

Postmark Date: _____

Application # (to be assigned): _____

**COVER SHEET AND APPLICATION
SMALL BUSINESS DISASTER RELIEF FUND**

**Please complete application and return to:
SMALL BUSINESS DISASTER RELIEF FUND/BRAF
P.O. Box 80752
Baton Rouge, LA 70898-0752**

COVER SHEET/COMPANY INFORMATION

1. Name of company (as registered with the state and D/B/A if applicable).
2. Name and title of business owner or principal.
3. Physical street address of business (prior to Hurricanes Katrina or Rita and current operating address if operational).
4. Mailing address of business prior to Hurricanes Katrina or Rita. What is your current mailing address?
5. Phone number of business prior to Hurricanes Katrina or Rita. At what number can you currently be reached?
6. Current E-mail address of business owner or principal if available.
7. What is the business' Federal Tax Identification Number? What type of tax return is filed for the business? Form # _____.
8. What is the business' State Revenue Account Number?
9. Is your business located in an area that has been designated as a disaster area by the federal government (the IRS or FEMA)? This may be found at <http://www.irs.gov> or <http://www.fema.gov/news/disasters.fema>.

If YES, in what county or parish was your business located?
10. Did your company employ fewer than 100 employees prior to August 29, 2005 (Katrina-related) or September 24, 2005 (Rita-related)?

_____ **YES**

_____ **No**

If YES to questions 9 and 10, proceed to the questions on the application form.

I testify that the information included in this application form and questionnaire is true.

Signature of person completing application

Print Name

Title:

**INFORMATION REGARDING SMALL BUSINESS DISASTER
RELIEF FUND APPLICATIONS**

- **Who may apply for a Small Business Disaster Relief Fund grant?**

To be eligible to receive a grant, the applicant must be an owner or principal in a for-profit, private sector business that had fewer than 100 employees on August 29, 2005 (Katrina-related) or September 24, 2005 (Rita-related). Any affected business owner or operator in a parish or county that has been designated as a primary disaster relief area by the federal government (the IRS or FEMA) is eligible to apply for a grant. The business must have suffered substantial losses or the potential of long-term business interruption as a direct result of Hurricanes Katrina or Rita.

This grant is designed to provide gap funding for elements that insurance will not cover to assist small businesses' reentry into the economy. It is not for business owners who are permanently going out of business.

- **Where should you send the completed application (only mailed applications will be accepted)?**

**Applications should be completed and mailed to:
SMALL BUSINESS DISASTER RELIEF FUND/BRAF
P.O. Box 80752
Baton Rouge, LA 70898-0752**

- **Application Processing**

Applications will be reviewed by an independent committee of business volunteers. Volunteers will review the application independent of the cover sheet identifying the name of the business. Business owners and principals whose applications are chosen by the committee for further consideration will be asked to verify their application information by supplying copies of tax returns or affidavits of authenticity of information. The Fund reserves the right to ask for subsequent verification of information.

- **Notification**

Applicants will be notified that their applications have been received. There is no need to call LABI regarding that information. Applicants who are under consideration for the awarding of a grant may be contacted for more specific information regarding their application. If that is the case, please respond promptly.

Due to the fact that applications are being handled on an anonymous basis, LABI will not be able to respond to inquiries about the status of any particular applications during the screening process.

- **Where can I find my company's SIC Code? SIC Codes may be found at <http://www.osha.gov/pls/imis/sicsearch.html>.**

- **Answering Questions on the Application**

Answer the questions to the best of your ability providing as much factual detail as you think would be helpful to the committee.

- **What grant amount are you applying for? \$_____.**
(Note: There will likely be a dollar limitation placed on the amount of grants awarded.)

**SMALL BUSINESS DISASTER RELIEF FUND
APPLICATION**

- 1. Type of business (identify by SIC Code and give a brief description).**
- 2. What are the last three numbers of your business' Federal Identification Number?**
- 3. What was the total number of employees on your company's payroll prior to the Hurricane? How many were part-time? How many were full-time? Were any of your employees seasonal workers?**
- 4. What is the current number of employees on your business' payroll? How many were employed on August 29, 2005 (Katrina-related) or September 24, 2005 (Rita-related)?**
- 5. Is your business covered by any of the following forms of insurance?:**
 - A. Property and Casualty Insurance**
 - B. Flood Insurance**
 - C. Are you partially self-insured (if so, what amount of deductible do you cover on your own)?**
- 6. What is the estimate of your business' losses? Is this a self-assessment or is it from an insurance adjuster? (Please categorize by: Building/Equipment, Furniture and Fixtures, etc.)**
- 7. How much of your business' losses are covered by insurance?**
- 8. Do you plan to reopen your business? If so, do you plan to move or continue to operate in your current location?**
- 9. What are the critical needs that must be met to reopen your business and how much do you estimate it will cost to meet those needs?**
- 10. Have you applied for any other disaster relief? If so, what type?**
- 11. Have you been granted any other form of disaster relief?**
- 12. If you receive a grant from the Small Business Disaster Relief Fund, how will you use it to resume operations if you are not currently operating? How long will it take for your business to become fully functional?**
- 13. If you are currently operating, how will you use grant funds to support the quick and full restoration (bring back up to prior levels of activity) of your**

business?

14. How many jobs will be created or restored once your business has returned to its pre-hurricane operational level?

15. What grant amount are you applying for? \$_____.
(Note: There will likely be a dollar limitation placed on the amount of grants awarded.)