

Thrive Maine SAMPLE Application:

Expenses Incurred Category

The blue font words below are indicative of the requested information for the Expenses Incurred Category of the Thrive Maine application. We have created a fictional business with fictional pandemic-related economic impacts. We are using the sample to show information only with the intention to illustrate how a business might complete the application. Any similarities to any individual, business, or circumstances represented in this sample are completely coincidental.

We have not created sample tax information or financials for this business, but those, along with the other requested documents and proof are required to complete an application.

Applicant Contact Information:

First Name: Test

Last name: Testing

Role/ Title at your organization: CEO

Email Address: Test@LikeButterAccounting.com

Phone #: 207-555-5555

Business Information:

Business Name: Like Butter Accounting

Organization type: Sole Proprietorship

(Choices: Sole Proprietorship; S-Corp, C-Corp, LLC or Partnership; B-Corp, E-Sop, or Co-op; Nonprofit; Other)

Street Address: (provide the complete primary address for your business operations within Maine)

123 Main Street

Street Address 2 (optional):

City/ Town: Machias

State: Maine

Zip: 04654

Industry: Financial Services- Accounting

Does your business have a UEI #? Yes

Enter your UEI number: 12klji002PME

Registered with ME Secretary of State? Yes

Date of Business incorporation: 2/1/2018

Business Principals:

Add an entry for each principal or business with 20% or greater ownership of the applying business. If you are the sole proprietor, enter your name and indicate that you own 100% of the business. List owners from greatest to least ownership percentage:

First name: Test

Last name: Testing

Ownership percentage: 92%

Business Job Creation:

How many Maine-based full-time employees? 8

How many full-time employees overall does your company employ? 8

Are you a seasonal employer? No

[If yes, please provide the total number of FTE employees employed over the last 12-month period]

Total Aggregate Wages over one month: Provide total aggregate wages paid to employees (excluding owners) during the most recent calendar month for which such information is available

\$37,916.67

Diversity, Equity, Inclusion and Belonging

Information from this section is for reporting purposes only and does not impact application outcomes.

Is the business owner's native or primary language other than English? No

[if yes, please specify the language]

Do you identify as a woman-owned business? Yes

Do you identify as a veteran-owned business? No

Do you identify as a Hispanic-owned business? No

Do you identify as a minority-owned business? No

[if yes, please describe]

Pandemic Impact and Response Plan

Section 3: Negative Impacts of the COVID-19 Pandemic:

Have you previously received forgivable funds from state or federal relief programs since March 1, 2020 including, but not limited to, any funds received from the Maine Economic Recovery Grant Program, Payroll Protection Program (PPP) or Economic Injury Disaster Loan (EIDL) advance?

Yes

Describe funding received below. Include program name, amount received, date received, date forgiven, and purpose of funds.

PPP round 1: \$5,602 received July 2, 2020; forgiven November 4, 2020 Used for payroll continuation and maintaining the business operational expenses (10% used for rent)

PPP round 2: \$2,888 received February 8, 2021; forgiven October 18, 2021 Used for Payroll continuation and maintaining business operational expenses (10% used for rent)

How would you categorize the impact of the pandemic on your business?

Expenses Incurred

[choices: Loss of Earnings before Interest, Taxes, Depreciation, and Amortization (EBITDA), Expenses Incurred, Increased Capital Cost]

In what Maine county did your business experience the pandemic impact? Washington

How much recovery funding are you requesting? \$23,901.20

How did you learn about the ARPA Thrive Maine program? Local chamber of commerce

How was your company impacted by the pandemic? Please explain in narrative form how the requested amount is tied directly to the COVID-19 pandemic.

Before the pandemic, we were an in-person accounting firm that worked in person and clients came into our office. In March of 2020, we were forced to set up and work remotely to keep everyone safe from the pandemic. Our regular business was able to continue, but we had to adjust and think creatively to keep going.

Please describe each expense and why it was necessary to keep your employees and/or your customers safe from the pandemic. Please be sure that each expense has a corresponding receipt, signed invoice, or other evidence uploaded in section 4.

