



## **CARES Act Relief Funds – Small Business Application Instructions**

**VILLAGE OF RUIDOSO SMALL BUSINESS CONTINUITY GRANT  
APPLICATION PERIOD OPENS SEPTEMBER 18, 2020 AND CLOSES OCTOBER 2, 2020  
(Maximum awards will be up to \$20,000.)**

### **Timeline:**

Advertisement of CARES Act Small Business grants applications: September 16, 2020  
Application period opens September 18, 2020 and closes October 2, 2020  
Applications reviewed and processed: October 2, 2020 – October 3, 2020  
Applications submitted to review panel for ranking and rating: October 4, 2020 -October 9, 2020.  
Approval and award of grant applications: October 13, 2020  
Notification of awards: October 14, 2020  
Execution of grant agreements: October 15, 2020  
Grant closeouts: December 31, 2020

**Completed Grant Application should be submitted to the Office of the Village Clerk at 313 Cree Meadows Drive, Ruidoso, NM 88345 or [grants@ruidoso-nm.gov](mailto:grants@ruidoso-nm.gov) by 5:00 pm October 2, 2020.**

APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.

### **Who can apply?**

- This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in New Mexico as long as funding remains for the program. The grant proceeds must be spent on eligible “business continuity” expenses. In addition, you may qualify for additional funding for “business redesign” expenses necessary to adopt COVID Safe Practices, and eligible expenses for both portions of this grant program outlined below.
- To be eligible, your company must be headquartered in New Mexico and have a physical location within the Village of Ruidoso. In addition, have been forced to close or severely curtail business operations as a result of closure orders from the state and have an annual revenue of \$2 million or less prior to the impact of COVID-19. The business must have also had a start date of March 1, 2020 or prior.

### **Who is not eligible to apply?**

- Businesses headquartered outside of New Mexico
- Businesses exceeding 50 full-time equivalent employees
- Businesses with annual revenue exceeding \$2 million
- Businesses that started after March 1, 2020
- Businesses that were not forced to close or had severely curtailed business operations as a result of closure orders from the state

### What documents are required?

- Completed application form

All documentation listed below are required upon execution of the grant award:

- Certificate of good standing
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Documentation of March and April 2019 total gross receipts
- Most recent taxes documenting net taxable income
- Unemployment insurance tax documentation for the fourth quarter of 2019
- Completed W9 Form
- Voided Check or Bank Letter with Account/Routing Info (if applicable). Payments will be made directly into the small business bank account. By providing us this information, you certify that the information provided is correct and you authorize the county or municipality to initiate credits for corrections to the financial institution.

### What expenses will be covered?

Business Continuity:

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

Business Redesign:

- Reconfiguring physical space
- Installing plexiglass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

### Contact Information:

For questions regarding this application, please email [grants@ruidoso-nm.gov](mailto:grants@ruidoso-nm.gov) or call 575.937.7785.

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