I Choose Chandler Business Hiring & Retention Program

Purpose
The purpose of the I Choose Chandler Business Hiring & Retention Program is to provide a direct benefit to the citizens of Chandler by supporting Chandler businesses that are keeping employees on payroll as they adjust to financial hardships due to the COVID-19 Pandemic.

Program Provisions
- Provide up to $10,000 to qualifying businesses that have retained employees or increased employment levels since December 31, 2019
- Applications will be accepted until 4 p.m. on Monday, November 2, 2020
- Grants will be awarded on a rolling basis based on date of submission until funding is exhausted or grant period closes
- Recipients may be asked to provide supporting documentation indicating how grant funds were spent

Pre-Qualifying Questions
- I certify that the applicant business has operated in Chandler prior to March 11, 2020 (Date of Governor Ducey’s Emergency Declaration)
- I certify that the applicant business is located within the municipal boundary of the City of Chandler
- I certify that the applicant business is not located within a residential property
- I certify that the applicant business is not operating as a Non-Profit, Not-for-Profit, 501(c)(3) or 501(c)(6)
- I certify that the applicant business has an active Business Registration through the City of Chandler’s Tax & License Division
- I certify that the applicant business has 100 full-time equivalent (FTE) employees or fewer, including all commonly owned/managed businesses. NOTE: To determine number of FTE employees, assign a 1.0 for employees who work 40 or more hours per week and 0.5 for employees who work fewer hours.
• I certify that the applicant business is not affiliated with another business under common ownership/management that has applied for grant funds.

• The applicant business is committed to remaining in Chandler beyond Dec. 31, 2020

• I understand a City of Chandler public official, manager, director, employee, and his/her immediate relatives (as defined in A.R.S. sec. 38-502(9)) are not eligible to receive an I Choose Chandler Business Hiring & Retention Program grant if the City of Chandler public official, manager, director, or employee votes on, makes substantial decisions related to, or substantially participates in the administration or establishment of the I Choose Chandler Business Hiring & Retention Program.

Grant Application Questions

Business Information
  1. Business Name
     Name of Business as Listed on City Business Registration
  2. City Business Registration Number
  3. Start Date in Chandler
  4. Business Phone (Including Area Code)
  5. E-mail Address

Industry
Select your industry, as defined by the North American Industry Classification System. Visit naics.com/search if you are unsure of which industry your business activity falls under.

  6. Industry
     • 11 Agriculture, Forestry, Fishing and Hunting
     • 21 Mining
     • 22 Utilities
     • 23 Construction
     • 31-33 Manufacturing
     • 42 Wholesale Trade
     • 44-45 Retail Trade
     • 48-49 Transportation and Warehousing
     • 51 Information
     • 52 Finance and Insurance
     • 53 Real Estate Rental and Leasing
     • 54 Professional, Scientific, and Technical Services
     • 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Educational Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services
- 81 Other Services (except Public Administration)

**Mailing Address & Phone Number**
7. MailingAddress

8. City

9. State

10. ZIP Code

11. Additional Phone Number (Including Area Code)

**Business Owner (Applicant) Information**
12. Owner Name

13. Home Address

14. City

15. State

16. ZIP Code

17. Phone

**Employee Hiring and Retention Verification**
Qualifying businesses will receive $1,300 per full-time equivalent retained and hired since Dec. 31, 2019, up to a maximum of $10,000. Business must submit its December 2019 IRS Form 941 and most recent quarter’s Form 941 for employee hiring and retention verification.

18. December 2019 IRS Form 941

19. Please enter the number of individuals employed by the business as of Dec. 31, 2019, per Form 941

20. Most Recent Quarter IRS Form 941

21. Please enter the number of individuals employed by the business, per latest quarter’s Form 941
22. Number of Full-Time Employees in Chandler
(worked 40 hours or more per week)

23. Number of Part-Time Employees in Chandler
(worked fewer than 40 hours per week)

24. Total Number of Full-Time Equivalent (FTE) Employees Retained or Hired in Chandler
   Both full-time and part-time employees should be counted toward this FTE total. Full-
   time employees count as 1 FTE and part-time employees count as 0.5 FTE.

NOTE: If you have hired employees since your latest Form 941 filing, please attach alternative
payroll documentation showing your current employee count along with your latest Form 941. If
your small business is organized as an LLC and is not required to file Form 941, we will accept
alternative documentation demonstrating employment. Multi-member LLCs can attach
Schedule SE (Form 1040) or Schedule E (Form 1040) for each member of the LLC. If you are
operating the business as a one-member LLC/sole proprietor, you can attach Schedule C (Form
1040). If your business uses a professional employer organization (PEO) and therefore does not
individually file Form 941, attach a note stating that you use a PEO along with payroll reports for
December 2019 and the latest pay period.

Documentation
25. IRS Form W-9
   Please upload a completed and signed copy of the most recent W-9. Please use the
template provided HERE if you do not already have this on file.

Business Owner (Applicant) Signature
26. Certification: I certify that the statements made in this application are true and
complete to the best of my knowledge.

27. Disclosure Acknowledgment: I acknowledge that Arizona’s Public Records Act,
A.R.S. 39-101 et seq., may require disclosure of information provided in this
application.

28. Name

29. Title

30. Date

Agreement
The following terms and conditions apply to your use of the grant funds:

Purpose. This grant is made to mitigate economic distress as a result of the COVID-19
pandemic, and it is agreed that these grant funds will be used only to satisfy operating expenses
as a means of mitigating economic injury to the business.
Prohibited Activities. So that the Foundation may comply with the tax laws of the United States, it is understood that grant funds will not be used for any of the following purposes:

- To carry on propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code);

- The influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4845(d)(2) of the United States Internal Revenue Code);

- To make grants to individuals for travel, study or other similar purposes by such individuals (such as scholarships, fellowships or grants for research), unless such grants satisfy the requirements of Section 4945(g) of the IRC;

- To make any grant to any other organization (other than to public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the United States Internal Revenue Code; or

- To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the United States Internal Revenue Code.

If you have further questions regarding activities that are not permitted, please contact the Foundation

Return of Funds for Non-Compliance. The Foundation reserves the right, in consultation with the City of Chandler, to discontinue funding and/or to demand return of funds if it determines that a grantee is receiving funds under false pretenses or misusing funds received under this agreement.

1. I understand and agree to the terms of this grant as outlined above.

2. I represent to the Foundation that I have the authority to agree to these terms on the grantee’s behalf.

3. I certify that grant funds will only be utilized to satisfy operating expenses as a means of mitigating economic injury to the business and that grant funds may not be distributed to the business’ shareholders.

4. I am willing to share my business’ story with the City of Chandler or the Arizona Community Foundation and public or media (optional).

5. I certify that all information provided in this application is true and accurate and the grantee meets all minimum qualifications. I understand not all qualifying applicants will be awarded grant funding.