

**PENOBSCOT NATION BUSINESS INTERRUPTION GRANT APPLICATION**

This application for a Business Interruption Grant is governed by the Penobscot Nation Business Interruption Grant Program Guidelines issued on June 21, 2021. Please make sure that the information provided in this application meets the requirements as described in the Guidelines. A copy of the Guidelines can be obtained by contacting the Penobscot Nation Government Office at [www.penobscotnation.org](http://www.penobscotnation.org) or (207) 817-7351. **The deadline for applying for a grant is November 1, 2021. Business interruption grants shall not exceed a maximum amount of \$5,000 per Business Entity, as that term is defined in the Guidelines.**

Any business interruption grant provided by the Penobscot Nation must be used for the COVID-19 related costs specifically described in the application or approved by the Nation as being a valid COVID-19-related business interruption expenditure.

Applicants should expect to provide a copy of 2019 federal and state tax returns and schedules.

**1. NAME OF BUSINESS ENTITY (if name of owner different than the “doing business as” (DBA) include both names):** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

**Owner’s Tribal Identification Number:** \_\_\_\_\_

**2. ADDRESS OF BUSINESS ENTITY:**  
\_\_\_\_\_  
\_\_\_\_\_

**3. CONTACT PERSON:**

**Name of contact:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_



**7. DETAILED DESCRIPTION OF COSTS INCURRED DUE TO BUSINESS INTERRUPTION, FOR WHICH YOU SEEK ASSISTANCE (consult Guidelines for examples of covered costs):**

**a. Payroll costs for retained employees, including benefit and payroll taxes:**

---

---

---

**(Please provide supporting documentation showing payroll costs.)**

**b. Principal and interest payments due on any debt obligations:**

---

---

**(Please provide supporting documentation showing interest payments and debt obligations.)**

**c. Rent, utility and maintenance charges:**

---

---

**(Please provide documentation showing rent, utility and maintenance charges, such as lease and utility invoices.)**

**d. Costs for materials and/or equipment purchased prior to a business interruption that could not be used due to a subsequent business interruption:**

---

---

**(Please provide documentation of costs.)**

**e. Any other costs not covered above:**

---

---

**(Please provide documentation of costs).**

**8. PROVIDE A WRITTEN JUSTIFICATION AS TO WHY A GRANT IS APPROPRIATE:**

---

---

---

---

**9. HAVE YOU RECEIVED ANY OTHER COVID-19 RELIEF FROM THE PENOBSCOT NATION, FEDERAL, STATE OR LOCAL GOVERNMENTS?**

- Yes.**                       **No.**

**If yes, describe the relief:**

---

---

---

---

---

---

**10. ANY OTHER INFORMATION RELEVANT TO YOUR GRANT APPLICATION:**

---

---

---

**11. HOW TO SUBMIT**

- a. **Email:** send to [PNFinance@PenobscotNation.org](mailto:PNFinance@PenobscotNation.org). Once submitted you will receive an automatic reply confirming your submission. **SAVE THIS EMAIL** as proof as your submission. Please ensure all attachments will be legible when printed. DO NOT send picture files (jpg., png. etc.) as these will not print legibly. Adobe Scan is free app available for all smartphones on the Apple App Store or Google Play Store and will convert pictures taken with your smartphone to PDF files.
  
- b. **Fax:** to **(207) 817-7309**. Please set your fax to print a confirmation page and **SAVE THE CONFIRMATION PAGE** as proof of your application submission. If you are unable to print a confirmation please call us at (207) 817-7311 so we can confirm receipt of your application.
  
- c. **Physical Copy:** Physical copies will be accepted on **Mondays from 12 Noon - 4:30PM** and **Thursdays 8AM to 4:30PM** at the **Finance Office**. Ring the doorbell at the entrance and one of our staff will meet you to take your application and give you a card stamped with the received date, **SAVE THIS CARD** as proof of your application submission. If you cannot make the times listed above please call us at (207) 817-7311 to schedule a time to drop your application off. Applications placed in the dropbox used for interdepartmental mail will not be accepted.

**CERTIFICATION:** By submitting this application for emergency economic support, you certify that:

1. the Business Entity, (as that term is defined in the Penobscot Nation Business Interruption Program Guidelines), for which assistance is sought is more than fifty percent (50%) owned by an enrolled Penobscot Nation citizen;
2. the Business Entity suffered a Business Interruption (as that term is defined in the Penobscot Nation Business Interruption Program Guidelines);
3. if provided a business interruption grant, the Business Entity will spend the money only on necessary COVID-19 expenses that are incurred between October 1, 2020 and September 30, 2021; and
4. will keep records for five years demonstrating that the Business Entity spent its grant monies on COVID-19 eligible expenses.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_