



City of Phoenix

Microbusiness/Solo Practitioner/Entrepreneur Resiliency Grant Program

Eligibility Criteria

The applicant certifies the business:

- Has been in operation in the city of Phoenix for one year prior to application
- Employed 5 or fewer employees as of March 1, 2020
- Generated no more than \$1 million in gross sales between January 1, 2019, and December 31, 2019
- Agrees to share with the City of Phoenix (City) the economic impact of this grant program
- Neither it or any affiliate organization has accepted funds from the Phoenix IDA Small Business Relief fund and further certifies its understanding that neither it nor any affiliate organization may be awarded funds from multiple City of Phoenix Small Business Resiliency Grant programs or Phoenix IDA Small Business Relief Fund programs.
- Experienced a gross sales decline of at least 25% as a result of COVID-19 in at least one month, since March 1, 2020, as compared to the same month in 2019

Grant Application Questions

Business Information

1. Name of Business LLC
2. Business Description (Word Limit – 25)
3. Business Type (LLC, Corporation, Partnership, Sole Proprietorship/Individual)
4. Business Owner's Name
5. Additional Business Owner (if applicable)



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6. Business Physical Address (or home address if mobile vendor)
7. Business Mailing Address (if different than physical address)
8. Business Owner's Work Phone Number
9. Business Owner's Email Address
10. When did your business begin operating in Phoenix?
11. Council District Number (please use this online tool for reference)
12. Number of Employees as of March 1, 2020
13. Current Number of Employees
14. Gross sales in March 2019
15. Gross sales in April 2019
16. Gross sales in May 2019
17. Gross sales in June 2019
18. Gross sales in July 2019
19. Gross sales in August 2019
20. Gross sales in September 2019
21. Gross sales in March 2020
22. Gross sales in April 2020
23. Gross sales in May 2020
24. Gross sales in June 2020



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25. Gross sales in July 2020
26. Gross sales in August 2020
27. Gross sales in September 2020
28. Largest year-over-year lost sales – amount in single month
29. Year-over-year lost sales – percent (number between 25 and 100) in month listed above
30. Which category best describes your business? (Construction, Industrial and Manufacturing, Personal Services, Professional Services, Repair and Maintenance, Restaurants, Retail, Other)
31. Please specify whether you are willing to share your business's story with the City of Phoenix and/or media.
32. Business Owner's Preferred Language
33. Please specify the amount of grant money you are seeking (maximum \$5,000)
34. Is the primary business owner considered low-moderate income with an annual household income below the levels in [the following chart](#), which indicates the 80% Area Median Income as of April 2020 – Phoenix?

Required Documents

35. **W-9:** Please upload a copy of the business's most recent W-9. Please use the [template provided here](#) if you do not currently have a copy.

Agreement

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

Purpose. It is agreed that these grant funds will be used to mitigate the impact of COVID-19 on the business.



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Reporting. At the request of the City of Phoenix (City) or the Arizona Community Foundation (Foundation), recipient shall furnish a report signed by an appropriate officer of the grantee no later than December 1, 2020. The report form will be provided to the recipient upon grant award.

Record Maintenance and Inspection. The grantee must maintain records of receipts and expenditures and make its books and records available to the Foundation or the City for inspection at reasonable times. The Foundation or the City may monitor and conduct an evaluation of business operations under this grant, which may include a visit by personnel to observe your business's operation, discuss the business with the grantee's personnel, and review financial and other records and materials connected with the activities financed by this grant. Personnel will provide you with reasonable notice of inspection, but such notice is not required to be more than 48 hours.

Prohibited Activities. So that you 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);
- To 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 Unused Funds. Any grant funds, and any income earned on those funds, that are not spent or committed for the purposes of the grant, must be returned to the City by December 1, 2020.

Compliance. The Foundation and the City reserve the right, in its sole discretion, to discontinue funding if it is not satisfied with the progress of the grant or the content of any written report.



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1. I understand and agree to the terms of this grant as outlined above.
2. I represent to the Foundation and the City that I have the authority to agree to these terms on the grantee's behalf.
3. I certify that the grantee will not utilize any grant funds awarded for the same purpose as any funds that have or may be awarded from government programs, including but not limited to the Paycheck Protection Program and the Economic Injury Disaster Loan Program, and that it will not in the future apply for funds from any government program for the same purpose as any funds awarded by this grant.
4. I certify that grant funds will only be utilized to satisfy operating expenses as a means of mitigating COVID-19 economic injury to the business and that grant funds may not be distributed to the business' shareholders and understand my business's use of the grant funds is subject to random audits. I understand that, should I use funds for any other purposes, I am responsible for returning some or all of these funds to the federal government.
5. Business certifies its understanding that neither it nor any affiliate organization may be awarded funds from multiple City of Phoenix Small Business Resiliency Grant programs and/or Phoenix IDA Small Business Relief Fund programs.
6. By signing, 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 and that the Foundation and/or the City of Phoenix will seek full repayment of funds through any means available if the information in this application is fraudulent and/or intentionally misleading.
7. In compliance with [Phoenix City Code, Chapter 18, Article V](#), I will not discriminate against any worker, employee or applicant, or any member of the public, because of race, color, religion, sex, national origin, age or disability nor otherwise commit an unfair employment practice. I will take action to ensure that applicants are employed, and employees are dealt with during employment without regard to their race, color, religion, sex, or national origin, age or disability and adhere to a policy to pay equal compensation to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed within the same establishment under similar working conditions. Such action will include but not be limited to the



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following: Employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. I further agree that, to the extent these funds are used by a subcontractor, the subcontractor will also comply with Phoenix City Code Chapter 18, Article V.

8. I warrant compliance with all federal immigration laws and regulations that relate to their employees and their compliance with Arizona Revised Statutes § 23-214, subsection A.