Small Business Relief Program – Round Two
This grant program is for small businesses and start-up companies in the City of Phoenix

Pre-Qualifying Questions

- Applicant’s business has been operating in the City of Phoenix for more than one year (since January 1, 2019)

- Applicant employed 25 or fewer employees as of March 1, 2020

- Applicant’s business address is located in a low-income census tract or on a street bounding a low-income census tract

- Applicant did not generate more than $3 million in gross sales between January 1, 2019, and December 31, 2019

- Applicant confirms that gross sales declined by at least 25% as a result of COVID-19 in March and April 2020 compared to March and April 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 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.

Low-Income Census Tracts:
For the purposes of this program, a low income census tract is defined using the Community Development Financial Institutions Fund’s New Markets Tax Credit Program eligibility guidelines, which include census tracts in which the Median Family Income is at or below 80% of Area Median Income or a Poverty Rate of 20% or greater exists.
Grant Application Questions

Business Information

1. Name of Business

2. Business Description (Word Limit – 200)

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. Which category best describes your business? (Construction, Industrial and Manufacturing, Personal Services, Professional Services, Repair and Maintenance, Restaurants, Retail, Other)

14. When did your business begin operating in Phoenix?

15. Number of Employees as of March 1, 2020

16. Number of Current Employees

Loss of Business Due to COVID-19

17. 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)

18. 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)
19. Requested amount ($10,000 maximum request)

20. Please describe how the funds will be used. (Word limit – 200)

21. Gross Sales for March 2019

22. Gross Sales for April 2019

23. March and April 2019 Gross Sales Total

24. Gross Sales for March 2020

25. Gross Sales for April 2020

26. March and April 2020 Gross Sales Total

27. Year-Over-Year Lost Sales – Amount

28. Year-Over-Year Lost Sales – Percent (Number between 25 and 100)

29. 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)

30. 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)

31. Are you also seeking assistance with paying your commercial City Services Bill?

32. 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**

33. 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.

34. Profit and Loss Statement: Using the [template provided here](#), please upload the
    business’s profit and loss statement for the month of April 2020.

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. Under United States law, grant funds, and income earned on those funds, may be spent only for charitable, religious, scientific, literary, or educational purposes. 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 narrative and/or financial report signed by an appropriate officer of the grantee within thirty (30) days after the close of each fiscal year in which the grantee receives or spends any portion of these 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 these grant funds and any income earned on those funds. The financial statement should include funds received under this grant 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 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 under any of its programs.

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, City, or Phoenix IDA may monitor and conduct an evaluation of business operations under this grant, which may include a visit by representative 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. We 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 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 Foundation 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 Foundation 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 outlines 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 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, 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.