



Small Business Relief Program – Round Two Program Guidelines

This grant program is for small businesses, start-up companies, and nonprofits in the City of Phoenix

Pre-Qualifying Questions

- Applicant's business has been operating in the City of Phoenix for one year prior to application
- Applicant employed 25 or fewer employees as of March 1, 2020
- Applicant did not generate more than \$3 million in gross sales between January 1, 2019, and December 31, 2019
- The applicant's business must have experienced a decline in gross sales due to COVID-19. This loss in sales must be at least 25% for at least one month, since March 1, 2020, as compared to the same month in 2019.
- Applicant agrees to provide financial data verifying the economic hardship suffered as a result of COVID-19
- 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 it has not previously accepted funds from the Phoenix IDA Small Business Relief Grant program or City of Phoenix Resiliency Grant (Small Business Relief Grant, Microbusiness Resiliency Grant, and Restaurant Restart Resiliency Grant).

Grant Application Questions

Business Information

1. Name of Business LLC
2. Business Description (Word Limit – **200**)
3. Business Type (LLC, Corporation, Partnership, Sole Proprietorship/Individual)
4. Business Owner Name
5. Additional Business Owner (if applicable)
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. Which category best describes your business? (Construction, Industrial and Manufacturing, Personal Services, Professional Services, Repair and Maintenance, Restaurants, Retail, Other)
11. When did your business begin operating in Phoenix?
12. Council district number (please use [this](#) online tool for reference)
13. Number of Employees as of March 1, 2020
14. Number of Current Employees

Loss of Business Due to COVID-19

15. 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**)
16. Please describe how your business has been impacted by the COVID-19 outbreak and how these funds will help you through COVID-19. (Word limit – **500**)
17. Requested amount (\$10,000 maximum request)
18. Please describe how the funds will be used. (Word limit – **200**)
19. Gross Sales for March 2019

20. Gross Sales for April 2019
21. Gross Sales for May 2019
22. Gross Sales for June 2019
23. Gross Sales for July 2019
24. Gross Sales for March 2020
25. Gross Sales for April 2020
26. Gross Sales for May 2020
27. Gross Sales for June 2020
28. Gross Sales for July 2020
29. Largest Year-Over-Year Lost Sales – Amount in single month
30. Year-Over-Year Lost Sales – Percent (Number between 25 and 100) in month listed in question 31
31. 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**)
32. Are you also seeking assistance with paying your commercial City Services Bill?
33. Please specify whether you are willing to share your business's story with the Arizona Community Foundation, City of Phoenix, Phoenix IDA, and/or media.

Required Documents

34. **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. This grant is made to mitigate economic distress in low-income census tracts in the City of Phoenix, 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. It is also understood that no substantial changes will be made from the approved budget without prior approval in writing.

Reporting. At the request of the City of Phoenix, the Phoenix IDA, or the Arizona Community 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 expenditures funded by this grant and make those records available to the Foundation, Phoenix IDA, or the City for inspection at reasonable times.

Prohibited Activities. So that you may comply with the tax laws of the United States, it is understood that these 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. Grant recipients agree to submit to a report to the City of Phoenix describing how the funds were used (form to be provided with grant award notification) no later than November 1, 2020. 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 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 outlined above.
2. I represent 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 under this program 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 and understand my business's use of the grant funds is subject to random audits.
5. Business certifies its understanding that it cannot be awarded funds from multiple City of Phoenix Small Business Resiliency Grant programs, Phoenix IDA Small Business Relief Fund programs (Small Business Relief Grant, Microbusiness Resiliency Grant, and Restaurant Restart Resiliency Grant) and/or Maricopa County Grant.
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, Phoenix IDA, 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.