



City of Durango Restaurant Delivery Fee Reimbursement

Program purpose:

In response to the severe economic hardships resulting from the COVID-19 pandemic, the City of Durango is launching the City of Durango Delivery Reimbursement program. The City of Durango will offer reimbursement to restaurants where delivery fees exceed 15% for the period starting December 1, 2020 and ending January 31, 2021.

Objectives and Eligibility :

The program will initially allocate up to \$40,000. This program does not guarantee the City's financial assistance.

- Retain and support city businesses that have been negatively affected by the disruption of services during the COVID-19 crises, to include:
 - Assist businesses in maintaining or increasing their current workforce.
 - Assist in reopening businesses.
 - Prevention of additional business closures.
 - Funding necessary to make reasonable and temporary accommodations to comply with a Public Health Order.

Required Documents

- On monthly basis restaurants shall submit the following:
 - Reports from the delivery vendor that reflecting the transactions and the amounts being requested for reimbursement in the excess of 15%
 - Documentation showing the restaurant or food establishment has paid these fees (bank statements correlating with the amount of fee)
 - Reimbursement will be for small businesses as designated by the SBA.
- Documents could include:
 - Bank statements
 - Proof of payment to delivery vendor
 - Reports showing the amount charged over 15%



City of Durango Business Delivery Fee Reimbursement

To be eligible for grant assistance, small business applicants must demonstrate a need for assistance resulting from COVID-19. Applications must be for reimbursement of fees exceeding 15 percent December 1, 2020 through January 31, 2021. Applications will be accepted through February 28, 2021. Qualifying applicants must provide documentation regarding the following components:

Business Information

Is your small business or organization located within the City of Durango? _____

Business License Number (existing prior to March 18, 2020): _____

Business Address: _____

Street Address: _____

City _____ State _____ Zip _____

Business Legal Name: _____

Business Trade Name: _____

Business EIN: _____

Total Amount Requested : _____

Dates of Service: Start date _____ End Date _____

Reports Attached:

- Reports from Delivery Vendor Bank Statements reflecting payment to delivery vendor

Business Owner Information

First Name: _____ Last Name: _____

Owner's **Residence** Street Address:

City _____ State _____ Zip _____

Business Phone: _____

Business Email: _____

By signing this application, I certify that all information in this application, and submitted with the application, is true and correct to the best of my knowledge, and that I will submit truthful information in the future.

Applicant's Name: _____

Title: _____

Business Name: _____

Signature: _____

Date: _____

Submit applications to
dbrf@durangogov.org

City of Durango
Finance Department