



COVID-19 Emergency Assistance Grant/Loan Application

The Laramie Chamber Business Alliance (LCBA) and City of Laramie COVID-19 Emergency Assistance Grant/Loan program is a program that was created to help local businesses in need of financial support during the Coronavirus Pandemic. In creating the program, LCBA, the City of Laramie, and several private donors have contributed funds to make the program happen. LCBA will oversee the administration of the program. You do not have to be a LCBA member to apply for the LCBA and City of Laramie COVID-19 emergency assistance grant/loan. Weight will not be given to LCBA members.

The COVID-19 Emergency Assistance Grant/Loan Board will review completed applications in the order that are received. The board will consist of LCBA Finance Committee members, assigned City of Laramie staff members, and at large community members.

A potential maximum of 50, \$1,000 grants are available. Grants and loans will be awarded until funds run out.

All applications must be complete, and all application requirements must be met. If your application is incomplete and the application requirements have not been met, you will have to resubmit a new application and the new application will be reviewed in the order it was received. A checklist has been provided for you at the bottom of this page.

All information provided will remain confidential and is not subject to FOIA (Freedom of Information Act.)

Complete application

You have signed and dated the application

Email subject line says COVID-19 Application

Your application has been attached to the email (there is a size limitation of 20 MB)

Supporting files have been attached to the email (there is a size limitation of 20 MB)

If your file is larger than 20 MB, you have converted your supporting files and application to a zip file

You have attached your zip file to the email

You have sent your email with your attachments to questions@laramie.org

Should you have any questions or concerns regarding your application or the grant/loan program, please email us at questions@laramie.org.



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Date Application Received		Received By
Part 1 – Applicant Information		
Legal Name of Business:		EIN# or SS#
Trade Name (if different from legal name):		Date Established:
Physical Address:		
City:	State:	Zip Code:
Mailing Address (if different from physical address):		
City:	State:	Zip Code:
Business Phone Number:	Business Email Address:	
Business Website Address:		
Part 2 – Ownership		
Last Name 1:		First Name 1:
Title/Office:	% Owned:	Email Address:
Last Name 2:		First Name 2:
Title/Office:	% Owned:	Email Address:
Part 3 – Background Information		
Annual Sales/Revenue: \$	Monthly Operating Expenses: \$	Number of Employees:
Type of Business Entity: Sole Proprietorship Partnership Limited Liability Company Corporation Other _____		
Eligibility Requirements for Gig Workers, Freelancers, and Sole Proprietors:		
In order to qualify for grant/loan assistance recipients must satisfy all of the following requirements:		
<ol style="list-style-type: none"> 1. Be a freelancer who resides in the Laramie. An eligible freelancer must have performed freelance work as their primary source of income for at least one year prior to their application. Eligible freelance businesses include sole proprietors, limited liability companies, gig workers, or other entity provided there is no more than one employee. 2. Provide tangible documentation of freelance income and income loss by providing the following supporting documents: <ul style="list-style-type: none"> o 2019 tax filings or annualized financial statements o Two consecutive months of 2020 financial statements o Canceled contracts or relevant client communications o Financial documents can include: tax returns (including schedule C statements if applicable), bank statements, or CPA-certified profit & loss statements 		
Part 4 – Bank Account Information		
Name of Bank 1:		Date Opened:
Address:		
Account Number:	Account Balance:	
Name of Bank 2:		Date Opened:
Address:		
Account Number:	Account Balance:	

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Part 5 – Grant/Loan Request			
Amount Requested (up to \$1,000 per grant): \$ _____			
Amount Requested (up to \$1,000 per grant): \$ _____ Purpose: Rent/Mortgage Payment: \$ _____ Gas/Electric Service: \$ _____ Water/Sewer/ Trash Service: \$ _____ Telephone Service: \$ _____ Internet Service: \$ _____	Will you be seeking a Loan too?	Yes	No
	If yes, how much will you be seeking?	\$ _____	
Please describe how his grant/loan will assist in preserving your business.	Is your business currently in arrears on any payments? Yes No		
	Explain: _____ _____ _____		
What, if any, measures have you taken to preserve your business? Enhanced Website, including Offering Online Deals/Promotions Expanded Social Media/Marketing Presence Completed the SBA Economic Injury Disaster Loan Application/Payroll Protection Program Participated in Training: _____ Implemented a Business Continuity Plan Contacted Your Bank for Payment Deferral or Spoken with Your Landlord Implemented Inventory Management Practices Offered Curbside/Take Out/Delivery Service Completing Repairs, Remodeling, or Engaging in Other Improvement Activities Other: _____			
Please describe the measures that you've taken to preserve your business. What impacts have they had?			
Will you be implementing any other measures to preserve or improve your business during this time? If so, what measures?			

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Part 6 – Grant/Loan Requirements						
Requirements	\$1,000 Grant	Loans: \$2,500	\$2,501-\$5,000	\$5,001-\$10,000	\$10,001-\$15,000	\$15,501-\$20,000
Complete Application and Sources and Uses of Funds	X	X	X	X	X	X
Complete Crisis Cash Management Webinar(s)		X	X	X	X	X
Apply for SBA CARES Salary Reimbursement		X	X	X	X	X
Show Application or Pursuit of SBA Option(s)			X	X	X	X
Repayment Plan	\$1,000 Grant	Loans: \$2,500	\$2,501-\$5,000	\$5,001-\$10,000	\$10,001-\$15,000	\$15,501-\$20,000
The first payment for loans will not be due until 12 months after date of issuance	N/A	1% Interest rate 24 Months to pay back loan after 12 months from date of issuance	1% Interest rate 24 Months to pay back loan after 12 months from date of issuance	2% Interest rate 36 months to pay back loan after 12 months from date of issuance	3% Interest rate 48 months to pay back loan after 12 months from date of issuance	4% Interest rate 60 months to pay back loan after 12 months from date of issuance

Part 6- Loan Requirements Continued

- A complete application is required for your application to be considered for approval. If your grant application is incomplete it will not be considered. You will need to submit a new application and your new application will be reviewed in the order that it was received.
- Your email subject line must say “COVID-19 Application”
- All loan recipients will be required to report number of employees to LCBA until your loan is paid off.

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge. I further understand that any false statements may result in denial or revocation of this grant.

Signature:	Date:
Print Name:	Title:
<p>SUPPLEMENTAL DOCUMENTS REQUIRED (Only Include Those Documents for Which Assistance Is Requested)</p> <ul style="list-style-type: none"> Copy of Lease Agreement or Letter from Landlord Copy of Current Mortgage Statement Copy of Current Black Hills Invoice Copy of Current Board of Public Utilities Invoice Copy of Current Internet Service Provider Invoice Copy of Current Telephone Service Invoice Three (3) Most Recent Months of Bank Statements for All Accounts Documentation of Other Needs You Would Like Considered 	