



## **Small Businesses Support Initiative – COVID-19**

### **Rent Participation Fund**

#### **CRITERIA**

1. Limited to small businesses with 10 full-time employees or less within Chelan and Douglas Counties.
2. Must have been in business for a period of six months and provide a UBI number.
3. Qualifying businesses will need to fill out a one-page application and provide a letter of certification. Rent to be disbursed once proof of expenditure has been provided and for rental expenses incurred June 1, 2020 and after. Funding cannot be used for past due rents.
4. Upon receipt of a letter from the landlord and business declaring they have each made a one-third contribution towards rent, the Regional Port will make a 1/3 contribution, subject to a per business cap of \$1,000. Rent deferment by landlord does not qualify.
5. Program ends when the money has been fully allocated and/or December 31, 2020 whichever first occurs. The Regional Port has established a \$100,000 budget for this small business support initiative.
6. Two-step approval process:
  - Regional Port will inform business if application for assistance has been approved.
  - Once approved, business must submit rent certification letter signed by landlord. Reimbursement requests are due within 60 days of the approved application and/or 60 days from being able to reopen, whichever is later.
7. A W-9 form will need to be provided by landlord before issuance of a check.

**Note:**

Regional Port tenants do not qualify for this program as they are eligible for the Port's rent deferment program.