

## **Calabasas Open Small Business Grant Program Eligibility, Terms, and Requirements**

### **The Calabasas Open Small Business Grant Program requires a business grantee to:**

- 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
- Have been 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 in the City of Calabasas as of March 1, 2020

**Please Note:** Sales tax and transit occupancy tax generating small businesses will be given priority. 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.

### **Calabasas Open Small Business Grant Program Terms and Processes:**

1. The Calabasas Open Small Business Grant Program provides a one-time emergency grant of up to \$10,000 to each eligible Calabasas based small businesses 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.
2. Businesses must submit an accurate and complete Calabasas Open Small Business Grant Application.
3. Businesses must submit a current W9 Form.
4. Applications will be reviewed for eligibility and completeness. If an application is approved, the applicant will receive a notice of grant award.
5. Awards will be made on a first come, first served basis, with *first come* defined as the date and time the application is received by the City of Calabasas.
6. If awarded, this application becomes a binding contract between the business owner(s) and the City of Calabasas.
7. If denied, the determination is final and there is no appeals process.
8. After application has been verified and approved, grant disbursements are provided via check to the address provided on Page 5 of this application.
9. Grant funds may be used to cover costs of business reopening, including: equipment, supplies, signage, and remodeling as required by the County of Los Angeles Department of Public Health Safety Reopening Protocols. Program grant funds may also be used for advertising and promotional activities related to business reopening. Such expenses made very recently by businesses are also eligible for reimbursement.
10. Within 60 days of receiving 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.
11. The City reserves the right to audit the applicant's books and records for compliance with the terms of this Agreement, and to seek to recover funds not used in accord with the terms of this Agreement.

Please direct any questions related to the Calabasas Open Grant Program to: [CalabasasOpen@CityofCalabasas.com](mailto:CalabasasOpen@CityofCalabasas.com)

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# Calabasas Open Small Business Grant Program Application

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## Current IRS Form W-9 Attachment \*

or drag files here.

Please attach current Form W-9.

[Click here](#) to download and fill out a blank Form W-9.

## Name of Business: \*

## Name of Business Owner(s): \*

## Business Address: \*

## Contact Person Name and Title: \*

## Contact Person E-mail: \*

## Contact Person Phone: \*

## Business Type (select one): \*

- |  |   |
|--|---|
| <input type="radio"/> Sole Proprietorship        | <input type="radio"/> Partnership             |
| <input type="radio"/> Limited Partnership        | <input type="radio"/> Corporation             |
| <input type="radio"/> Limited Liability Entity   | <input type="radio"/> Cooperative Corporation |
| <input type="radio"/> Other <input type="text"/> |   |

## Provide Corporation number, if applicable:

## Provide tax identification number: \*

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## ELIGIBILITY VERIFICATION

1. What type of business do you operate? \*

2. Is your business classified as a for-profit business? \*

Yes  No

3. Is your business publicly traded or a corporate owned franchise? \*

Yes  No

4. Does your business employ at least one, but no more, than 100 employees? \*

Yes  No

5. How many employees does your business employ? \*

6. Was your business required to close, or partially close, in compliance with a COVID-19 County of Los Angeles Health Officer Order, or is your business defined as Essential Healthcare Operations by the Order? \*

Yes  No

7. Does your business operate out of a physical (brick and mortar) retail or restaurant storefront, open to the public, within the city limits of Calabasas? \*

Yes  No

Please list the address location below: \*

8. Has your business been in operation in the City of Calabasas as of March 1, 2020? \*

Yes  No

9. How long has your business been operating in Calabasas? \*

10. Is your business in good standing with the City of Calabasas? 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. \*

# GRANT AMOUNT REQUEST AND DESCRIPTION STATEMENT

Please mark what type of assistance you are seeking grant funding for (check all that apply): \*

Physical Reopening Costs

Advertising or Promotional Costs

Dollar amount of grant request (up to a maximum of \$10,000): \*

If awarded grant, please list the address where the funds should be mailed: \*

**YOUR CALABASAS OPEN SMALL BUSINESS GRANT PROGRAM APPLICATION WILL NOT BE ACCEPTED WITHOUT A THOROUGH AND APPROPRIATE REOPENING EXPENSES LISTING. A MISSING, PARTIAL, OR AMBIGUOUS REOPENING EXPENSES LISTING WILL CAUSE YOUR APPLICATION TO BE CONSIDERED INCOMPLETE.**


By stating in the section below, please describe in detail how you plan to utilize any awarded grant funds. This also applies to requests for reimbursement for reopening costs that have already been incurred. As a reminder, grant funds may only be used to assist with business reopening costs related to the following categories:

(1) Complying with Required County of Los Angeles Department of Public Health Safety Reopening Protocols. [Please click here](#) to review specific guidance.

(2) Advertising and Promotional Activities.

**PLEASE NOTE: USING GRANT FUNDS FOR GENERAL OVERHEAD EXPENSES, SUCH AS PAYROLL, RENT, OR UTILITIES ARE NOT PERMITTED UNDER THE PROGRAM TERMS.**

## Reopening Expenses Listing

	Reopening Expenses Category *	Reopening Expenses Detail *	Reopening Expenses Cost *
	Recommended Remodeling or Upgrades	Purchase and install five plexiglas partitions.	\$2,000
			Total Cost: \$0.00

 Add Item

(Optional) Reopening Expenses Comments:

**(Optional) Reopening Expenses Supporting Documents:**

Upload or drag files here.

Please attach supporting documents. Multiple files are allowed.

# Calabasas Open Small Business Grant Program Application



## ACKNOWLEDGEMENTS

**By my signature below, I have read and understand the Calabasas Open Small Business Grant Program Terms and Processes. I make the following representations and acknowledge agreement to the following terms and conditions:**

- Upon approval, this application becomes a binding contract between the entity named above and the City of Calabasas (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- I agree that the entity named above meets all Calabasas Open Small Business Grant Program Eligibility Requirements.
- I agree that I have read and will abide to the Agreement's Terms and Processes.
- If funds are accepted by the entity, the funds will be used for the purposes set forth above.
- In no event shall the City's financial responsibility exceed the approved amount, set forth above.
- I bear full responsibility for any and all tax consequences of receiving grant funds including, but not limited to, issuance of a 1099 by the City.
- I understand that all application materials become public records upon submitting an application and may be disclosed in accordance with the California Public Records Act.
- I understand that the grant award amount and business entity name will be disclosed to the public via the City of Calabasas website.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City does not endorse the specific business.
- Applicant shall defend and indemnify the City and its employees from and against any claim, injury, liability, loss, cost and/or expense or damage including all costs and reasonable attorney's fees, arising from or alleged to arise from the funds provided under this program.
- The representations made by applicant in this Application are material terms of the Agreement, as is compliance with the Calabasas Open Small Business Grant Program terms. The City may cancel this Agreement, and seek recovery of any improperly used grant funds, at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Calabasas Open Small Business Grant Program has been violated.

**Signature \***

A rectangular box for a signature. In the bottom-left corner, there is a small pencil icon. A horizontal line is drawn across the bottom of the box, indicating where the signature should be placed.

**Date**

8/19/2020