



RICHARD J. REGOVICH
Mayor / Safety Director

City of Willowick

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October 16, 2020

Dear Willowick Business Owner:

The State of Ohio has received Federal financial assistance funds as the Coronavirus Relief Fund (CRF) to provide assistance to our small businesses. The City of Willowick recognizes the hardships that our small businesses have endured as a result of the COVID-19 pandemic and has allocated a portion of these funds to qualifying local small businesses in the form of a grant. The City will provide businesses up to \$5,000 for qualifying expenses on a first-come, first-serve basis until the authorized allocation is exhausted or by November 20, 2020.

The program is intended to provide the business ownership and management with reimbursement opportunities for:

- Payroll, rent and utility payments that were not previously included in a request for reimbursement through any other grant or loan forgiveness program
- Personal protective equipment (PPE) and cleaning supplies
- COVID-19 safety communication costs and signage to promote social distancing, such as elevator limitations and floor markings signage
- Other documented costs for alterations to the business which were intended to deter or prevent the spread of COVID-19
- No sales tax or shipping and handling fees will be considered.

The application, required attachments A, B, C and the Internal Revenue Service Form W-9 which are to be submitted for application for this grant can be found on the City of Willowick website at <https://www.cityofwillowick.com/departments/economic-development/>. If you have any questions about the program, please feel free to call Economic Development Manager Monica Drake at 419-345-0242.

As a small business owner, you are an important part of our community. We look forward to supporting you in this way.

Sincerely,


Richard Regovich
Mayor/Safety Director


Monica Drake
Economic Development Manager