



CITY OF NEWCASTLE

12385 Newcastle Way Suite 200 ♦ Newcastle, WA 98056 Phone 425.649.4444 ♦ Fax 425.649.4363 ♦ www.newcastlewa.gov

Relief & Recovery Grant Funding for Local Small Businesses and Nonprofits CITY GRANT APPLICATION

Small Business or Nonprofit Name and Owner Name(s): (If nonprofit, please also list organization type)		Date of Application:
Physical Address: (Must be within city limits of Newcastle)		
Mailing Address: (If different from above)		
Primary Contact Phone:	Primary Contact Email:	
Primary Contact Name (If different from name listed above):		
Year Business Established/Opened in Newcastle Location:	Have you previously applied for/received pandemic funding assistance? Yes No	
If any, please briefly describe the previous funding assistance, what the funds were used for, and for what time period and specific impact these funds addressed. Prior funding is not a disqualifier. Additionally, if you did not apply for other sources of funding, please state why. (Please attach additional pages if necessary)		
Please briefly describe your small business or nonprofit and how (and to what extent) the entity experienced direct negative economic impacts due to the public health emergency caused by the COVID 19 pandemic. (Please attach additional pages if necessary)		

Please briefly describe your specific intended use of grant funds if awarded. Funds may only be used to respond to negative economic impacts experienced from March 3, 2021 through December 31, 2024 caused by the COVID-19 public health emergency. Acceptable examples include but are not limited to lost revenue or increased costs, covering payroll, rent or mortgage, or other needs and operating costs. Any funds awarded may not be used to expand the business or nonprofit enterprise. Examples of ineligible use include hiring additional personnel, advertising, remodeling, purchasing additional capital equipment, or giving bonuses. (Please attach additional pages if necessary)

The small business or nonprofit applicant shall mark/verify/certify the following criteria as applicable. (Yes, No, or N/A)

- Exists as an active/current small business or nonprofit, in the City of Newcastle, that is owned and operated independently from all other businesses and do not intend to close.
- Demonstrates an establishment date prior to March 3, 2021 and an active operational status during the March 3, 2021 through December 31, 2024 ARPA impact period.
- Maintains a current WA State and local City business license, including a nine-digit Unique Business Identifier (UBI) number, and is not in violation of any codes or regulations.
- Is a small business with fifty (50) or fewer employees.
- Is a small business with gross revenue of less than seven (\$7) million dollars annually, as reported on its federal income tax return over the past three years.
- Or, is a nonprofit entity organized only as a 501 (c)(3) or a 501(c)(19) type eligible for an award under this grant program.

RESPONSIBLE PARTY/OWNER AUTHORIZATION AND ATTEST: I/we hereby self-attest and certify the listed business or nonprofit: experienced a direct negative economic impact(s) due to the public health emergency caused by the COVID 19 pandemic; is in need of relief and recovery funds; agrees and promises to use the grant funds in the stated, intended manner for relief and recovery efforts; and, are not going to use the funding to pay for any other costs already covered by a different government or privately funded grant or loan. I/we further understand that this grant application and any accompanying documentation are subject to the Public Records Act.

Attest/Certify Signature(s): _____ Date: _____

I, (print name) _____, at (print address) _____

attest and have approved the submission of an application on behalf of (name business/nonprofit) _____

SUBMISSION: Please email a completed and signed application to the City of Newcastle at markh@newcastlewa.gov and please include “**Newcastle Small Businesses and Nonprofits Relief and Recovery Grant Application**” in the email subject line. Deadline to be included for review is **Monday, March 20, 2023, by 5pm**. If necessary, the completed and signed application may be dropped off in person at the front counter receptionist at City Hall or sent via U.S. Mail to Newcastle City Hall at 12835 Newcastle Way, Suite 200, Newcastle, WA 98056 (ATTN: CD Dept.) to arrive by the deadline for review. Please email or call for any assistance with drop off or mail receipt. Information and forms can additionally be obtained at https://www.newcastlewa.gov/doing_business/grants on the City’s website. **The City review for grant eligibility/award will begin after the application deadline of 5pm, Monday, March 20, 2023.**