

Application Form

BUSINESS INFORMATION

FULL Business Name (Operating As)			
Business Registration or Incorporation #			
Contact Person:			
Type of Business <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Corporation <input type="checkbox"/> Other _____			
Name(s) of Owner(s)/Applicant(s)	Title/Position	Joined the Company (MM/YYYY)	% of Ownership
<u>Mailing Address</u> <div style="display: flex; justify-content: space-between;"> City Province Postal Code </div>			
<u>Physical Address</u> (if different than mailing address – No PO boxes) <div style="display: flex; justify-content: space-between;"> City Province Postal Code </div> <div style="display: flex; justify-content: space-between;"> Cornwall Ontario </div>			
<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other _____		What is the business' monthly rent/mortgage payment? \$_____/month When does the lease expire or mortgage mature (MM/YYYY)?	
Telephone		Email	
Website			
Year Business Established (MM/YYYY)		Current Ownership Since (MM/YYYY)	
Fiscal Year End Date (DD/MM)		Registration Date (DD/MM/YYYY) *Attach copy of business registration	
Business Number (CRA number – 9 numbers)			
As it relates to this loan please quantify the following			
Number of Current Full-Time Employees (Including yourself)	Has the number of employees in your organization changed during the COVID-19 Pandemic (lay-offs, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes to the above, please provide details:		
Number of Current Part-time employees			

Describe the nature of your business. How would you summarize your business' services/products?

Did your business close or have a disruption in business operations due to Provincial Orders due to the COVID Pandemic?

☐ YES - Period of time (DD/MM to DD/MM) _____ to _____ ☐ NO

Did you close or have a disruption in business operations for another reason (supply chain, etc.)?

☐ YES ☐ NO

If yes to the above, please provide details:

Has your business applied for any other COVID related loan(s)/grant(s) offered by the provincial or federal governments?

☐ YES ☐ NO

If yes to the above, please provide details:

Other information you would like to provide that is relevant to your application.

Loan Purpose

1. Relief Support

A loan of \$2,500 to provide immediate emergency support.

Priority consideration will be given to businesses that can demonstrate clear and substantial hardships resulting from a disruption of business operations as a result of the COVID-19 crisis.

eg: classified as a non-essential workplace; required to cease day-to-day operations; had to lay-off employees; significant decrease in revenues; significant disruptions in supply chain; significant disruptions in external markets, etc.

Please provide details about the economic hardship experienced:

How will you use the loan proceeds?

2. Transitional Support

A loan of up to \$2,500 to offset costs incurred in helping the business transition to a more versatile business mode. Expenditures must be made between March 17 and December 31, 2020.

Qualifying expenses may include: web development, the addition of ecommerce, functionality, renovations, and other expenditures that will allow the business to adapt to new public safety regulations, etc.

Please provide details of your transition plans:

(Note: as part of the City's reconciliation, copies of receipts may be requested as supporting documents to this loan for transitional support)

DECLARATION

Do you have any

Pending and/or actual legal action (civil and/or criminal)

☐ YES

☐ NO

Suits and claims

☐ YES

☐ NO

Unexecuted judgments

☐ YES

☐ NO

Bankruptcy proceedings (past and/or current)

☐ YES

☐ NO

Criminal record (all types of offences – you may exclude a conviction for which a pardon has been granted)

☐ YES

☐ NO

If yes to any of the above, please provide details:

Except otherwise stated in this agreement, all information enclosed will be held in strict confidence by the City of Cornwall.

I, the undersigned, certify that the information in this application is a complete and true statement of affairs of this business. I acknowledge that The City of Cornwall will be using this document in relation to a Loan Application in which I have an interest. I certify that the information reported in this document is true, accurate and complete and acknowledge that The City of Cornwall will be relying on the information. I understand that if untrue or inaccurate or incomplete information is provided in this application and in any accompanying materials may result in the rejection of this application or the immediate demand for repayment of the loan in full plus interest accrued thereon.

I CONSENT TO:

The City of Cornwall making any inquiries, as The City of Cornwall may deem necessary in order to verify the information set out herein and reach a decision on this Application and administer such loan, if one is made. I am not required by law to consent to such inquiries and collection; however, refusal to consent may prevent The City of Cornwall from considering this Application. Pursuant to the provisions of the Privacy Act, subject to certain exceptions, I have the right of access to, and protection of, personal information which may be collected by The City of Cornwall.

Signed this _____ day of _____, 20_____

Print Name _____

Signature _____

I have the authority to bind this company.

Submit to:

Dana McLean, Development Coordinator
Economic Development
City of Cornwall
Dmclean@cornwall.ca
613-930-2787 ext 2105