



**WINTER BUSINESS SUSTAINABILITY GRANT PROGRAM
CITY OF PORTLAND
389 Congress Street, Portland, ME 04101**

Business Owner Name:

Business Name:

Trade Name (d/b/a):

Principal Place of Business Address:

City: State: Zip:

Mailing Address if different from above: _____

Business Phone: Cell Phone:

Email:

Business Structure

<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Limited Partnership
<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Co.
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Other

Date Established:

Taxpayer ID#

Description of Business:

Number of Employees: _____ Full-Time (at least 34 hours/week, not including owner)
 _____ Part-Time (not including owner)
 _____ Owner(s) is only employee.

Program Eligibility: To be eligible for this program 51% of your employees must qualify as low/moderate income (household income). If the owner(s) is the only employee, owner(s) must qualify as low/moderate income (household income). Please use table below to determine eligibility for this program.

**FY2020 CDBG Income Limits
Effective July 1, 2020**

<https://www.hudexchange.info/resource/5334/cdbg-income-limits/>

Portland, ME HUD Metro FMR Area

Number in Household	1	2	3	4	5	6	7	8
Moderate Income 80%	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

My Business is eligible to apply for this program Yes _____ No _____ (If you answered no, do not continue with this application. Thank you.

Grant Requested: \$ _____ (This number should be consistent with the total cost estimate below.)

Use of Grant Funds (Items had to be purchased after Nov. 18, 2020.)

Item	Cost (estimate is acceptable)
	Total \$

Outdoor Operations Permits

On Public Space: _____ Permit Pending, No. _____
 _____ Permit Approved, No. _____

On Private Space: _____ Permit Pending, No. _____
 _____ Permit Approved, No. _____

If none of above, please explain _____

Explain what you are planning to have outdoors, type of structure, if any, etc.:

Taxes, fees, liens

Does business or business owner owe any outstanding property taxes, fees, or liens to the City of Portland? _____ If yes, please explain:

Supporting Documentation Checklist

The following items must accompany the completed application form:

1. 2019 Federal Tax Return;
2. Current balance sheet through at least September 30, 2020;
3. Current profit and loss statement through at least September 30, 2020;
4. Completed Income Verification Forms for all employees;
5. Documentation that jobs would be lost without this grant assistance (e.g., any state or local declaration of closing or limiting business operations would be sufficient documentation).

Certification and Confidentiality of Records

To the best of my knowledge, the above information is accurate, and I (we) understand that any false or misleading information I (we) provide may lead to my (our) disqualification from this program. I (we) hereby request that information provided by me (us) and developed by the City of Portland, or its staff or agents, with respect to this application for financial assistance be designated confidential and not open for public inspection, pursuant to 5 M.R.S.A. Section 13119 et sq.

Certain records of the City of Portland are designated CONFIDENTIAL AND WILL NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION. This includes the disclosure of tax or financial information; our assessment of financial condition; records obtained by the City of Portland in connection with the monitoring or servicing of an existing project; proprietary information; and, information regarding the financial status of the application.

Dated: _____ Signature of Applicant:

Title:

Dated: _____ Signature of Co-Applicant:

Title: