



City of Citrus Heights

Small Business COVID-19 Recovery Grant Program

Small Business COVID-19 Grant Application

BUSINESS INFORMATION

Business Name (must match IRS documents and City business license)

Doing Business As: _____

Business Owner Name: _____

Commercial Business Address (home-based businesses not eligible):

Telephone Number: _____

Email Address: _____

Tax Identification Number or Social Security Number: _____

City of Citrus Heights Business License Number: _____

Year Business was Established: _____

Was your business operational as of March 1, 2020? Yes No

Is your business in operation as of the date of this grant application? Yes No

Is it your intent for your business to remain open? Yes No

Gross Business Revenue – Calendar Year 2019: \$_____

Gross Business Revenue – Calendar Year 2020 \$_____ *or* Calendar Year 2021 \$_____

Number of Employees on March 1, 2020: Full-time _____ Part-time _____

Please briefly describe your business and the products/services provided in the City of Citrus Heights:

Please describe how your business has been negatively impacted by the COVID-19 pandemic:

GRANT SPENDING PLAN

Please describe how the Small Business COVID-19 Grant funds will be used:

Which of the following are part of your Grant Spending Plan (check all that apply):

Grant funds can be used to offset or reimburse the business for operational costs or revenue loss caused by the COVID-19 pandemic.

- General business operations (most common)
- Payroll expenses (most common)
- Supplier payments
- Rent, lease, or mortgage payments for business real or personal property
- Façade improvements to resolve COVID related blight *
- Outdoor improvements *
- Personal Protective Equipment (PPE) and/or sanitation supplies and equipment
- Costs of compliance with county, state, or federal requirements or recommendations
- Technical assistance, counseling, or other services to assist with business planning needs

** Note that use of funds on expenditures like improving outdoor seating, addressing Crime Prevention Through Environmental Design (CPTED), etc., will require additional paperwork to show receipts.*

REQUIRED DOCUMENTATION

In order for your grant application to be considered, all of the following documents must be submitted:

- ___ Completed Grant Application ___ 2019 Federal Income Tax Return documenting business income
- ___ Current Citrus Heights Business License ___ 2020 or 2021 Federal Income Tax Return documenting business income

ACKNOWLEDGEMENT AND CERTIFICATION

- I/We understand that this Small Business COVID-19 Grant application will be considered based upon the information and documentation provided.
- I/We hereby attest and certify that the following is true and correct:
 - The business listed on this application experienced a reduction in revenue of at least fifteen percent when comparing 2019 to either 2020 or 2021 and that this reduction in revenue was the direct result of the COVID-19 pandemic.
 - All information included on this grant application is true and accurate to the best of my/our knowledge.
 - The federal income tax documents submitted with this grant application are true and accurate.
 - The business will maintain all records pertaining to this grant for a minimum of six (6) years from the date the grant is issued.

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____