We spent a lot to make sure that our employees and customers safe while still maintaining business through the pandemic. For us, that meant providing secure, remote working software and environments for our employees to continue working and continue keeping highly confidential financial information safe in their computer systems. Prior to the pandemic, we all worked in the office together and had security set up for the office systems. Moving to remote work caused a lot of expenses, but ultimately was the only way to keep the business running and keep everyone healthy.

These expenses only occurred because we needed to work remotely for safety. If we didn't work remotely, we would not have purchased this equipment or software.

In addition, we purchased PPE in the form of plexiglass, gloves and masks to protect staff and customers once we returned to the office to meet with customers. All expense receipts are uploaded in the document upload section and explained in the required expense template.

**SAMPLE of data for Expenses Incurred Category Worksheet provided here for the purposes of this sample application we created a sample table for illustration purposes. You will not paste your sample into your narrative but attach your excel document/worksheet in the document upload section for your actual application.*

2020

Date	Vendor	Price	Item purchased	Reason	Proof
3/30/20	Best Buy	\$9,600.48	8 laptops	8 laptops for employees to work remotely	Best Buy receipt from 3/30/2020
3/31/20	Zoom	\$1,199.40	6 zoom accounts for 1 year	To hold remote meetings internally and with customers	Zoom signed contract 3/31/20
3/31/20	Express VPN	\$640.32	8 employees VPN access for 1 year	For all employees to have remote access to our secure internal server	Express VPN annual receipt 3/31/20
4/6/20	Verizon	1,306.88	2 cell phones and plans	2 work phones for folks who did not have them, previously used office phones for any work calls	Verizon receipt for phone and contract for annual plan 4/6/20
5/12/20	Best Buy	\$279.92	8 webcams	Computer webcams were not working to hold professional meetings, replaced them with new webcams	Best Buy receipt 5/12/20

2021

Date	Vendor	Price	Item purchased	Reason	Proof
3/31/21	Zoom	\$1,199.40	6 zoom accounts for 1 year	To hold remote meetings internally and with customers	Zoom Annual contract signed 3/31/21
3/31/21	Express VPN	\$640.32	8 employees VPN access for 1 year	For all employees to have remote access to our secure internal server	Express VPN annual receipt 3/31/21
4/6/21	Verizon	506.88	2 cell plans	2 plans for folks who did not have them, previously used office phones for any work calls	Verizon contract for annual plan 4/6/21
7/24/21	CVS	25.88	2 boxes of masks and hand sanitizer	Masks to provide to clients and employees at	CVS receipt 7/24/21

				the office if they choose an in person visit	
7/24/21	Home Depot	85.63	Plexiglass	Create 2 plexiglass barriers for the office to provide additional virus protection	Home Depot receipt 7/24/21
7/26/21	Powell and Sons	8,469.49	New HVAC system	HVAC air filtration/ air conditioning system for the office	Powell and Sons contract signed 7/26/21

2022

Date	Vendor	Price	Item purchased	Reason	Proof
3/31/22	Zoom	\$1,199.40	6 zoom accounts for 1 year	To hold remote meetings internally and with customers	Zoom Annual contract signed 3/31/22
3/31/22	Express VPN	\$640.32	8 employees VPN access for 1 year	For all employees to have remote access to our secure internal server	Express VPN annual receipt 3/31/22
4/6/22	Verizon	506.88	2 cell plans	2 plans for folks who did not have them, previously used office phones for any work calls	Verizon contract for annual plan 4/6/22

Total expenses: \$23,901.20

Requesting: \$23,901.20

Previous pandemic relief funding was for general operating supplies on the P&L, not for pandemic safety expenses, so we are not subtracting the amount from what is requested.

Please add any additional explanation of your business or circumstances that you feel is necessary for us to understand your application.

Please see our attached 2019-2022 financials, 2019-2021 taxes, and expenses incurred category worksheet (template) and receipts for confirmation of the expenses.