Seward CARES Business Relief Fund

How to Apply

Step 1: Check for Eligibility

Review the application materials and all required documents and eligibility criteria to ensure your business qualifies for this grant. Businesses must meet the criteria and provide the required documents to be considered for the Seward Business Relief Fund Grant Program (the “Program”).

Q: Is my business eligible for this grant?

A: The following types of businesses are eligible for the Program

All for-profit businesses conducting at least 30% of its sales or services in the City in 2019 so long as the business:

1. Experienced business interruption or closures due to COVID-19
2. Was registered as a business on or before January 1, 2020

3. Intends to operate after applicable local and state emergency mandates, regulations, rules, and advisements are repealed or expire

4. Has committed to following and has not been cited for a violation of State or local public health mandates, regulations or rules

5. Does not have any unpaid Seward or Kenai Peninsula Borough enforcement liens

6. Has not had an owner, officer, partner or principal actor of the business convicted of fraud, embezzlement or other financial crimes within the last 3 years

Q: What documents do I need to submit with my application?

A: Business owners will need the following documents before they fill out the application:

1. Current W-9 Form

2. Active state business registration, local Seward Business license or other documentation
3. 2019 Corporate Tax Return or equivalent

Depending on the business’ legal structure, business owners will be required to provide:

- **Individual** (Sole Proprietors and individual/single-owner LLCs): may submit their 2019 Schedule C (Form 104). If no 2019 Schedule C is available, provide 2018 Schedule C and most recent Annual or Quarterly Balance Sheet or Profit and Loss Statement.

- **Corporations** (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs)): may submit their 2019 Corporation Income Tax Return (Form 1120/Form 1120-S). If no 2019 Corporation Income Tax Return is available, provide 2018 Corporation Income Tax Return and Annual or Quarterly Balance Sheet or Profit and Loss Statement.

- **Partnerships**: may submit their 2019 Return of Partnership Income (Form 1065). If no 2019 Return of Partnership Income is available, provide 2018 Tax Return and Annual or Quarterly Balance Sheet or Profit and Loss Statement.
Sole Proprietors: may complete and attach a Sole Proprietor Certification Statement stating that the business owner is the sole proprietor and provide proof of profits and losses for 2019 via an income tax return or equivalent documentation.

Step 2: Complete the Application

Complete the application form available online. Applicants are required to affirm and upload relevant business documents to be considered for the Program. If you struggle completing the application online, contact the City Clerk’s Office and an application can be provided to you by email.

Step 3: Application Review

A review committee will evaluate the applicant’s documents for eligibility. Applications will be automatically rejected if documents are missing, falsified or illegible.

Step 4: Notice to Applicant
Applicants will receive an email notifying them as to whether their online application has been accepted or denied.

Step 5: Processing and Distribution

Accepted applications will be processed for grant distribution. The City of Seward City Manager or his designee will coordinate and execute grant distribution with approved applicants.