



# CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM

## FREQUENTLY ASKED QUESTIONS (FAQ)

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### 1. Who is eligible to apply for this grant?

Any small business that meets the following requirements:

- Operate out of a physical (brick and mortar) retail or restaurant storefront, open to the public, within the city limits of Calabasas.
- Be established as a for-profit, small business with at least one, but no more than 100 employees.
- Was closed, or partially closed, under the County of Los Angeles Public Health Department Safer At Home Order. Essential Healthcare Operations as defined by the Order are also eligible.
- Submit an accurate and complete Calabasas Open Small Business Grant Program Application.
- Submit a current IRS Form W-9.
- Be in good standing with the City.
- Been in operation as of March 1, 2020.

Publicly traded companies and corporate owned retail chains or franchises are not eligible. Applicants with multiple businesses at one address are not eligible for more than one grant.

### 2. What is the dollar amount of grant awards?

Each approved applicant is eligible for a one-time emergency grants of up to \$10,000 to assist with COVID-19 reopening costs. The final award amount may be less and is dependent upon the number of grants approved for the Program's second phase.

### 3. What actions can I take to increase the chances that my application is accepted to receive a grant?

Sales tax and transit occupancy tax generating small businesses will be given priority.

Applications will be reviewed on a first come, first served basis, with first come defined as the date and time received by the City of Calabasas. Due to the high amount of interest in this program, it is recommended that eligible businesses submit their application as soon as possible after the acceptance period starts.

### 4. My business has received other government financial assistance; will that impact my eligibility?

No.

### 5. What does it mean to be in "good standing" with the City?

Businesses that are currently involved in litigation, in breach of contract, subject to outstanding code violations, or owes the City money, for example, may not qualify for a grant.

### 6. My business was not required to completely close as a result of the County's Safer At Home Order, am I still eligible to apply?



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Yes, businesses that were required to close, or partially close, any part of their business operations under the County of Los Angeles Public Health Department Safer At Home Order, are eligible to apply.

**7. Can I use the grant funds to pay for typical business expenses such as payroll, rent, utilities and other general overhead expenses?**

Using grant funds for general overhead expenses, such as payroll, rent, and utilities are not permitted under the Program terms.

Grant funds may be used to cover costs associated with business reopening that fall within the two categories below:

- I. Physical improvements: Equipment, supplies, signage, and remodeling improvements to comply with required County of Los Angeles Public Health Department Safety Reopening Protocols
- II. Marketing costs: Advertising and promotional activity to notify the local community that the business has reopened and is ready for customers again

**8. How can I determine if my business is located within the city limits of Calabasas?**

Business owners can confirm that their retail store or restaurant address falls within the City's limits by using Calabasas Community View, found at:

<http://maps.digitalmapcentral.com/production/VECommunityView/cities/Calabasas/index.aspx>

**9. How will applications be accepted? Can I mail my application?**

The Program application will be accessed online and can be submitted via computer, tablet, or mobile device. Mailed, faxed, or email applications are not accepted.

**10. What actions must businesses take after receiving grant funds?**

Within 60 days of receiving a grant award, the grantee must submit sufficient documentation verifying that reopening expenses were incurred in the manner and for the purposes stated in this application.

Appropriate documentation includes receipts, invoices or credit card statements. These must be kept in good order as The City reserves the right to audit the applicant's books and records for compliance with the terms of the Program Agreement, and to seek to recover funds not used in accord with the terms of the Program Agreement.

**11. I recently made physical improvements and paid for advertising that were both related to COVID-19 safety measures and reopening; may I apply for a grant to be reimbursed for these expenses?**

If all eligible requirements are met and the expenses were permitted under the Program Terms, then yes, your business may apply to be reimbursed for such costs.