this application.
- I am aware that I am subject to federal prosecution for providing false or fraudulent information.

My signature indicates I have read the release of information, application instructions and agree to abide by the terms stated.

Applicant (print name): _____

Date: _____

Applicant (signature): _____