



# Boone County Commission

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Dear CARES Act applicant,

Prior to entering the site to apply for CARES Act funds we encourage you to have all the information ready to fill out the required information. Having the following information available before entering the portal will help expedite your application process:

- Federal Tax ID number.
- Your organization's annual budget amount. Please be prepared to attach a PDF copy or provide a link to your budget online.
- Total dollar amount of your request for funding.
- A detailed explanation of how your application is tied to your response to the COVID-19 pandemic. This should include how your application will positively affect the community you serve.
- Date range(s) of project.
- Details about how you plan to continue supporting your program, or decommission, after the CARES Act funding runs out.
- Copy of an order from your governing body authorizing the application. The order will need to be signed by your Chief Elected Official, CEO, sole proprietor, or governing body Chair.
- If you are applying for reimbursement of expenses already incurred, please be prepared to attach all invoices and associated documentation to support your request.
- Contact information for at least one additional representative from your entity.
- If your application is approved, Boone County will issue reimbursement via ACH. Please be prepared to provide your bank account routing and account information at the time of your initial application.
- A completed and signed IRS W-9 form. You can download this ahead of time at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- If your application involves payroll reimbursement, please be prepared to fill in the required information on the CARES Act Payroll Spreadsheet available on this web page.