



## General Qualifications and Conditions for Program Eligibility

The City of Claremont Small Business Grant (SBG) Program (“Program”) is available to local businesses that have been economically impacted by the COVID-19 pandemic. The City is offering grants up to \$20,000 to businesses that create or retain a job for a low- or moderate-income person. The grant funds can be used for rent and utility assistance, obtaining inventory and supplies, payroll, employee hiring and retention, and marketing.

### I. Eligibility Criteria

1. Eligible small businesses must be one of the below businesses types:
  - a. Restaurants, coffee shops, bakeries, cafes, gastropubs, etc.
  - b. Salons, barbers, and other grooming businesses
  - c. Gyms, day spas, and fitness studios
  - d. Retail and Commercial stores such as consumer goods, electronics and appliances, health and sporting goods, furniture, clothing and shoes, kitchen equipment, books and entertainment stores, music and audio/visual equipment, etc.
2. A business must meet the following criteria to participate in the SBG program:
  - a. Have fewer than 100 employees
  - b. An active Claremont business license
  - c. Have been in continuous operation in Claremont since March 19, 2020
  - d. Be located in a property in the City of Claremont
  - e. Business and all owners are not listed in EPLS (the EPLS is maintained on [www.sam.gov](http://www.sam.gov))
  - f. Does not have any unresolved code violations
  - g. Has been negatively impacted by the COVID-19 pandemic.
3. **Job Creation or Retention:** One full or full-time equivalent, permanent job must be created or retained no later than six (6) months after the grant funds are provided. Documentation can be accomplished by the completion of a self-certification by the employee at the time of retention or hire. The form will collect the employee’s name, contact information, household size and income, hours worked per week, demographic information and any employee provided benefits. Program staff will follow-up with the business six (6) months after the grant to collect the self-certification job form.
4. Priority will be given to businesses that have not previously received Community Development Block Grant (CDBG) funding, including but not limited to, the COVID-19 Emergency Micro Grant Program and Claremont Small Business Grant Program.

### II. Use of Grant Funds

1. The standard grant amount is \$15,000; see **Section IV IC<sup>2</sup> Program Incentive** for an additional \$5,000 grant.
2. Grant funds can be used for operate
3. ion business expenses such as:
  - a. Employee payroll
  - b. Working capital to continue operations
  - c. Payment of outstanding expenses

- d. Obtaining inventory or supplies
- e. Employee hiring and retention
- f. Marketing

### III. Required Application Documents

1. Lease Agreement/ Mortgage Statement for Commercial Space (if applicable)
  - a. Business will provide a copy of the lease agreement/mortgage statement for the commercial space their businesses occupies.
2. Government Issued Identification
  - a. All business owners must submit a copy of a government issued identification and social security card. Examples include:
    - Driver's license with photograph
    - State identification card with photograph
    - Copy of Social Security card
    - Immigration and Naturalization Service documents – must contain a photograph
    - Military identification with a photograph
    - Alien Registration Card with photograph
    - Valid passport
    - Citizen papers with photograph
3. Organization documents such as fictitious business statements, articles of incorporation, operating agreements, etc.:
  - a. For corporations:
    - Copy of recorded Articles of Incorporation **and** Bylaws
  - b. For partnerships (general or limited):
    - Copy of Partnership Agreement **and** GP-1 or LP-1
  - c. For LLCs:
    - Copy of recorded Articles of Organization **and** Operating Agreement
  - d. For sole proprietorships:
    - Recorded Fictitious Name filing, if available
  - e. If a trust is involved:
    - Trust Agreement **and** names of trustees and signors
4. Payroll Records
  - a. Businesses must provide payroll records documenting the number of employees working in the business.
5. Federal Excluded Parties List (EPLS)
  - a. Businesses must provide an printout or screenshot demonstrating that business and owners are not listed in EPLS. The EPLS is maintained on [www.sam.gov](http://www.sam.gov).
6. Grantee agreement
  - a. Complete the grant agreement
  - b. Have all business owners sign the grantee section

### IV. IC<sup>2</sup> Program Participation Incentive

1. Innovate Claremont Internship Collaboration (IC<sup>2</sup>) is a partnership between the City of Claremont and Claremont Colleges that provides Claremont Colleges students the opportunity to serve part-time, paid

internships with Claremont-based small businesses to provide business consulting services, including but not limited to, website improvements, marketing, social media management, business process improvement, market research and analysis, supply chain optimization, and product development.

2. During the lottery entry, Applicants may select if they are interested in participating in the IC<sup>2</sup> Program.
3. Selection of an Applicant in the lottery drawing does not guarantee eligibility for the \$5,000 IC<sup>2</sup> grant. Applicants will need to submit an additional application for the IC<sup>2</sup> Program and be approved to participate in the program.
4. If approved for participation in the IC<sup>2</sup> Program, compensation for the eligible IC<sup>2</sup> employees may be reimbursed, up to \$5,000. Hourly rates for IC<sup>2</sup> students, will be \$20-\$25 per hour based on technical requirements of the projects to be undertaken, and will be negotiated between Applicant and IC<sup>2</sup> student.
5. Applicants must submit payroll records to the City and a self-certification form for the eligible IC<sup>2</sup> employees; the City will then reimburse the Applicant for the compensation for the eligible IC<sup>2</sup> employees.
  - a. Compensation for non IC<sup>2</sup> employees is not eligible for reimbursement

#### **V. Grant Process**

1. Applicants will have two (2) weeks to enter their businesses into a lottery drawing for the SBG through an online survey. The City will conduct a lottery to randomly select up to 20 eligible businesses. The selected businesses will have one (1) month to submit the required application documents listed in **Section III** of this document. If a business fails to submit their application, or is deemed ineligible, the next business in line in the lottery will be contacted to submit the required documents.
2. If fewer than 20 businesses apply, all eligible businesses will be selected to move forward in the application process. The application period will remain open until all funds are expended.

#### **VI. Additional Conditions**

1. **Tax Liability and Credits:** The City of Claremont is not responsible for any taxes that may be imposed on the businesses as a result of the grants provided by the Program.
2. **Disputes:** Except where otherwise limited by law, the City of Claremont reserves the right, in its sole discretion, to make final determinations regarding any disputed issues about the Program, including but not limited to eligibility and rebate amount.
3. **Program Changes:** The City of Claremont reserves the right to change, modify, or terminate the Program at any time without any liability except as expressly stated herein.

#### **CONTACT INFORMATION:**

If you have any questions regarding this program, please do not hesitate to contact Alex Cousins, Management Analyst at (909) 399-5323 or [acousins@ci.claremont.ca.us](mailto:acousins@ci.claremont.ca.us).