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2020 Gross Revenue:

* 2020 Gross Revenue from March 13, 2020 to the application date. Gross revenue is the total amount of sales/services recognized for the reporting period, prior to any deductions. DO NOT include Cost of Goods Sold or any CARES Act money received in 2020 Gross Revenue.

2019 Gross Revenue:

* 2019 Gross Revenue from March 13, 2019 to the application date in 2019. Gross revenue is the total amount of sales/services recognized for the reporting period, prior to any deductions. DO NOT include Cost of Goods Sold in 2019 Gross Revenue.

Total Operating Expenses:

* Input the TOTAL operating expenses (usually on the income statement) between March 13, 2020, and the application date.
* Operating expenses could include: Payroll for staff (excluding manufacturing labor), insurance, rent, mortgage, marketing, accounting fees, building maintenance, office supplies, utilities, benefits, vehicle expenses, travel expenses, etc.
* Operating expenses CANNOT include: Depreciation, amortization, bank fees (including interest charges), lawsuits, restructuring costs, obsolete inventory, currency exchange fees, etc.

2020 Cost Savings:

* Any business expenses that were avoided due to COVID-19.
* Cost Savings could include: Decreased labor costs, decreased inventory costs, decreased travel expenses, or any other cost savings that was realized as a result of COVID-19 business closures, interruptions, etc.

Extraordinary COVID Expenses:

(This section is **ONLY** to be filled out by businesses ***who were required to close – If you were not required to close move to Expenditure Plan***)

* **COVID-19 Related Payroll Expenses** (Between March 13, 2020 and Application Date):
* Past Payroll can **only include payroll expenses specifically due to COVID-19.**
* Past Payroll could include: Expenses related to hiring/training new or current staff to comply with health orders (cleaning, temperature checks, training, etc.), COVID-19 compliance expenses, etc.
* Past Payroll CANNOT include: Normal business operation payroll expenses.
* **Past Business Supplies** (Between March 13, 2020 and the Application Date):
* Past Business Supplies can **only include supplies necessary to operate the business during the COVID-19 pandemic**.
* Past Business Supplies Could Include: office supplies, serving supplies, and other supplies needed to maintain normal business operations during COVID-19.
* Past Business Supplies CANNOT include: Any supplies expenses that the business would have continued to incur if COVID had not happened.
* **Past Business Equipment** (Between March 13, 2020 and the Application Date):
* Past business equipment can **only include equipment expenses specifically due to COVID-19**.
* Past Business Equipment could include: computers and equipment for telework, protective barriers, telephones, food serving equipment, personal protective equipment (gloves, masks, sanitizer dispensers, etc.), thermometers, etc.
* Past Business Equipment CANNOT include: Any equipment expenses that would have been incurred if COVID didn't happen.
* **Past Business Rent & Mortgage** (Between March 13, 2020 and the Application Date):
* Past Business Rent & Mortgage can **only include rent and mortgage expenses incurred specifically due to COVID-19.**
* Past Business Rent and Mortgage could include: Renting out or purchasing an office or workspace to comply with social distancing. (Expenses must have already been incurred at time of application)
* Past Business Rent and Mortgage CANNOT include: Any rental expenses in the future, any business rent/mortgage that was in place before COVID, etc.
* **Past Other** (Between March 13, 2020 and the Application Date):
* Past Other can **ONLY include other expenses that are a direct result and due to COVID-19.**
* Past Other could include: Any other expenses that have been incurred as a DIRECT result of COVID-19.
* Past Other CANNOT include: Any expenses that the business regularly incurs in the absence of COVID.

Future Extraordinary Expenditure Plan:

(This section will require businesses to provide documentation on how funds were spent – reporting will be required by December 1, 2020 and may include submitting receipts/documentation/etc. to show how funds were spent in accordance with the Program)

* **Future Payroll Expenses** (Between Application Date and December 1, 2020):
* Future Payroll can **only include continued payroll expenses specifically due to COVID-19.**
* Future Payroll could include: Expenses related to paying new or current staff to comply with health orders (cleaning, temperature checks, training, etc.), COVID-19 compliance expenses, etc.
* Future Payroll CANNOT include: Normal business operation payroll expenses.
* **Future Business Supplies** (Between Application Date and December 1, 2020):
* Future Business Supplies can **only include supplies necessary to operate the business during the COVID-19 pandemic**.
* Future Business Supplies could include: office supplies, serving supplies, and other supplies needed to continue normal business operations during COVID-19.
* Future Business Supplies CANNOT include: Any supplies expenses that the business would have continued to incur if COVID had not happened.
* **Future Business Equipment** (Between Application Date and December 1, 2020):
* Future business equipment can **only include equipment expenses specifically due to COVID-19**.
* Future Business Equipment could include: future expenses for computers and equipment for telework, protective barriers, telephones, food serving equipment, personal protective equipment (gloves, masks, sanitizer dispensers, etc.), thermometers, etc.
* Future Business Equipment CANNOT include: Any equipment expenses that would have been incurred if COVID didn't happen.
* **Future Business Rent & Mortgage** (Between Application Date and December 1, 2020):
* Future Business Rent & Mortgage can **only include rent and mortgage expenses incurred specifically due to COVID-19.**
* Future Business Rent and Mortgage could include: Continued expenses resulting from renting out or purchasing an office or workspace to comply with social distancing. (An office space or building must have already been bought or rented at time of application)
* Future Business Rent and Mortgage CANNOT include: Any business rent/mortgage that the business would’ve incurred had COVID-19 not happened.
* **Future Other** (Between Application Date and December 1, 2020):
* Future Other can **ONLY include other expenses that are a direct result and due to COVID-19.**
* Past Other could include: Any other expenses that will continue to be incurred as a DIRECT result of COVID-19.
* Past Other CANNOT include: Any expenses that the business regularly incurs in the absence of COVID.

Previous CARES Act Assistance Awarded:
**(All** CARES Act-related funding received that will not be required to be paid back must be included in the application for the Relief Fund even if you included it in your Interruption Fund calculation. These funds include but are not limited to the Payroll Protection Program (PPP) and Economic Injury Disaster Loan (EIDL) Advance**)**

* **Interruption Funds Received**
* Please enter the award amount ($) from the Wyoming Business Council Interruption Fund Program**.**
* **PPP Received**
* Please enter the award amount ($) from the Paycheck Protection Program.
* **EIDL Advance Received**
* Please enter the amount ($) of the Advance (Forgivable Loan) portion of this funding. Do not include (EIDL) Economic Injury Disaster Loan portions that will be paid back.
* **PUA Received**
* Please enter the amount ($) of Pandemic Unemployment Assistance received.
* **Other Cares Act Funding Received**
* Enter the amount ($) of any other CARES Act funding received. Do not include any of the other CARES Act funds mentioned above in this section.