



# CITY OF MYRTLE CREEK

P.O. BOX 940, 207 NW PLEASANT ST., MYRTLE CREEK OR 97457  
(541) 863-3171 FAX (541) 863-6851  
[www.cityofmyrtlecreek.com](http://www.cityofmyrtlecreek.com)

## Small Business Assistance Grant Program

To mitigate the impact of COVID-19 on the City of Myrtle Creek businesses and their employees, the City of Myrtle Creek has committed up to \$50,000 in one-time funds to create a Small Business Assistance Grant Program.

The objective of this program is to offer immediate financial assistance to small businesses in the City of Myrtle Creek to aid in maintaining their business and workforce. Awards will be made on a first come, first served basis. Applications will be accepted after 10 a.m. on Thursday, July 23, 2020.

The City plans on allocating financial resources as quickly as applications can be received and reviewed. **Grant amounts are to be used to help City of Myrtle Creek small businesses with the following:**

- Rent or mortgage payments
- Utility payments

**Priority will be to those businesses most greatly impacted by the pandemic.**

**To qualify for assistance, a business must:**

- Complete the online application and include a copy of their W9
- The business is located within the City limits of the City of Myrtle Creek
- Have no more than 15 non-owner employees as of March 1, 2020
- Have a City of Myrtle Creek business license
- Have no outstanding City related liens, fees or code enforcement cases
- The business is directly affected by the government-ordered mandatory change in service (Governor Executive Order dated March 23, 2020)
- Franchise businesses are not eligible

**Assistance Amount:**

- A qualifying small business will receive \$1,500 minimum
- For every non-owner employee grantee receives as additional \$500 up to maximum grant award.
- Total maximum grant award—\$2500



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## COVID-19 SMALL BUSINESS GRANT APPLICATION

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To mitigate the impact of COVID-19 on Myrtle Creek small businesses and their employees, the City of Myrtle Creek has committed up to \$50,000 in one-time funds to create a Small Business Assistance Grant Program.

The City plans on allocating financial resources as quickly as the applications can be received and reviewed. Grants will only be allotted to small businesses located inside Myrtle Creek city limits that have been directly affected by the government-ordered mandatory change in service (Governor Executive Order dated March 23, 2020). Grant amounts may be used to help with the following:

- Rent or mortgage payments
- Utility payments

Priority will be given to those most directly affected by the COVID-19 Crisis

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**Consideration for the COVID-19 Small Business Grant requires that you agree to the following criteria:**

- I currently possess a City of Myrtle Creek business license, or I possess a City of Myrtle Creek business license that expired on or after March 1, 2020.
  - My business is located within Myrtle Creek city limits.
  - My business is not affiliated with a franchise.
  - I am not submitting a grant application for more than one business.
  - My business has no outstanding City related liens, fees or code enforcement cases.
  - My business has no more than 15 non-owner employees as of March 1, 2020.
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**\* By continuing, you attest that your business meets the requirements listed above.**

# CITY OF MYRTLE CREEK

Business License Number:

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Business Name:

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Business Phone:

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Number of non-owner employees on your payroll as of March 1, 2020:

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Describe your business activities. What are the main services provided?

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How was your business affected?

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# CITY OF MYRTLE CREEK

Contact Name:

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Contact Phone:

\_\_\_\_\_

Contact Email:

\_\_\_\_\_

Mailing address (if awarded, your funds will be mailed to this address):

- Street Address \_\_\_\_\_
- City \_\_\_\_\_
- State \_\_\_\_\_
- Zip \_\_\_\_\_

What business-related expenses will you be using these funds for, if granted?

- Rents or mortgage
- Utilities

# CITY OF MYRTLE CREEK

Please attach a current copy of your W-9.

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*\* All checks are payable to the name listed on the W-9.*

*\* If you do not have a W-9, we can provide you the form.*

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By submitting this application:

- I certify that all of the foregoing grant application information is true and correct; and
  - I understand and agree that I am subject to a random audit by the City of Myrtle Creek to ensure my compliance with all grant program requirements; and
  - I agree to repay the City the entire amount of the grant funds I receive if any of the information I submitted is false or if I fail to follow all grant program requirements; and
  - I acknowledge that I may be subject to criminal prosecution for Unsworn Falsification if I knowingly provide any false information in connection with this application. [ORS 162.085]
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Please return completed form to Myrtle Creek City Hall, PO Box 940, 207 NW Pleasant St, Myrtle Creek, OR 97457.

For questions, please call 541-863-3171

Consult your licensed tax consultant regarding the tax status of these funds.