

Instructions for the Escondido Business Grant Program Application

To collect, organize and get help to Escondido businesses faster we are using a “grant application portal” called Smart Select which lets you apply on-line and easily upload supporting documentation. These instructions will help clarify some of the questions you may have as you fill out the application.

When you first visit the site (<https://smr.to/p66956>) you will go to an introductory page. Read through it carefully and start gathering the documents listed. After you finish reading the page, click on “APPLY” to get started.

You will first be asked to create a username and a password. This way you can stop at any time and return to the portal to complete your application.

Be sure to be as accurate as possible as your application may be rejected for incomplete or inaccurate information.

These grants are made possible by federal CARES Act funds. Recipients are encouraged to consult with a tax advisor and/or CPA to determine the taxability of the grant and may consult the U.S. Treasury Department [website](#) for more information.

Business Information

- Select whether your business is a for-profit entity or a non-profit (501c3, 501c6, etc.).
Non-profits are not eligible for this grant program.
- Legal Business Name: Use the Business name as registered with the California or the County of San Diego’s Fictitious Business Name Filing.
- DBA (Doing Business As): If your business operates with a different name, enter it here.
- Physical Business Street address where your books and records are located in Escondido: This grant program is intended for Escondido-based businesses. If you are applying for a business that operates a retail store, is located in a professional or medical office, is a manufacturer, is a restaurant, winery, brewery or other similar business with a physical presence in Escondido, enter that address in this field. If applying for a home-based business located in Escondido or an independent contractor, use your Escondido home address or office. At this time, home-based businesses or independent contractors living OUTSIDE the City of Escondido are not eligible for the grant funding.
- Mailing Address: This should be the best address to send you any grant funds awarded or other communication.
- Contact Person: This should be the best person to contact should we have any questions about your application.
- Brief description of your business: Tell us what the business applying for the grant does. This will help us group similar businesses together during the evaluation process.

COVID-19 Impact Information

- Total number of employees as of February 29, 2020 and June 30, 2020: These questions will help us calculate the impact of COVID-19 on your business's employees.
- Calendar Year 2019 Revenues: Please provide your gross revenues from January 1, 2019 to December 31, 2019. This may be different than your tax return if you do not operate on a calendar year. We will, however, use the tax return you upload later in the application to help us verify the figure you enter.
- Revenues from January 1, 2020 through June 30, 2020: Using your monthly financial statements for calendar year 2020, please calculate your revenues from January 1, 2020 through June 30, 2020.
- Has your business had to cease operations due to County, State or Federal Public Health Orders: If you have had to cease operations partially or entirely for any length of time **because of Public Health Orders**, check "yes" box.
 - If you checked "yes", provide your best approximation for the total number of days since March 1 that State and/or County Public Health Orders required your business to be shut down.

Additional Qualifying Information

- If your company is a certified woman, veteran or minority owned business, please check here.
- If your business is located in the federally designated Opportunity Zone in the City of Escondido, check this box. You can look up whether you are in the zone at <https://opzones.ca.gov/oz-map/> where you can enter the physical address of your business.-
- Check boxes for the other grant programs you may have **received funding** from. If you have applied for these programs but have not yet heard a final determination or have not yet received funds, do not check the box.

Information Regarding the Use of Grant Awards

Grant awards may be used to subsidize the payment of commercial rent, the purchase of equipment or capital expenditures that help you increase social distancing and sanitation, and/or to preserve payroll. You can apply for all three but doing so does not increase your chances of receiving a grant. No business will be awarded a grant greater than \$15,000.

- **Payroll.** The grant may be used to help with payroll costs for up to 2 (two) times your May payroll. To calculate the amount exclude all employer and employee taxes and benefits such as employer paid health care insurance premiums, the employers share of social security, workers compensation insurance, disability insurance, etc. from your calculations.

- **Rent.** The amount you enter should be equal to **TWO months of rent, excluding utilities and/or common area and maintenance charges.** A provision of the program is that you are either current with your lease or have a written agreement with your landlord concerning any rent deferral or forgiveness. If applying for rent stabilization, we reserve the right to contact your landlord to confirm that rent is current or that you have come to an arrangement with your landlord concerning any outstanding obligations. **Please note that due to restrictions on the use of the Federal CARES Act funds used to support this program, your business cannot qualify for a rent subsidy if you are a tenant or subtenant of the City of Escondido.**
- **Capital, Equipment and Supply Costs.** You can apply for grant funds to assist you with purchasing cleaning supplies, personal protective equipment, and/or to modify your operations to help keep staff and customers safe such as expanding outdoor dining space or putting up barriers at cash registers. If you have already made these purchases, you will need to upload documentation detailing the expenses and, if you intend to make them should you receive a grant, then please prepare a budget for these expenditures, as per the instructions in the application. Remember, the grants can be no larger than \$15,000 total per business.

Documentation

You will need to upload some documents. Please be aware of file sizes when you prepare and scan these documents as files that are too large will not be uploaded. Files larger than 10 MB will not upload and you may get an error message. You can make your documents smaller by scanning them in at a lower resolution.