Maricopa County Small Business/Nonprofit Relief Program, Phase 2

Purpose

The purpose of the Maricopa County Small Business/Nonprofit Relief Program is to support the continued viability of small businesses and nonprofits experiencing financial hardship due to the COVID-19 Pandemic.

Phase 1 of the program closed on July 31, 2020. Phase 2 will provide a broader approach to supporting qualified small businesses and nonprofits by expanding eligibility criteria.

Program Provisions

- For-profit businesses and 501(c)(3) nonprofit organizations located in Maricopa County are eligible
- Provide up to $25,000 to qualifying small businesses and nonprofits for expense reimbursement
- Applications will be accepted beginning Monday, August 17, 2020 – Friday, October 30, 2020
- Grants will be awarded on a rolling basis based on date of submission until funding is exhausted or grant period closes
- Applicants awarded in Phase 1 may apply for additional funds, up to $25,000 combined between the two phases
- Recipients may be asked to provide supporting documentation indicating how grant funds were spent

Pre-Qualifying Questions

- Applicant certifies that the business or nonprofit was in operation in Maricopa County prior to January 1, 2019.
- Applicant certifies they employed 50 or fewer full-time equivalents as of March 1, 2020.

- Applicant certifies they did not generate more than $5 million in gross revenues between January 1, 2019 and December 31, 2019.

- Applicant certifies that gross revenues declined by at least 25% as a result of COVID-19 from March through June 2020 as compared to March through June 2019.

- Applicant certifies that they meet required zoning and regulatory requirements including:
    - Having the proper zoning entitlements
    - Not having any active enforcement actions against the applicant by Maricopa County or their respective city/town government
    - Being in substantial compliance meaning that the County or respective city/town has not taken any enforcement action authorized by law for any deficiencies.

- Applicant certifies that they are in good standing with the Arizona Corporation Commission.

- Applicant certifies that it complies with the following provisions:
    - Applicant is not an adult-oriented business as defined by A.R.S. § 11-811 (E)(5).
    - Applicant is not engaged in the growth, harvest, storage, transport, distribution, use or otherwise providing cannabis for medical or recreational purposes.
    - Applicant is not owned, in whole or part, by a Maricopa County official or employee who, in their official capacity, participates in the oversight, development or implementation of the Maricopa County Small Business Relief Program.

Grant Application Questions

Business/Nonprofit Organization Information

1. Name of Business or Nonprofit Organization

2. Employer Identification Number/Tax ID Number

3. Business Owner's Name (if applicable)

4. Business or Nonprofit Organization's Physical Address (or home address of mobile vendor)

5. Business or Nonprofit Organization's Phone Number

6. Business or Nonprofit Organization's Email Address

7. Business or Nonprofit Organization's Type (LLC, Corporation, Partnership, Sole Proprietorship/Individual, 501(c)(3))

8. Did the business receive funding in Phase 1 of the program? If yes, how much?

9. Business or Nonprofit Organization's Description (Character Limit – 1500)

10. Business type (businesses only) (Construction, Industrial and Manufacturing, Personal Services, Professional Services Repair and Maintenance, Restaurants, Retail, Other)

11. Nonprofit Organization type (nonprofits only) (Arts, Culture, and Humanities, Education, Environment and Animals, Health, Human Services, International or Foreign Affairs, Public or Societal Benefit, Religion Related, Mutual/Membership Benefit, Other)

12. Date Business or Nonprofit Organization Opened

13. Number of Full-Time Equivalent Employees as of March 1, 2020

14. Current Number of Full-Time Equivalent Employees

15. Voluntary business owner demographics (Gender, Race, Ethnicity, Disability Status, Veteran Status)

Loss of Business Due to COVID-19

16. Description of impact COVID-19 has had on business/nonprofit organization (Character Limit – 3000)

17. Explanation of how grant will help business/nonprofit organization to retain employees and maintain viability (Character Limit – 3000)

18. Description of how funds will be utilized. (Payroll, Debt, Rent, Utilities, Accounts payable/vendor fees, other)

Required Documents

1. Schedule of monthly gross revenues, beginning with January 2019 and ending June 2020. The schedule should be formatted the way the organization normally does business (cash or accrual basis of accounting). Gross revenue is an organization's revenue before deductions for cost of goods sold, sales allowances, discounts, sales returns, etc. Please use the template provided here.

   Note: As all businesses are unique, it is recommended that each applicant provide as much financial information as possible to support their gross revenue schedule. Bullet 2 provides examples of acceptable supporting documentation. Balance sheets are not required.

