



**City of Phoenix**

## **Restaurant Restart Resiliency Grant Program**

This grant is to provide funds to restaurant and restaurant franchises located within the City of Phoenix.

### **Pre-Qualifying Questions**

The applicant certifies the restaurant or food truck:

- Has been in operation in the City of Phoenix since January 1, 2019
- Experienced a gross sales decline of at least 25% as a result of COVID-19 in March and April 2020 compared to March and April 2019
- Applicant agrees to share with the City of Phoenix and Phoenix IDA the financial impact of this grant program on their business as requested
- Applicant confirms neither it nor any affiliate organization has previously accepted funds from the Phoenix IDA Small Business Relief Grant program or any City of Phoenix Resiliency Grant.
- Will reopen by September 1, 2020

### **Grant Application Questions**

#### **Business Information**

1. Name of Business
2. Business Description (Word Limit – **25**)
3. Business Type (LLC, Corporation, Partnership, Sole Proprietorship/Individual)
4. Name of Business LLC (if different from name of business above)
5. Employer Identification Number/Tax ID Number
6. Business Owner Name
7. Additional Business Owner (if applicable)
8. Business Physical Address (or home address if mobile vendor)

9. Business Mailing Address (if different than physical address)
10. Business Owner's Work Phone Number
11. Business Owner's Cell Phone Number
12. Business Owner's Email Address
13. When did your business begin operating in Phoenix?
14. Number of Employees as of March 1, 2020
15. Number of Current Employees
16. Are you also seeking assistance with paying your commercial City Services bill?
17. Please specify whether you are willing to share your business's story with the City of Phoenix and/or media.
18. Business Owner's Preferred Language
19. Please specify the amount of grant money you are seeking (maximum \$10,000)

**Loss of Business Due to COVID-19**

20. Please describe the applicant's track record as a successful Phoenix business, the positive impact your business has had on the neighborhood in which you operate, and how this grant will help the business retain its employees and maintain its viability. (Word limit – **500**)
21. Please describe how your business has been impacted by the COVID-19 outbreak and how these funds will help you reopen your restaurant or food truck. (Word limit – **500**)
22. Approximate number of months of operating capital on hand (Operating capital is the cash you have on hand to pay bills for your business, including payroll)
23. Has the applicant applied for or received other sources of financial assistance in response to COVID-19? If so, please specify. Note: applicants may not request grant support that will be utilized for the same purpose as funds requested from government programs such as the Paycheck Protection Program or the Economic Injury Disaster Loan program. (Word limit – **200**)

## Required Documents

24. **Monthly Sales Schedule:** Using the [template provided here](#), please upload a schedule of the business's monthly gross sales, beginning with January 2019 through current.
25. **Profit and Loss Statement:** Using the [template provided here](#), please upload the business's profit and loss statement for the month of April 2020.
26. **W-9:** Please upload a copy of the business's most recent W-9. Please [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.** Under United States law, grant funds, and income earned on those funds, may be spent only for charitable, religious, scientific, literary, or educational purposes. It is agreed that these grant funds will be used to restart your restaurant or food truck, if closed by the COVID-19 pandemic, by September 1, 2020.

**Reporting.** At the request of the City of Phoenix (City) or the Arizona Community Foundation (Foundation), recipient shall furnish a narrative and/or financial report signed by an appropriate officer of the grantee no later than November 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 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 November 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.

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 restart my restaurant or food truck 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 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.