TEMPLATE INTAKE QUESTIONS

One of the goals of the application process is to establish business need as well as to collect internal data on who is receiving small business relief. This selection of intake questions is generated from what we've seen in Birmingham and other first movers across the country. It should be paired with standard loan application forms that your city should have, along with standard business application forms (owner name, EIN, years in business, minority status, number of employees, etc.). Your economic development department should have both on hand.

Operational Goals
(Respond to the following questions in short answers.)

How will funding stabilize operations? Can you provide 30, 60, and 90-day cost estimates?

Will you be able to sustain/support workers who are on sick leave with pay?

Will you pledge to make a best effort not to reduce hourly or salaried employees?

Have you reconfigured your business model due to COVID-19? If so, tell us how.

We are interested in supporting businesses that play a vital role in their community. Please tell us how your small business anchors your community.

STATEMENT OF NEED

Provide evidence to demonstrate any of the following to help us understand your need:

1. Actual revenue loss with a baseline of Q1 2019 vs Q2 2020 or revenue loss/bank statements proving substantial loss over the last several weeks.
2. Lower volume of customers/consumers and transaction; (POS system reports)
3. Proof of canceled events resulting in direct or indirect loss.
4. Evidence of business disproportionately affected by logistics disruptions.
5. Evidence that supply chain has been substantially disrupted by the coronavirus.
6. Priorities for loan use

Provide explanation of how the COVID-19 virus affected your business: