

Business Application for Participation in Stillwater Business Assistance Program

Instructions: Please answer all questions on the application by completing the form or otherwise legibly printing the answer in blue or black ink in the space provided. If additional space is needed, please attach sheets as necessary and number the answers to correspond with the questions on the application. When the application is completed, please sign the document acknowledging that all answers provided are accurate and submit to the Stillwater Chamber of Commerce.

1. Legal Name of Business: _____

2. Business Address (Street address, City, Zip Code): _____

3. Telephone Number: _____

4. FEI Number: _____

5. Description of revenue generating activity performed by the business: _____

6. Name and e-mail address of Person Completing Application: _____

7. Position Held by Person Completing Application: _____

8. Is the person completing the Application authorized to complete the application on behalf of the Business? (Circle)

Yes No

9. Is the business registered and in good standing with the Oklahoma Secretary of State (Circle)

Yes No N/A

10. Has the business paid their most recent quarterly or yearly taxes (whichever is required) to the Oklahoma Tax Commission and provided proof of same with this application?

Yes No

11. Has the business suffered an average monthly decrease in revenue generated from business activities of at least 25% in March through May of 2020 as compared to the average monthly revenue for at least one of the following periods, as documented in documentation submitted to the PFI as part of this application?

January through December of 2019? Yes No

March through May of 2019? Yes No

January through February of 2020? Yes No

If the answer is yes for any of these time periods, please provide the average monthly revenue generated from business activities for each of the following time periods.

NOTE: If a business is a new business who had yet to begin generating revenue from business activities for any of the months in the listed time periods, those months shall not be included in calculating the average. Example: If a business did not begin generating revenue until April of 2019, but then generated \$10,000 in revenue in April of 2019 and \$12,000 in revenue in May of 2019, the average monthly revenue for March through May of 2019 would be \$11,000

• March through May of 2020: \$ _____

• January through December of 2019: \$ _____

• March through May of 2019: \$ _____

• January through February of 2020: \$ _____

12. If the answer to any of the questions in Part 11 of this application is yes, are these lost revenues substantially attributable to the effects of or response to COVID-19?

Yes

No

13. If the answer to question 12 is yes, please initial next to all categories which fit the circumstances and briefly explain the specific circumstances in the lines below:

_____ Stillwater Business locations (or portions thereof) were ordered closed for a period of time pursuant to executive order or an order of local government.

_____ Stillwater Business locations (or portions thereof) engaged in revenue generating business activities but with restrictions or on reduced hours due to an executive order, an order of local government, or in an effort to comply with social distancing recommendations.

_____ Stillwater Business otherwise suffered from reduced customers or clientele likely due to COVID-19 precautions being taken by potential customers or clients.

14. Has the business been continuously operating in the corporate boundaries of the City of Stillwater from at least January 1, 2020 through the date of this application, to the extent that the same has been permitted by law?

(Circle)

Yes

No

15. Is this business a going concern, for now and into the future? (Circle)

Yes

No

16. Identify all persons who have an ownership interest of any kind in the business:

17. Is your business **ineligible** for participation for any of the following reasons? (Circle)

- Is the business publicly traded? Yes No
- Is the business a government entity or agency? Yes No
- Is the business a Bank, Credit Union, Life Insurance Company, Finance Company, Factoring Company, Investment Company, Mortgage Company, Bail Bond Company, or other businesses whose stock in trade is money and mortgage companies Yes No
- Is the business a Private Club Yes No
- Is the business a Lobbying firm Yes No
- Does the business dedicate 50% or more of their time to lobbying activities? Yes No
- Does the business exist for the purpose of advancing partisan political activities? Yes No
- Does the business generate any part of its income from gambling activities, adult activities, or activities performed in violation of State or Federal law as defined in the Rules for Participation Yes No
- Is the business engaged in activities which are performed in violation of state or federal law Yes No

18. Attachments:

Please attach the following documents to the application. **Your application cannot be accepted by the Stillwater Chamber of Commerce until it is submitted with all of the following required documents attached.**

- 1) Completed and signed Business Application for Participation in Stillwater Business Assistance Program.

- 2) Photograph of your Oklahoma Driver's License or State Identification Card.
- 3) The following business related documentation:
 - Documentation of the type customarily relied upon by a financial institution in the ordinary course of business as necessary for the financial institution to determine revenue losses for the business and establish eligibility for the program including but not limited to:
 - Any relevant and accurate documents typically maintained in the ordinary course of business to show revenue received from business activities from January to May of 2020.
 - Any relevant and accurate document typically maintained in the ordinary course of business to show revenue received from business activities from January through May of 2019 if the business was operating prior to the year 2020.
 - Documents proving current business ownership, formation prior to January 1, 2020 and continuous business activity from January 1, 2020 through the date of the grant application
- 4) Proof of payment of the business's most recent quarterly or yearly taxes with the Oklahoma Tax Commission.
- 5) City of Stillwater New Vendor Packet

19. I, the undersigned, under penalty of perjury, hereby swear or affirm on behalf of myself and the applicant business as follows:

- That I have the authority to make application for Participation in the Stillwater Business Assistance Program (SBAP) and that all answers given on this form are truthful, accurate and complete;
- That I am aware of all of the terms of this Agreement and the terms of the SBAP as described in this document.
- I further acknowledge that the business meets all qualifications of the SBAP, that the business and I are in agreement with all of the terms of this document
- By submitting this application, I further agree to hold harmless the Stillwater Chamber of Commerce to whom this application is submitted, the City of Stillwater, the agents, and/or the employees or officers of these groups against any and all liability, costs or damages arising out of either application to or participation in this program and waive any claims that the business or I may have against these persons or groups to the maximum extent allowable by law. By way of example, this specifically includes, but is not limited to, any loss, damages or injury arising from the denial of participation in the program, failure of the Stillwater Chamber of Commerce to timely transmit the application packet to the City of Stillwater and/or the failure of the City of Stillwater to receive, locate or timely process the application received by the City of Stillwater from the Stillwater Chamber of Commerce.

Signature: _____

Printed Name: _____

Business Title : _____

.....FOR STILLWATER CHAMBER OF COMMERCE USE ONLY.....

Received by _____ at _____

on _____ at _____

Signature: _____