2. Documentation of 2019 and 2020 monthly totals. Examples of acceptable supporting documentation include:
    - Income statement or profit and loss statement, prepared monthly. These reports should be uploaded and used to report 2019 and 2020 gross revenue by month. The income statement or profit and loss statement can be internally prepared or prepared by an outside party, such as a bookkeeper.
      Note: annual summary reports are not sufficient; monthly reports are required.
    - TPT (Transaction Privilege Tax) reports filed with the State of Arizona, prepared monthly or quarterly depending upon the frequency of required reporting. Please include the first page of the TPT report showing the business name and supporting schedules showing gross sales (usually located on page 2). The TPT reports should be uploaded and used to report 2019 and 2020 gross revenue by month.
    - Summarized Point of Sale (POS) or cash register terminal receipt/report by month. The POS reports should be uploaded and used to report 2019 and 2020 gross revenue by month.
    - Gross revenue by month based on payments from customers, often referred to as the cash receipt report. The cash receipt reports should be uploaded and used to report 2019 and 2020 gross revenue by month.
    - Transaction detail report by month demonstrating gross revenue (billed/invoiced accounts for accrual basis accounting or collected revenue for cash basis accounting). The transaction detail report should be uploaded and used to report 2019 and 2020 gross revenue by month. Note: a line item transaction report without monthly subtotals is not sufficient as we cannot manually recalculate.
    - Or any combination of the above which demonstrates gross revenue by month.
    - **Do not** provide IRS Form 1040 Business Income or Loss as reported on Schedule C, as this does not demonstrate monthly gross sales.

    Note: Supporting documentation must reflect the same numbers as the monthly gross revenue schedule; for example, if an organization provides an income statement for May 2019 yielding $50,000 in revenues, the monthly gross revenues template should show $50,000 for May 2019. If the documentation does not match, the application will be denied.

3. To facilitate the evaluation process, it is requested that applicants provide a screenshot of their business registration on the Arizona Corporation Commission (ACC) website for either a Corporation or LLC. The ACC website is located at https://ecorp.azcc.gov/EntitySearch/Index. The screenshot should show:
    - Formation date (Should be formed prior to 1/1/2019)
    - Status (Should say "Active" and "In Good Standing")
    - Business name (Should match to the business name in the organization's application)

4. Most recent IRS Form W9 or, for sole proprietors with no employees, social security number. Please use the template provided here if you do not currently have a copy.

5. Affidavit from applicant attesting to meeting each of the eligibility criteria

6. IRS Tax Exemption Determination Letter (for nonprofit applicants)

7. Other supporting documentation, as necessary, to demonstrate hardship as a result of the COVID-19 pandemic.

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 for such purposes substantially in accordance with the budget and other materials submitted with your grant proposal.

Reporting. At the request of Maricopa County or the Arizona Community Foundation, recipient shall furnish a narrative and/or financial report signed by an appropriate officer of the grantee within ninety (90) days of receiving any portion of Foundation grant funds (including income, if any, from such funds) until such funds are spent in full or the grant is otherwise terminated.

Narrative Account. The narrative account should provide a detailed description of what was accomplished by the grant, including a description of the progress made toward achieving the goals of the grant and an assurance that the activities under the grant have been conducted in conformity with the terms of the grant.

Financial Account. The financial account should provide a financial statement reporting, in U.S. dollars, all expenditures of Foundation grant funds and any income earned on those funds. The financial statement should include on Foundation funds received and expended under this grant during the period covered by the report. It is assumed that the financial statement will be prepared from books and records maintained on a fund accounting (cash) basis. Only expenditures made in support of the grant purposes should be charged against the grant, and records should be maintained of such expenditures made in support of the grant purposes should be charged against the grant, and records should be maintained of such expenditures adequate to enable the use of such funds to be checked readily.

If written reports are not submitted to the Foundation as requested on a timely basis, United States law requires that the Foundation withhold further payments, if any, to the grantee and to any affiliate organization under this grant or under any other Foundation grant and prohibits the foundation from awarding any new grants to the grantee or any affiliate organization.

Record Maintenance and Inspection. The grantee must maintain records of receipts and expenditures and make its books and records available to the Foundation for inspection at reasonable times. The Foundation may monitor and conduct an evaluation of operations under this grant, which may include a visit by Foundation personnel to observe your organization's program, discuss the program with the grantee's personnel, and review financial and other records and materials connected with the activities financed by this grant. The Foundation will

provide you with reasonable notice of inspection, but such notice is not required to be more than 48 hours.

Prohibited Activities. So that the Foundation may comply with the tax laws of the United States, it is understood that Foundation 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 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 Foundation.

Compliance. The Foundation reserves 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.

1. I understand and agree to the terms of this grant as outlines 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 the grantee will not utilize any grant funds awarded by the Foundation 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 the Foundation.

4. 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.

5. I am willing to share my business' story with Maricopa County or the Arizona Community Foundation and public or media (optional).

6. 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.