



INTRODUCTION

To mitigate the impact of COVID-19 on Santa Clara small businesses and their employees, the City of Santa Clara has committed up to \$250,000 in one-time funds to create a Small Business Assistance Grant Program.

The objective of this program is to offer immediate financial assistance to independently owned and operated small businesses with the City of Santa Clara to aid in maintaining their business and workforce.

OVERVIEW

1. Grants of \$10,000 for qualified independently owned and operated small businesses with at least one and no more than 25 full-time employees that have been deemed non-essential under the County of Santa Clara Public Health Department order dated March 16, 2020.
2. Grants of \$5,000 for qualified independently owned and operated small businesses with at least one and no more than 25 full-time employees that have been deemed essential under the County of Santa Clara Public Health Department order dated March 16, 2020.
3. Grant funds may only be used to cover the following items: payroll or lease payments for business premises.
4. Grants will be awarded on a first-come, first-serve basis for qualified applicants.

ELIGIBILITY

Please carefully review the eligibility requirements below.

- For a \$10,000 grant award, applicants must be an independently owned and operated small businesses with at least one and no more than 25 full-time employees that has been deemed non-essential under the County of Santa Clara Public Health Department order dated March 16, 2020.
- For a \$5,000 grant award, applicants must be an independently owned and operated small businesses with at least one and no more than 25 full-time employees that has been deemed essential under the County of Santa Clara Public Health Department order dated March 16, 2020.
- Applicants must verify the business has experienced a loss of income due to COVID-19 by completing the Estimated Disaster Economic Worksheet.
- Applicants must operate out of a physical commercial storefront within the city limits of Santa Clara.
- Applicants must have an active City of Santa Clara Business License.
- Applicants must be in good standing with the City.
- Applicants must have been in operation in the City of Santa Clara for at least one year as of March 1, 2020.



- **PLEASE NOTE:** Franchises, chains (national or local with 3 or more locations), or operations restricted to patrons above the age of 18 will not be eligible for award (i.e. smoke shops and bars are not eligible).

TO BE COMPLETED BY APPLICANT

Name of Business: _____

Name of Business Owner(s): _____

Business Address: _____

Contact Person Name and Title: _____

Contact Person E-mail: _____

Contact Person Phone: _____

Are you a non-profit organization? Yes No

If yes, please attach proof of non-profit status to this application.

Please mark what type of assistance you are grant funding for:

Payroll Lease Payment Both

If selected for award, please list the address where the grant funds should be mailed below:

ELIGIBILITY VERIFICATION

1. What type of business do you operate? _____

2. Is your business an independently owned and operated small businesses with at least one and no more than 25 full-time employees that has been deemed non-essential under the County of Santa Clara Public Health Department order dated March 16, 2020?

Yes No

3. Is your business an independently owned and operated small businesses with at least one and no more than 25 full-time employees that has been deemed essential under the County of Santa Clara Public Health Department order dated March 16, 2020?

Yes No



4. Have you enclosed a completed copy of the Estimated Disaster Economic Worksheet and certify that the business has experienced a loss of income as a result of COVID-19?

Yes No

5. Have you enclosed a current copy of the W-9?

Yes No

6. Do you operate out of a physical commercial storefront within the city limits of Santa Clara?

Yes No

Please list the address of the location:

7. Do you have an active City of Santa Clara Business License?

Yes No Business License No. _____

8. Has the business been in operation in the city of Santa Clara for at least one year as of March 1, 2020?

Yes No Business Start Date: _____

9. Is the business a franchise, chain (national or local with 3 or more locations), or have operations restricted to patrons above the age of 18 (i.e. smoke shops and bars are not eligible)?

Yes No

DESCRIPTION OF HOW GRANT FUNDS WILL BE USED

Describe in detail what the grant funds will be used for and how it will help sustain your business. For example, how many months of lease payments will the grant award allow you to pay and/or how many full-time employees will the grant award allow you to retain.

Describe what other forms of assistance you have sought or are seeking.



**Have you received grant funding from the City of Santa Clara in the past?
If yes, please describe when, how much was received, and how the funds were used.**

GRANT APPLICATION PROCESS AND TERMS

1. Grant applications must be emailed directly to SmallBusiness@SantaClaraCa.gov.
Businesses must complete and include the following with this application:
 - Estimated Disaster Economic Worksheet
 - Current copy of a W-9
2. If application is found complete, application will be reviewed for eligibility and applicants will receive a notice of award within a target of one to two weeks following submission.
 - a. In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.
 - b. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
3. Awards will be made on a first come, first served basis.
4. If awarded, this application becomes a binding contract between the entity named above and the City of Santa Clara.
5. If awarded, funds may only be used for applicant's payroll expenses or lease payments.
6. Businesses receiving funding are required to:
 - a. Certify via a written statement how many jobs were retained or how many months of lease payments for the business premises were paid allowing the business to continue operations.
 - b. Submit proof that the grant funds have been spent in the manner and for the purposes stated in this application within thirty (30) days of the payment date.
7. Businesses receiving funding are encouraged to:
 - a. If applicable, adopt Federal and State guidance for operating their businesses (social distancing, clean down procedures, limiting in-store occupancy, etc.).
 - b. If applicable, prioritize delivery of food and services to seniors and economically vulnerable populations.
8. Grant funds will be issued upon execution of this application.



9. The program will remain in effect during the City of Santa Clara's declared state of local emergency and while funds are available.

Please direct any questions to SmallBusiness@santaclaraca.gov or call (408) 615-2210.

By my signature below, I have read and understand the Small Business Assistance Grant Program. I make the following representations and acknowledge agreement to the following terms and conditions:

- Upon approval of this application, as evidenced by the signature of the City Manager below, this application becomes a binding contract between the entity named above and the City of Santa Clara (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the City, the funds will be used for the purposes set forth above.
- In no event shall the City's financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific business.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the activity or event.
- If applicable, the applicant shall satisfy the City's insurance requirements.
- The representations made by applicant in this Application are material terms of the Agreement, as is compliance with Small Business Assistance Grant Program. The City may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Small Business Assistance Grant Program has been violated.

Applicant Signature: _____ **Date:** _____

TO BE COMPLETED BY CITY STAFF

Grant Application Granted? Yes No

If yes, list amount of grant: _____

If no, provide reason for denial: _____

Grant Payment Date: _____

If no, has notification been sent to applicant? Yes No



Is insurance required for applicant? Yes No

City Manager Signature: _____ Date: _____

Post-award Audit Completion Date: _____

Signature of Staff Person Completing the Post-event Audit: _____

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