

EMAIL RESPONSE AND FORMS TO INCLUDE

Most emergency small business relief funds operate by having a web page followed by an email address you contact if interested in the fund. They are done this way to facilitate secure document transfer. This is a draft response email, generated from first-mover examples like Erie County, and includes a checklist of forms that applicants and fund administrators should be sure to include.

Sample Email

Good Morning,

Thank you for contacting [local institution]. We know this is a difficult time, but we are committed to helping small businesses in [city/ geographic service range].

We've received your inquiry concerning emergency [loans/grants] available to your organization in response to the COVID – 19 crisis. Our goal is to help as many small businesses and non-profits in [city] that we can while adhering to our mission, which is [insert mission of local development institution].

[institution] is providing emergency [grants/loans] of up to \$[upper bound] for companies with [upper bound] employees or less. Terms include:

- Loan [describe terms - if it's a grant just describe grant. Model terms can be found in our typology of funds, [here](#)].
- Fees [describe fees if applicable]
- Loan Percentages [describe interest rates]

Necessary forms for the application are attached. A checklist is included below to ensure you have included everything. In order for us to begin our streamlined process we need these forms. Please email them back all at the same time along with any questions you may have to: [relevant institutional email]

We will begin to process your request as soon as possible. Please note that because of high demand and limited resources it may be a few days before we get back to you. Thank you.

Please also look at the resources available through the SBA which have similar application requirements: <https://www.sba.gov/disaster-assistance/coronavirus-covid-19>

If you have questions regarding the availability of Paycheck Protection Program or SBA Disaster Relief Loans, please contact the SBA [regional] District Office at [phone or email].

Funding Application Checklist

- [Loan or Grant] Application
- Intake Form
- Business Debt Schedule
- Personal Financial Statement
- 2018 and 2019 personal and business tax returns (**Note** If 2019 tax returns have not been filed, please submit internal financials)
- General Liability Insurance
- Organizational Documents
- Fictitious Name Filing

