

## CARES ACT - COVID Employer Jobs Grant form

The City of Springboro realizes many businesses are experiencing challenging employment scenarios that were created by the COVID-19 (COVID) Pandemic. The goal of this program is to provide economic support for companies to create jobs, and/or expand business in response to COVID needs.

The following form will be used to consider providing grant monies to City of Springboro employers to assist with workforce related needs that stemmed from COVID. The grant monies can be used toward the hiring of new (for expansion of business needs due to new COVID demands), and/or the rehiring of former employees that lost their jobs due to the COVID pandemic. The monies can also be used to assist with the on-boarding process, training, and/or the soft costs associated with the recruitment of the potential staff members.

**Grants can be awarded up to \$5,000 per employee hired or seeking to hire with a maximum of 4 employees totaling up to \$20,000. Please complete the following.**

Please provide your name and the name of your business. \*

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Please provide your email address. \*

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Please provide the total number of employees currently in Springboro. \*

Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

Please provide the address of your brick and mortar location within the City of Springboro, Ohio. \*

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What amount of funds are you requesting? \*

\$ \_\_\_\_\_

Please provide a narrative about why you are requesting this amount, and include how many employees you are seeking to hire or rehire by 12/31/20. \*

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Any other items that should be considered (Average Monthly Payroll, Average Monthly Sales, etc.?)

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- 1) Applicant must provide copy of most recent W-9.
- 2) If awarded funds, the business will ONLY use the disbursement for the hiring, the rehiring, the onboarding, or training of the employee(s) based on the COVID 19 pandemic. This would also include employees being hired due to the need to expand because of COVID 19.
- 3) The applicant must complete attached spreadsheet post hiring to the City, or a copy of the offer letter/acceptance email correspondence.

I acknowledge that all the information I have provided on this application is correct, and I acknowledge the restrictions and requirements of any disbursement of funds to me or my business from the City of Springboro.

\_\_\_\_\_  
Business Owner / Applicant

\_\_\_\_\_  
Date