



Dear Business Owner,

Tucumcari and Quay County have received \$400,706 in CARES Act funding from the Federal Government to provide Small Business Continuity Grants to businesses within Quay County. The purpose of this letter is to inform you of the existence of these grants and to invite you to apply.

Grants are available to qualifying small businesses with fifty (50) or fewer full time employees. To be eligible your company must be headquartered in New Mexico and either have been forced to close or severely curtail business operations as a result of closure orders, and have an annual revenue of two-million (\$2,000,000.00) or less prior to the impact of Covid-19. The business must have also had a start date of January 1, 2020 or prior.

The maximum grant for Tucumcari/Quay County businesses is ten-thousand dollars (\$10,000.00) Reimbursement is available for covered expenses from March 1, 2020 through October 1, 2020. Your eligible expenses include the following:

- Business Redesign
- Non-Owner Employee Pay-roll
- Rent
- Scheduled Mortgage Payments
- Insurance
- Utilities
- Marketing

Even though you received a PPP loan you are still eligible for this grant. However, you cannot receive grant funding for the same expenses for which you received the PPP Loan.

Grant applications are currently available at the Quay County Treasurer's Office at the Quay County Court House at 300 S. Third St. Tucumcari, New Mexico 88401 or at City Hall at 215 E Center St. Grant applications will be accepted until November 2, 2020. We believe that the grant application itself will answer any additional questions you may have and we want to encourage you to turn in your grant applications at your earliest convenience, but no later than November 2, 2020.



Richard Primrose

Quay County, Manager



Mark Martinez

City of Tucumcari, Manager