



# City of Artesia

## Artesia Small Business Grant Program

### *Application Form*

**Guidelines & Instructions: Please read the following guidelines and instructions closely before submitting your Grant application.**

The City of Artesia's Small Business Grant Program is for small businesses in Artesia who have been negatively impacted by COVID-19. Artesia's Small Business Grant Program provides businesses with assistance in job creation and retention. Artesia businesses grant will provide \$10,000 for businesses with up to 15 total employees (not including the owner).

#### **WHO IS ELIGIBLE TO APPLY?**

**In order to be eligible for funding, agencies must meet the following criteria:**

- To be eligible to qualify for the grant, a business must be within the City of Artesia and must have been in operation as of March 1, 2020.
- The Program will be limited to qualifying business owners that are for-profit businesses ordered to close by either the state or local government or had to lay off at least 1 full-time or part-time employee due to circumstances created by COVID-19.
- Proof of loss of income (comparison year is fiscal year 2018/2019, or calendar year 2019 based on the business practices).
- Must have a valid City Business license at the time of applying
- Business must not have active code violations
- Business must provide proof of a valid Certificate of Occupancy
- Business must have a commercial storefront (no home base businesses can apply)
- Business must be up to date on paying Measure V taxes prior to being awarded
- Business must be able to provide a copy of the property lease or show proof of property ownership

Along with the below application, the applicant will need to provide a valid business license and proof of a Valid Certificate of Occupancy at the time of applying. Only one application will be accepted per applicant regardless if owner has multiple business interests within the City. Participating businesses will be tracked over the course of a year to ensure retention was maintained as a result of receiving the grant. Businesses must provide receipts to show how the grant funds were used and have a commercial storefront (no home based businesses can apply).

#### **Ineligible Businesses**

- **Any business not located within City of Artesia boundaries**
- **Businesses with active code violations**
- **Home based businesses**
- **Any business currently in the process of bankruptcy proceeding**

#### **Eligible Expenses**

- **Commercial lease or mortgage payments**
- **Employee payroll**
- **Utilities**
- **Office supplies**
- **Equipment**
- **Expenses related to PPE, items related to health and safety, distancing measures**

The City of Artesia's Small Grant Program will only accept the **first 40 applications** to the program. Funds are limited, so business owners are encouraged to apply as soon as possible.

For this application to be considered complete, it must include all required documentation. Within two weeks of application submission, applicants will be notified if the application is approved, or if there is additional information

needed. Once an application has been approved, the business owner will be notified, and the business owner will receive a grant within a few weeks.

For more information, please contact Clarissa Chavez, Management Analyst for the City of Artesia at (562) 865-6262, extension 249 or email at [cchavez@cityofartesia.us](mailto:cchavez@cityofartesia.us). Complete application packets can be submitted via email [cchavez@cityofartesia.us](mailto:cchavez@cityofartesia.us), or in person or by mail to: City of Artesia, Attn: Artesia Small Business Grant Program, 18747 Clarkdale Ave., Artesia, CA 90701.

**Applicant Information**

Business Name: \_\_\_\_\_

Business License Account Number: \_\_\_\_\_

Brief Description of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

<i>Street Address</i>		<i>Suite/Unit #</i>
<b>Artesia</b>	<b>CA</b>	<b>90701</b>
<i>City</i>	<i>State</i>	<i>ZIP Code</i>

Date of First Business License Purchase: \_\_\_\_\_

Date of Purchase for Current Business License: \_\_\_\_\_

**FOR STAFF USE ONLY**

Received Date/Time: \_\_\_\_\_ Complete? \_\_\_\_\_

	<b>Approval Process:</b>	<i>Approved?</i>	<i>Initials/Date</i>
All Necessary Documentation Included??	YES <input type="checkbox"/> NO <input type="checkbox"/>		Management Analyst _____
Application Signed?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Address Valid?	YES <input type="checkbox"/> NO <input type="checkbox"/>		<b>Notes:</b>
Eligibility Valid?	YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Disclaimer and Signature**

*By signing the application, you understand and represent that you are fully responsible for the validity of all information provided in this application, and declare that your business is within the City of Artesia, pyou also certify that your business has or that you will adhere to all other requirements stipulated in this application. You will receive notification via phone or email when your application has been approved detailing next steps to begin receiving your grant.*

*Applications will be reviewed on a first-come, first-served basis. The approval and issuance of a grant is not guaranteed and is subject to the availability of program funds. Furthermore, each application will be reviewed to*

*determine whether program guidelines were followed before any grant funds are issued. If the information is found to be invalid, the City reserves the right to deny the application.*

*Unless you ask us not to, we may contact you via email in the future to tell you about new City services. By providing your email address, you give your permission to receive information related to other city topics. You may opt out of any future contacts from us at any time by contacting us via email or phone.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_