



Belfast Keep the Faith Fund Small Business Grant

Application and Instructions

The Belfast Keep the Faith (KTF) Fund Small Business Grant Program was created to provide relief to businesses located in Belfast that have had to close or experienced a significant reduction in business since the beginning of the COVID-19 pandemic. The City of Belfast Mayor and Council recognize federal and state loan programs are available but not immediate, and we hope that this program will provide a small amount of help for our businesses during this difficult time.

Please note, that for a business to be eligible to receive a grant, that business must be based in Belfast, and all Belfast real and personal property taxes of both the business and the owner(s) of the business must be paid in full, and any retail, commercial, or industrial businesses or service providers must have already filed this year's Personal Property Declaration List with the City of Belfast Assessing Department. Please contact the City of Belfast Assessing Department at assessing@cityofbelfast.org or (207) 338-3370, extension 117, if you have any questions or concerns regarding this requirement.

How to apply for the Small Business Grant:

1. Print off and complete the form. If you do not have the ability to print the form, please email economicdevelopment@cityofbelfast.org or call (207) 338-3370, extension 116 and leave your name and phone number. A staff member will contact you on how best to proceed.
2. Once your form is completed, please mail it to:

City of Belfast, Attn: Small Business Grant Program

131 Church Street, Belfast, Maine 04915

OR drop off your completed application in the Drop Box located at Belfast City Hall at the High Street entrance. A staff member will call you to let you know if you qualify and if you do, how we will get the grant awarded to you.

Belfast Keep the Faith Fund Small Business Grant Application

Business Name: _____

Business Address: _____

Business Phone #: _____

Date Business Opened: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone #: _____

Owner's Email: _____

For businesses who have closed entirely:

1. On what date did your business close? _____

1.a. Was your business forced to close or reduce operations due to an order of the Governor? ____ Yes ____ No

2. How many full-time equivalent employees did your business typically have? _____

3. Do you plan to re-open after the state of emergency is lifted? ____ Yes ____ No

4. How will a Belfast KTF Fund grant of \$500 make a difference in your ability to re-open in the future? _____

For businesses who have remained partially or completely open:

5. Has your business reduced staff hours during this pandemic? ____ Yes ____ No

5.a. If yes – approximately by what percentage have total staff hours been reduced by? _____%

6. Approximately by what percentage has your business' revenue decreased, compared to this same time last year?
_____%

7. How will a Belfast KTF Fund grant of \$500 make a difference in your ability to maintain or increase staff hours and/or revenue going forward? _____

For all businesses:

8. Have you applied for any state or federal programs associated with pandemic relief? ____ Yes ____ No

8.a. If yes, please specify which programs you have applied for: _____

8.b. If no, do you need assistance with these kinds of applications? ____ Yes ____ No

9. When do you plan to use this grant and what do you plan to use this grant for? _____

10. Do you have four weeks of operating expenses currently in savings? ____ Yes ____ No

11. If you are selected to receive a grant, do you prefer to receive it by: _____ having it dropped off at your business location _____ having it mailed to an address of your choice (specify mailing address here: _____)

By signing below, I certify all information is true and correct to the best of my knowledge. This form needs to be completed in its entirety to be considered for the "Belfast Keep the Faith Fund Small Business Grant."

Signature: _____ Date: _____

**if submitting via email, please initial and date electronically*

----- For Office Use Only -----

Received by: _____ Date Received: _____

Result: _____ Approved _____ Rejection

Reason for rejection: _____

Belfast KTF Fund Committee member signature: _____