

## North Clackamas Grant Preparedness Checklist

This list is provided to help you prepare information that will be necessary to complete the grant application.

- \_\_\_ Business is not on the list of Types of Ineligible Businesses ([link](#))
- \_\_\_ 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 NCCC Service Area (97015, 97086, 97089, 97222, 97267)
- \_\_\_ Business is either independently owned and operated or is operated by a Tribal Government or operates on Tribal lands.
  
- \_\_\_ Business is a for-profit entity
- \_\_\_ Business has been in continuous operation since at least January of 2020.
- \_\_\_ Social Security Number or EIN 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
- \_\_\_ S.S. # or EIN #
- \_\_\_ Copy of valid driver's license or State issued ID
- \_\_\_ Your industry type (Travel, Tourism and Hospitality, Fitness-related or other)
- \_\_\_ Located in QCT ([link](#))
- \_\_\_ Types and amounts of COVID-19 related publicly funded small business assistance received (if any).
  
- \_\_\_ Your business has struggled due to the pandemic, and you will need to provide in your own words an explanation of the negative impact.
- \_\_\_ 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.

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**If you are in at one of the following Presumptively Eligible Categories listed below, you will not need to provide any additional information and documentation.**

### Presumptively Eligible Categories

\*\*\*Located in a QCT\*\*\*

\*\*\*In the Travel, Tourism, Hospitality and Fitness-related industries\*\*\*

\*\*\*Operated by a Tribal Government\*\*\*

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

**\*\*\* Applicant is only required to choose one of 3 eligible categories of economic impact\*\*\***

### **Eligible Categories of Negative Economic Impact**

#### 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)

\_\_\_ Tax returns ready to upload

#### 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

#### 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](mailto:grants@yourchamber.com)

**Reminder: Grants are awarded on a first-come, first-served basis until all funds are allocated.**