



City of Balcones Heights
COVID-19 Business Relief Grant
Application

Applicant Name: _____
Title: _____
Address: _____
Phone Number: _____
Email Address: _____

Business Information

Business Name: _____
How long has this business been operating at this location: _____
Business Address: _____
Business Phone #: _____
Best Contact Phone #: _____
Business Email: _____
Applicant's Signature: _____

Property Owner / Landlord's Information

Name: _____
Address: _____
Phone Number: _____
Email Address: _____
Landlord Signature: _____

Is this business operating under a Lease Agreement? Yes _____ No _____

If so, when does the current Lease Agreement expire? _____

Have you applied for a Federal or State grant or loan, including but not limited to, a SBA Paycheck Protection Program loan and/or a SBA Economic Injury Disaster loan within the past 60 days?

Yes _____ No _____

If you did apply for a Federal or State grant or loan, did you receive assistance?

Yes _____ No _____ Pending _____

** You may use additional paper if necessary.

If you did receive assistance, how much did you receive? Please explain how the funds are being used.

What amount of monetary assistance are you requesting from the City? \$ _____

How do you intend to use the funding? (**Please refer to the attached policy)

Please include the following documents with your Application:

- Bexar County Tax Office 2019 Ad Valorem Tax receipt for payment of 2019 City of Balcones Heights personal and/or business property taxes.
- Texas Comptroller of Public Accounts sales tax receipt for the month of February 2020.
www.comptroller.texas.gov
- Texas Workforce Commission's Unemployment Tax Services Employer's Quarterly Report filed January 2020 for the reporting period October – December 2019 (or any other TWC employer report located at www.twc.texas.gov).

This Application and documentation should be sent to Lorenzo Nastasi, lorenzo@bhtx.gov Director of Economic Development by Friday, July 31, 2020, by 12:00 p.m. No exceptions.

Applications and supporting documents must be emailed. No exceptions

Applications will be reviewed by a committee appointed by the Mayor of Balcones Heights. Committee recommendations for grant disbursements will be presented for approval to the entire Balcones Heights City council by August 31, 2020. **Incomplete applications will not be considered.**

If you have any questions about the grant guidelines or application and review process, please contact the Balcones Heights Economic Development Office: 210-957-2992 or email lorenzo@bhtx.gov