



# City of Boca Raton Small Business Recovery Relief Grant Program Application

## Business Information

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Name of Person Submitting Application

Submitter's Affiliation with Business

Legal Name of Business

Business Owner's Name

Authorized Contact Name

Authorized Contact Title

Authorized Contact Phone Number (xxx-xxx-xxx)

Authorized Contact Email Address

Business Location - Street Address

Business Location - City

Boca Raton

Business Location - State

Business Location - Zip Code

Florida

Is the Business Location Address the same as the Headquarters Address?

Yes  No

Is the Business Location Address the same as the Remittance Address?

Yes  No

Type of Business

Retail  Retail Service  Restaurant

Average Annual Sales

Number of Employees

\$

Length of time in business in the City

Must be between 3 and 25

Must be less than \$1,000,000

Years, Months

Please describe how the grant funds would be used

IRS Employer Identification Number (EIN)

Business Tax Receipt Number

Sunbiz Document Number

Has the business received funds from any Palm Beach County and/or federal government relief programs?

Yes  No

Has the business applied for any Palm Beach County relief programs?

Yes  No

Has the business applied for any federal government relief programs?

Yes  No

Required Documents to Upload (PDF only)

Please be sure the file names clearly identify the document.

- Copy of the business' current City of Boca Raton Business Tax License
- Copy of the business' state business license receipt (Sunbiz)
- Copy of the business' Sales and Use Tax Returns submitted to the Florida Department of Revenue for the six months prior to March 2020
- Copy of the business' IRS Form 941 or other payroll form submitted to the IRS for the 4<sup>th</sup> quarter of 2019
- W-9 form

**FILES MUST BE PDF**

## Electronic Certification

**A. Business Certification: I certify and declare that the business identified above (“Business”):**

- Is physically located within the City and was customarily open for customers/patrons prior to the COVID-19 public health emergency (“COVID-19 Emergency”).
- Is a for-profit restaurant, retail, or retail service business.
- Was closed as a result of the COVID-19 Emergency (except for delivery, curbside pick-up and related activities).
- Has not received funds from the Paycheck Protection Program under the Coronavirus Aid, Relief, and Economic Security Act established by the federal government (PPP) or other COVID-19 government relief funding.
- Has been in business in the City for at least one year prior to March 1, 2020.
- Has a current City of Boca Raton business tax license.
- Employed between three employees and 25 employees as of March 1, 2020.
- Has had annual average sales of less than \$1 million prior to March 1, 2020.
- Has experienced at least a 50% reduction in revenue as a result of the COVID-19 Emergency.

**B. Grant Funds Use: In consideration of the receipt of grant funds under this Grant Program (which consideration is good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged), I certify, declare, acknowledge, and agree on behalf of the Business that:**

- The grants from the Grant Program may only be used for the following business expenses:
  - Payroll
  - Rent
  - Utility Payments
  - Personal Protective Equipment (PPE)
- Grant funds must be expended, by payment to third parties, within 60 days of receipt of the grant funds by the Business.
- Documentation of the proper use of the grant funds must be submitted to the City within 6 months of receipt of the grant funds by the Business.
- In the event the City determines, in its sole discretion, that the grant funds were not used for the above-identified business expenses, the grant will be forfeited and the Business will be required to repay the City all grant funds received under the Grant Program, and the Business acknowledges that the City may pursue any and all remedies available in law or in equity.
- In the event that the business receives grants fund from another government relief program after receiving grant funds from the City, Business may be required to repay the City all grant funds received under the Grant Program, and the Business acknowledges that the City may pursue any and all remedies available in law or in equity.

**C. Additional Business Obligations: In consideration of the receipt of grant funds under this Grant Program (which consideration is good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged), I certify, declare, acknowledge, and agree on behalf of the Business that:**

- I have read all provisions of this Certification and the Grant Program Policy and all information and statements made on behalf of the Business in this Certification are true and correct and all documentation/information provided in support of the Certification/application hereof are true, correct and complete.
- This Certification and the application have been executed by an authorized principal or director of the Business.
- Should any answers or information/documents in this Certification or in the submittal package be determined to be inaccurate, false, or incomplete, the application will be considered null and void and no grant funds will be awarded to the Business (or, if previously awarded, will be forfeited, as referenced above).
- If a grant is awarded, the Business must satisfactorily complete/fulfill the City's accounts payable/vendor requirements for grant funds to be paid/dispensed to the Business by the City; failure to satisfactorily complete/fulfill such requirements will render the award null and void and no grant funds will be paid/dispensed.
- All submitted materials, correspondence, documentation (including financial documentation), and/or data or information provided to the City as part of a submittal under this Grant Program, regardless of the media used to provide same, may be a public record, and subject to disclosure by the City to third parties upon request pursuant to the Florida Public Records Act or another public records law.
- Grants will be awarded to eligible businesses on a first come-first served basis until the total amount of program funding is committed/awarded, and therefore, the submittal may be denied because all grant funds were previously

committed/awarded.

- The processing and review of submittals, and determinations regarding awards and payments of grants, under this Grant Program are subject to the sole and absolute discretion of the City of Boca Raton. The Business acknowledges and agrees that grant funds will be awarded by the City in its sole discretion and without recourse against the City relating to any determinations, funding decisions, awards, payments, or other matters related to or arising out of the Grant Program. As such, the Business hereby waives and releases in advance and forever discharges any and all liabilities, claims and actions against the City of Boca Raton, its officers, representatives, officials and employees, for any and all damages, losses, costs, and expenses of any nature the Business (or any person claiming by or through the Business) had, has, or may subsequently accrue as a result of, relating to, or in connection with the Grant Program, including, but not limited to, any determinations, funding and/or repayment decisions, awards, and payments. The Business shall defend, hold harmless and indemnify the City, its officers, representatives, officials and employees, from and against any and all liabilities, losses, damages, claims, demands, actions, and judgments, made by any person, firm, corporation, or entity for any loss or damage arising out of, or in connection with, the Business' submittal for and/or the award/payment of grant funds to the Business pursuant to the Grant Program.
- The City reserves the right, in its sole and absolute discretion, to modify, suspend or terminate the Grant Program.

**Name**

**Signature**

Sign

**Date**

5/28/2020

**Time**

04:43:56 PM

SAMPLE