

CITY OF LEBANON
LIFT UP LOCAL
SMALL BUSINESS RECOVERY ASSISTANCE PROGRAM

The City of Lebanon Small Business Recovery Assistance Program is a new forgivable loan program developed to provide emergency assistance to businesses struggling under the financial impact of COVID-19.

This fund is intended to support inclusive and diverse small business environments within Lebanon City. Businesses with up to \$1 million in annual revenue may apply.

This is NOT a first-come, first-serve fund. All applications will be equally considered.

You must be in good standing with the City of Lebanon (current on taxes, have all required permits, no outstanding fees) in order to receive any funding.

Business Information

Business Name:

Business Address:

Business Type:

Business Tax Identification Number:

DUNS Number:

Total of Current Secured Business Debt:

Total of Unsecured Business Debt:

Date of Business Establishment:

2019 Business Revenue:

Was your business profitable?

Applicant Information

Full Name:

Best Contact Number:

Email Address:

Last 4 Soc. Sec. #:

Date of Birth:

Percentage of Ownership:

Position/ Title in the Business:

Address:

Race:

Ethnicity:

Gender:

Ownership Structure (if applicable)

Please list all additional owners of the business. Please document all owners with 20% or more ownership. For the fastest loan application process, please document all owners now.

Full Name:	Email:
Ownership %:	Title:
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Full Name:	Email:
Ownership %:	Title:
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Full Name:	Email:
Ownership %:	Title:
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Forgivable Loan Request

Businesses applying for a forgivable loan are encouraged to consider cash needs and ability to take on more debt. However, loans will be forgiven if applicant uses the funds as described below and that the business re-opens or remains open for a minimum of 90 days after receipt of the money.

- Businesses with annual revenue up to \$250,000 may apply for \$2,500
- Businesses with annual revenue between \$250,001 and \$500,000 may apply for \$5,000
- Businesses with annual revenue between \$500,001 and \$1,000,000 may apply for \$7,500

Based off annual revenue, how much funding do you request?

How will you use the funds? (payroll, mortgage or rent, utility payments, inventory, COVID-19 expenses) **Please note no duplication of benefits.*

COVID-19 Impact

of Employees Pre-COVID

Current # of Employees

Describe your business operations and how COVID-19 has impacted your business:

Duplication of Benefits

Have you received other grants or loans to address COVID-19 impacts? If so, what funds did you receive and what were the monies used for? (*Example: PPP, PA State Grant, Etc.*)

Attachments

Please include the following documents. All documents (if applicable) must be provided in order to be eligible for funds.

- 2019 tax return
- 2019 financial statement
- Copy of Driver's License or Legal form of ID
- W-9 Form
- ACH form with copy of a VOID check
- Organization documents/Articles of incorporation/ Fictitious name (if applicable)
- By laws, Operating agreements, etc. (if applicable)

Terms and Conditions

As an authorized representative I submit this inquiry for a forgivable loan to the City of Lebanon. I authorize the City of Lebanon to make inquiries as necessary to verify the accuracy of the statements, and should be required; I will provide additional information to determine the creditworthiness of the individual owners listed above. I certify that I was open for business as of February 15, 2020.

I hereby verify that the information provided and the statements contained in the foregoing application are true and correct to the best of my knowledge, information and belief. I understand that false statements therein are made subject to the penalties of 18 Pa. C. S. §4904 relating to unsworn falsification to authorities.

I Agree

Signature:

You can email the application by clicking the "Submit Application" button below. We also ask that you please return the application and all attachments in a sealed envelope to the City of Lebanon. Please call 717-228-4487 to make an appointment to drop off your application or mail applications to:

Attn: Janelle Mendoff
City of Lebanon
400 S 8th Street, RM 220
Lebanon, PA 17042