



THE STAR OF NORTH TEXAS

**BONHAM**

*Economic Development Corporation*

## **Emergency Assistance Guidelines**

The Bonham Economic Development Corporation Board of Directors recognize the hardships and wish to help mitigate the economic impact of the COVID-19 pandemic on our local businesses and economy. BEDCO is making cash relief loans available with a maximum award of \$10,000. These loans are intended to help local businesses retain their employees and resources needed to survive during these trying times. The loans will be made available pending final review of BEDCO Emergency Assistance Committee. Loans will be provided only to businesses within the city limits of the City of Bonham.

### **Businesses that do NOT qualify for the program**

- Home based Businesses (must have or be establishing a store front in Bonham)
- Grocery stores, Big Box Stores
- Construction and real estate development and sales
- New or Used automotive sales
- Banks, lending and financial institutions
- Gas stations and convenience store
- Non-profit entities, organizations or associations
- Medical and health providers and related service companies and vendors
- Auto mechanics and auto repair shops
- Plumbers, HVAC technicians and electricians
- Smoke Shops
- Pawn Shops

*DISCLAIMER: Emergency Assistance loans are not guaranteed and are subject to the availability of funds.*



## COVID-19 Small Business Emergency Loan Program Application

### Contact Information

First/Last Name of Business owner \_\_\_\_\_

Name of Business \_\_\_\_\_

Business Type \_\_\_\_\_

Address of Business \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

### Workforce

How many total employees were employed at the business on March 1, 2020

Full-time Employees: \_\_\_\_\_ Part-time Employees: \_\_\_\_\_

Number of current or anticipated employees as of, May 28, 2020 or when reopened \_\_\_\_\_

### Business Impacts

What are the impacts to your business from COVID-19 **Check all that apply.**

- |  |   |
|--|---|
| <input type="checkbox"/> Business closure- Temporary | <input type="checkbox"/> Inability to respond to home delivery requests |
| <input type="checkbox"/> Reduced hours of operation  | <input type="checkbox"/> Interrupted supply/deliveries from             |
| <input type="checkbox"/> vendors                     | <input type="checkbox"/> Inability to serve customers                   |
| <input type="checkbox"/> Employee layoffs/furloughs  | <input type="checkbox"/> Decreased customers                            |
| <input type="checkbox"/> Revenue decline             |   |
| <input type="checkbox"/>                             |   |

Inability to pay salaries

Inability to pay other business expense

**Documentation to be submitted with this Application:**

Please attach in order and /or clearly label the document

- Copy of Texas Sale and Use Tax Return for FY 2019
- Copy of Texas Workforce Commission Quarterly Wage Report 2019
- Receipt or cancelled check of most recent lease/mortgage payment
- Receipt or cancelled check of most recent utility payment(water,electric,gas,,etc..)
- Completed W-9
- Copy of Photo ID
- 2019 Profit and Loss Statement
- 12/31/19 Balance Sheet
- If you applied for COVID-19 Federal grant/ loan program were you  
 Accepted  
 Rejected
- Include proof of application and results.

**Directions for Submitting COVID -19 Small Business Emergency Loan Application**

1. Submit the completed application and **All** documents to:  
[sfilipowicz@cityofbonham.org](mailto:sfilipowicz@cityofbonham.org). **OR**  
Mail or deliver to: **Steve Filipowicz, Bonham City Hall, 514 Chestnut St., Bonham, TX 75418**

**Questions?**

Call: **Steve Filipowicz at: 903-640-0717**

**Acknowledgements/ Signature**

Please check each statement acknowledging that you have read and affirm the information you submitted within this application is true and accurate to the best of your knowledge.

- My business is located within the incorporated city limits of Bonham, in a commercial setting. (Home-based businesses are not presently eligible.)
- My business has fewer than 10 full time employees.
- I affirm that my business has experienced or is projected to show a reduction in gross receipts of at least 25%.
- I affirm that I will work with the BEDCO due diligence committee to construct a Performance Agreement that is tailored for my business and will sign such document.
-

I affirm that I nor my business does not and will not knowingly employ any undocumented worker.

- I affirm that I give my permission to the Bonham Economic Development Corporation to complete a background check and to preform credit report requests as required. Form for permission is included with this Application form.

Business Legal Name \_\_\_\_\_  
(This is who we make the check out to)

Signed: \_\_\_\_\_  
Owner or Legal Representative Title

Date: \_\_\_\_\_

BEDCO use only:

Date rec'd: \_\_\_\_\_ Date review: \_\_\_\_\_ Action taken: Approved/Disapprove

Reason: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

{If approved} Submitted to Fin for payment: \_\_\_\_\_ (Date)