

City of Rome
Small business Assistance Program
Covid-19 Emergency Relief Grant

APPLICATION INSTRUCTIONS

The City of Rome Community Development Department will take applications from **Monday, June 8, 2020 through Friday, June 19, 2020 at 5:00 PM**. You may submit your application and additional documents by email to bfox@rome.ga.us or cgriffin@rome.ga.us . If you prefer to submit paper documents, you can drop them off at our office. We are located in the Carnegie Building, 607 Broad Street, Rome, GA on the bottom floor.

1. The application is in a PDF fillable format. You can type in your information- print and submit the documents by email. If you prefer to print and write in the information- that is also allowed.
2. Please complete pages 3 through 8 of the application package. Make sure to sign all pages that require a signature.
3. Page 7 lists required documents in addition to the application. Please make sure to read and check box each line and submit the additional documents requested.

These include:

- a. Proof of a decline in revenue during the pandemic (balance sheet, profit loss statement or other financial document that demonstrates a decline).
 - b. Most recent personal tax returns for owners with 20% or more ownership interest.
 - c. W-9 (IRS form)
4. Page 9 is just for your information and does not need to be filled-out or returned.
 5. Page 10 is an example of the job form your employees will need to fill out for job retention or job creation. We will send out to you the form you need to use upon approval.

If you have questions or need additional assistance, please call our office at **706-236-4477**.

Thank you!