

Grant Preparedness Checklist

This checklist is provided to help you prepare information that will be necessary to complete the grant application. The Grant should take about 10 minutes to apply.

Section 1 is required information you'll want to have readily available to fill out the application. Section 2 is not required of all applicants but will be required of some.

Section 1 (required)

- ___ Register at Submittable ([link](#)) if you are not already registered. Be sure the email address you used to sign up for your Submittable account is one that you check regularly.
- ___ Business is located in Oregon City Chamber Service Area
 - Gladstone 97027
 - Oregon City 97045
 - Beavercreek 97004
 - Canby 97013
 - Molalla 97038
 - Mulino 97042
 - Colton 97017
 - Estacada 97022
- ___ Business is a for-profit entity
- ___ Business has been in continuous operation since at least January of 2020.
- ___ EIN or Social Security Number used in filing business taxes
- ___ Business is registered w/ [Oregon Secretary of State's business registry database](#).
- ___ NAICS Code ([Site](#))
- ___ Number of Employees - Business has 50 or less Full Time Equivalent (FTE) employees (Please count Part Time Employees as .5 FTE each.)
- ___ W-9 ([link](#)) ready to upload. Copy is current, completed & signed by owner of company
- ___ Copy of valid driver's license or State issued ID
- ___ Your industry type (Travel, Tourism and Hospitality, Fitness-related or other)
- ___ Your business has struggled due to the pandemic, and you will need to provide in your own words an explanation of the negative impact.

Grant Preparedness Checklist

- You plan to use this assistance to cover payroll or expenses related to the costs of goods sold, before being used on other types of ordinary operational costs of your business, and not to pay fines related to non-compliance with COVID-19 restriction measures.
- You or your business is up to date on state or federal taxes (or on a payment plan) and in compliance with all federal, state, and local laws and regulations.

Section 2 (possibly required, read carefully)

- Types and amounts of COVID-19 related publicly funded small business assistance received (if any).
- Business is either independently owned and operated or is operated by a Tribal Government or operates on Tribal lands.

If you are in one of the following Presumptively Eligible Categories listed below, you will not need to provide any additional information and documentation. The US Treasury deems these industries are impacted with economic hardships from the COVID-19 pandemic.

- Travel, Tourism, Hospitality
- Fitness-related industries
- Drycleaning and Laundry industries
- Operated by a Tribal Government

If you are not in a Presumptively Eligible Category listed above, you will need to be prepared provide additional information and documentation proving a negative economic impact related to the COVID-19 pandemic

***** Non-Presumptive Applicant is only required to choose only one of 3 eligible categories of economic impact listed below*****

Eligible Categories of Negative Economic Impact

1. Decline in revenues

Your small business has struggled with a decline in revenues due to the pandemic.

Provide an explanation (using your 2019, 2020 and 2021 tax returns)

Grant Preparedness Checklist

Tax returns ready to upload

2. Increased payroll costs or retaining employee

Your small business has struggled with payroll costs or retaining employees has been negatively economically impacted by the pandemic.

Provide an explanation (using your 2019, 2020 and 2021 payroll reports, employee, or accounting system records)

Payroll reports, employee, or accounting system records ready to upload

3. Increased cost of goods

Your small business has struggled if you had increased cost of goods sold due to pandemic-related inflationary pressure, supply-chain challenges, or losses due to unavailability of goods.

Provide an explanation (accounting system cost-of-goods sold reports from 2019 may be compared to the same report from either 2020 or 2021 or 2020 data may be compared to 2021)

Cost-of-goods sold reports, recent quarter-over-quarter reports, or accounting system records ready to upload

For any questions regarding the applications, please visit our website ([link](#)) or contact the Grant Program Manager at grants@yourchamber.com

Reminder: Grants are awarded randomly until all funds are allocated.