



Overview & Objectives

To mitigate the impact of COVID-19 on Santa Clara small businesses and their employees, the City of Santa Clara has committed up to \$500,000 in one-time funds to create a Small Business Assistance Grant Program.

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

Program Overview

1. Grants of \$10,000 for qualified 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 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 Requirements

- For a \$10,000 grant award, applicants must be a small business 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 a small business 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 Injury Worksheet.
- Applicants must submit a current copy of its W-9 form.
- 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 who are involved or have been involved in legal or financial issues may not qualify.



- Applicants must have been in operation in the City of Santa Clara for at least one year as of March 1, 2020.
- **PLEASE NOTE:** Chains (national or local with 3 or more locations) will not be eligible for award.

Application and Funding Process:

1. Grant applications can be accessed and filled out online but must be emailed directly to SmallBusiness@SantaClaraCa.gov.
 - a. Businesses will be required to complete the “Estimated Disaster Economic Injury Worksheet” that documents current or forecasted estimates of economic impact.
 - b. Businesses will be required to provide a current copy of a W-9.
 - c. Non-profits will be required to submit proof of non-profit status.
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, the application becomes a binding contract between the applicant 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 evidence that the grant funds have been spent in the manner and for the purposes stated in the application within thirty (30) days of the payment date. Evidence provided must be to the satisfaction of the City.
 - c. The City reserves the right to audit the applicant's books and records for compliance with terms in the agreement.



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