



## City of Coalinga

### Small Business Grant Program

To mitigate the impact of COVID-19 on Coalinga businesses and their employees, the City of Coalinga (City) will commit up to \$80,000 in CARES Act funds to create a temporary Small Business Emergency Economic Relief Fund (Grant) to assist local businesses negatively impacted by COVID-19.

#### Program Guidelines:

The City is offering up to \$80,000 in grants (funding provided through CARES Act) to businesses with at least 1 and up to 10 full-time equivalent employees (1-10 FTE) for temporary economic relief. Grants up to \$5,000 per business are available until funds are exhausted or until the deadline, whichever comes first.

Businesses will have to attest that they have been impacted negatively by public health orders or other pandemic related events.

#### Eligibility Criteria:

Businesses must meet all of the following criteria:

1. Business must be for-profit, physically located and operating within the City of Coalinga.
2. Business must have a physical establishment within the City of Coalinga (no home-based businesses).
3. Business must have an active City of Coalinga Business License.
4. Business must have a minimum of at least one full-time equivalent employee on business payroll, other than the primary business owner, and no more than 10 full-time equivalent employees.
5. Business must be operating for at least one year prior to March 15, 2020.
6. Business must demonstrate it has been impacted by COVID-19.
7. Business cannot have any outstanding local, state, federal tax liens or judgment (If so, must have an approved payment plan).
8. Business cannot have been approved or received Paycheck Protection Program funding.

Business must meet all of the eligibility criteria. Otherwise, business will be deemed ineligible to apply. During the process of completing your application, if you have any questions, please do not hesitate to contact us at (559) 935-1533.

City of Coalinga

Small Business Grant Program Application

Application Deadline: Thursday, October 22, 2020 by 5:00pm

Applications can be mailed to: 155 W. Durian or email to [info@coalinga.com](mailto:info@coalinga.com)

1. Please initial all that apply to verify eligibility

Initial:

- \_\_\_\_\_ Business is for-profit and physically located and operating within the City of Coalinga.
- \_\_\_\_\_ Business has a physical establishment within the City of Coalinga (no home-based businesses).
- \_\_\_\_\_ Business has an active City of Coalinga Business License.
- \_\_\_\_\_ Business has a minimum of at least one full-time equivalent employee on business payroll, other than the primary business owner, and no more than 10 full-time equivalent employees.
- \_\_\_\_\_ Business has been operating for at least one year prior to March 15, 2020.
- \_\_\_\_\_ Business has been impacted by COVID-19 and is able to demonstrate such.
- \_\_\_\_\_ Business does not have any outstanding local, state, federal tax liens or judgment (If so, must have an approved payment plan).
- \_\_\_\_\_ Business has not been approved or received Paycheck Protection Program funding.

2. Business Information

Business Legal Name: \_\_\_\_\_

Business Tax ID #: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Business Structure: \_\_\_\_\_ Sole Proprietor \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ LLC

Number of Full-Time Equivalent Employees as of March 15, 2020 (Employee working 40 hours per week equals 1 FTE; Employee working 20 hours per week equals .5 FTE)

2019 Annual Gross Sales: \_\_\_\_\_

Year Business Established in Coalinga: \_\_\_\_\_

Business Industry: \_\_\_\_\_

3. Owner Information

Number of Legal Business Owners: \_\_\_\_\_

Primary Owner Name: \_\_\_\_\_

Primary Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Owner Email: \_\_\_\_\_

Primary Owner Phone Number: \_\_\_\_\_

4. Other Information

Percentage of Revenue Lost in 2020 Compared to Same Timeframe in 2019 (April 1-June 30)

\_\_\_\_\_ 50% + Decline      \_\_\_\_\_ 25%-49.9% Decline      \_\_\_\_\_ 24.9% or Less

Use of Funds. Funds must be used by December 30, 2020. Please indicate how you will use the funds and how much for each category: Rent, Payroll, Utilities, or Other Fixed Operating Expenses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approval Process

Grant applications will be reviewed by City Manager for completeness on an ongoing basis until all funds are disbursed or until the application deadline, whichever comes first. Funding decisions will be made within 10 business days of receiving a complete application. If the City determines that additional information or supporting documents are needed to review an application, then the application is not considered complete. The City reserves the right to verify any information provided by the applicant within the application. Funding may be released within two weeks of approval.

Grant Documentation

If selected, please be prepared to provide the following documentation:

1. City of Coalinga Business License reflecting a date prior to March 15, 2019;
2. W9 Form;
3. 590 Form;
4. Payroll Verification for FTE count.

To expedite the process, you may include these documents with your application.

5. Applicant Declaration

I certify the information in this application is correct and complete.

I authorize City of Coalinga to make inquiries as necessary to verify the accuracy of the statements made and to determine by creditworthiness.

I authorize City of Coalinga to request and obtain additional information pertaining to how grant funds were used to benefit the business six (6) months from the date of receipt.

I hereby grant permission to City of Coalinga, its programs, and partners, the right to use my name, business name, location, photograph, video, audio, and/or written testimonials.

I understand that the media will be utilized in City of Coalinga's marketing and promotional items, included but not limited to its website, newsletter, press releases, social media and other mediums of communication.

I understand that City of Coalinga and partners have the right to edit, duplicate and disseminate these materials. I waive the rights to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the media materials (stories, accounts, reflections, etc).

I declare under penalty of perjury that the foregoing is true and correct.

Primary Owner Name: \_\_\_\_\_

Primary Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Secondary Owner Name: \_\_\_\_\_

Secondary Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_