



Tempe Small Business Grant Program

Purpose

The City of Tempe established the **Tempe Small Business Grant Program** to assist in the stabilization of existing small businesses within the City of Tempe that have experienced significant business disruption due to the impact of COVID-19. These grant funds will assist small businesses in the City of Tempe by helping them to meet general business expenses, which in turn may help them retain or hire employees. An additional goal of the program is to award up to 20% of the funds to minority, veteran, or women-owned businesses.

Program Provisions

- Provide qualifying businesses with \$1,300 per full-time employee up to a maximum of \$10,000, whichever is less
- Applications will be accepted until 5 p.m. on 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
- Recipients may be asked to provide supporting documentation indicating how grant funds were spent

Pre-Qualifying Questions

- I certify the applicant has been in continuous business in Tempe since at least October 12, 2019, except for closures mandated by governmental orders issued or in connection with the pandemic.
- I certify that the applicant business is located within the municipal boundary of the City of Tempe
- I certify that the applicant business is not a home-based or mobile business
- I certify that the applicant business is not operating as a Non-Profit, Not-for-Profit, 501(c)(3) or 501(c)(6)
- I certify that the applicant business is in good standing with the Arizona Corporation Commission

- I certify that the applicant business has 100 full-time equivalent (FTE) employees or fewer, including all commonly owned/managed businesses. NOTE: To determine number of FTE employees, assign a 1.0 for employees who work 40 or more hours per week and 0.5 for employees who work fewer hours.
- I certify that the applicant business meets all City of Tempe, county and state zoning and regulatory requirements.
- The applicant business is committed to remaining in Tempe beyond April 31, 2021.
- I certify that the applicant business has less than \$5,000,000 in gross annual receipts.
- I certify that the applicant business has no outstanding tax liens or legal judgements.
- I certify that the applicant business experienced a substantial loss of revenue due to the COVID-19 global pandemic
- I certify that the applicant business is not an adult oriented business as defined in A.R.S. Section 11-811 (E) (5)
- I certify that the applicant business is not engaged in the growth, harvest, storage, transport, distribution, use or otherwise in providing cannabis for medical or recreational purposes.

Grant Application Questions

Business Information

1. Business Name
Name of Business
2. Start Date in Tempe
3. Business Phone (Including Area Code)
4. E-mail Address
5. Federal ID Number/EIN

Industry

Business must operate in one of the following categories as defined by the North American Industry Classification System. Visit naics.com/search if you are unsure of which industry your business activity falls under.

6. Industry
 - 31-33 Manufacturing
 - 44-45 Retail Trade
 - 56 Administrative and Support and Waste Management and Remediation Services
 - 62 Health Care and Social Assistance
 - 71 Arts, Entertainment, and Recreation
 - 72 Accommodation and Food Services
 - 81 Other Services

Mailing Address & Phone Number

7. Mailing Address

8. City

9. State

10. ZIP Code

11. Additional Phone Number (Including Area Code)

Business Owner (Applicant) Information

12. Owner Name

13. Home Address

14. City

15. State

16. ZIP Code

17. Phone

Employee Hiring and Retention Verification

Qualifying businesses will receive \$1,300 per full-time equivalent employee up to a maximum of \$10,000. Business must submit its IRS Form 941 documenting number of employees or other documentation showing 1099 contracted employees as of December 2019 and the same documents for the current quarter/month. .

18. December 2019 IRS Form 941

19. Please enter the number of individuals employed by the business as of Dec. 31, 2019, per Form 941

20. Most Recent Quarter IRS Form 941

21. Please enter the number of individuals employed by the business, per latest quarter's Form 941
22. Number of Full-Time Employees in Tempe
(working 40 hours or more per week)
23. Number of Part-Time Employees in Tempe
(working fewer than 40 hours per week)

24. Total Number of Full-Time Equivalent (FTE) Employees in Tempe
Both full-time and part-time employees should be counted toward this FTE total. Full-time employees count as 1 FTE and part-time employees count as 0.5 FTE.

NOTE: If you have hired employees since your latest Form 941 filing, please attach alternative payroll documentation showing your current employee count along with your latest Form 941. If your small business is organized as an LLC and is not required to file Form 941, we will accept alternative documentation demonstrating employment. Multi-member LLCs can attach Schedule SE (Form 1040) or Schedule E (Form 1040) for each member of the LLC. If you are operating the business as a one-member LLC/sole proprietor, you can attach Schedule C (Form 1040). If your business uses a professional employer organization (PEO) and therefore does not individually file Form 941, attach a note stating that you use a PEO along with payroll reports for December 2019 and the latest pay period.

Documentation

25. IRS Form W-9
Please upload a completed and signed copy of the most recent W-9. Please use the template provided [HERE](#) if you do not already have this on file.
26. Documentation verifying the company's Tempe business address. (i.e. City of Tempe solid waste or water bill)

Voluntary Business Owner Demographics

Gender

Race

Ethnicity

Veteran Status

Business Owner (Applicant) Signature

27. Certification: I certify that the statements made in this application are true and complete to the best of my knowledge.

28. Disclosure Acknowledgment: I acknowledge that Arizona's Public Records Act,

A.R.S. 39-101 et seq., may require disclosure of information provided in this application.

29. Name

30. Title

31. Date

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 to satisfy operating expenses as a means of mitigating economic injury to the business.

Prohibited Activities. So that the Foundation 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 Funds for Non-Compliance. The Arizona Community Foundation reserves the right, in consultation with the City of Tempe, to demand the return of funds if determined that the grantee received funding under false pretenses or if the grantee misused funding received.

1. I understand and agree to the terms of this grant as outlined 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 grant funds will only be utilized to satisfy operating expenses as a means of mitigating economic injury to the business.
4. 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.