



Woodford County Small Business Relief Fund

Eligibility Guidelines and Criteria

The Woodford County Fiscal Court will provide \$150,000 (which may be increased based on need and availability) in relief assistance to small businesses in Woodford County that have been negatively impacted by the COVID-19 pandemic. Each applying entity must complete the application and supply all requisite information and documentation.

Available to businesses in Woodford County that have NOT received funding from either the Food and Beverage Relief Funds and/or the Farmers Relief Fund

Eligibility Criteria

- Business may not be owned by a publicly traded company.
 - If franchise or chain, name and address of ownership must be greater than 51% living in Woodford County.
- The business entity must supply all information and documentation required by the Fund Application.
- Only small businesses open for at least six (6) months prior to the adoption of this Resolution as defined above, are eligible for an award.
- Eligible small businesses that have previously qualified for the federal PPP loan forgiveness program and/or the City of Versailles VERA funding shall hereby qualify to receive the grant herein, so long as the small business meets the eligibility criteria herein and has not had a change of ownership, location, or closure. Any entity with said changes may apply and reference the same.
- The business entity that owns and/or controls the operations must certify that the business is in compliance with all existing Executive Orders and public health orders and will continue to comply with all existing.
- All applicants must be registered and current with the Woodford County Tax Administrator's office
- Completed applications must be submitted no later than COB 4:00pm August 9th, 2022.

Program Operations and Guidelines

- Each eligible entity located within Woodford County may receive an award of up to \$2,000
- Each eligible business entity may receive a total of no more than \$6,000, regardless of the number of eligible locations it owns or controls
- Businesses must intend to remain in operation for at least the next six (6) months



Necessary Documentation and Application Information

1. Business entity information, including:
 - a. The name of the entity
 - b. D/B/A information, as applicable
 - c. Contact information for the business entity
 - d. Federal tax information (SSN, FEIN or Tax ID)

2. Business information, including:
 - a. The address(es) of the specific location(s)
 - d. W-9 form
 - e. Certification form

ANY APPLICATION THAT DOES NOT INCLUDE ALL REQUIRED INFORMATION WILL BE DEEMED INCOMPLETE AND WILL NOT BE CONSIDERED FOR AN AWARD.

Any award will be a grant, not a loan. However, the grant may be considered taxable income (consult your tax professional for additional guidance), and awardees will receive a 1099 statement regarding any award received.



Woodford County Small Business Relief Fund Application

Woodford County has determined that the health and stability of our local small businesses is critical to the makeup of our community. We feel that during these unprecedented times, it is our obligation and responsibility as County government to provide financial support to those in need.

Purpose – To provide aid for eligible expenses to eligible small businesses negatively impacted by the COVID-19 pandemic

Business Information

Name:

Address:

Phone Number:

Business TIN#:

Email:

Owner/Primary Contact:

Business Type:

****If franchise or chain, name and address of ownership must be greater than 51% living in Woodford County.**

****Non-publicly traded companies**

PLEASE ATTACH

- Completed W-9
- Certification Form



**FORM MUST BE COMPLETE AND ALL ATTACHMENTS
PROVIDED IN ORDER TO RECEIVE GRANT**

Submit application via mail, email, or drop off:

103 S. Main Street
Room 200
Versailles, KY 40383
judgekay@woodfordcountky.gov

Any award will be a grant. However, the grant may be considered taxable income (consult your tax professional for additional guidance), and awardees will receive a 1099 statement regarding any award received.



Woodford County Small Business Relief Fund Certification

1. My name is _____
2. I am authorized to provide information concerning the business entity _____, d/b/a _____. I am an owner or a control person for the business entity named herein and am authorized to make this application. No other application has been made for the business entity named herein.
3. The business I am applying for operates at the following physical location:

4. I hereby certify that this business is registered and licensed to do business in Woodford County, as defined in the Program Eligibility Guidelines and Criteria.
5. I further certify that my business has been negatively impacted during the course of the pandemic.
6. I further certify that the above referenced business will comply with all existing and future Executive Orders, all Executive Branch Cabinet Orders, and all mandates of the local health department or local officials.
7. I further certify that this business is not owned or controlled by a publicly traded company
8. I understand that any business entity may receive a maximum of six thousand dollars (\$6,000) regardless of the number of small businesses under the same ownership
9. I certify that I and/or members of my immediate family have an ownership interest in the following business entities which own or operate small business:

10. I certify that the documents provided in support of this application are true and correct copies and the originals have not been altered. I certify that the business entity named herein holds all licenses, permits, or authorities required to operate as small business and licenses, permits, or authorities are current and valid. I further certify that no conditions exist which would warrant revocation or suspension of such licenses, permits or authorities, and that no taxes or license fees related to the business entity are delinquent.
11. I certify that I have provided true and correct copies of licenses and permits, as required in the Program Eligibility Guidelines and Criteria.



Woodford County Small Business Relief Fund Certification

12. I certify that I have fully read and understand the Program Guidelines and Eligibility Criteria and will abide by them. I understand that if I violate any of the Program Guidelines and Eligibility Criteria, I may be required to repay the award in its entirety.

I understand, by affixing my signature, that I am making representations regarding my business. I further understand that making false representations could constitute a criminal act and that I may be prosecuted for providing a false certification.

Signature

Printed Name

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.