



## Application for the 2022 City of Lincoln COVID-19 Business Recovery Grant Program

### APPLICATION PACKET

Thank you for your interest in applying for the City of Lincoln’s Business Recovery Grant Program. The City of Lincoln has allocated \$1,000,000.00 in grant funding to provide assistance to local small businesses for operational costs associated with impacts of the Coronavirus pandemic. The Lincoln Area Chamber of Commerce have been tasked with implementing the grant program which will provide local businesses with up to \$15,000.00 in grant funding.

Please read through the following guidelines for information regarding what businesses are eligible and how to apply. You may submit your application by going to the **Business Recovery Grant Program Application Portal**: [www.Lincolnchamber.com/business-recovery-grant](http://www.Lincolnchamber.com/business-recovery-grant) and submit your application by **Friday, April 22, 2022 by 5pm.**

Your **eligible** application will be considered for an award of up to \$15,000.00 based on your 2019 annual gross revenues. If you opened your business as of June 30, 2021 you will need to use the corresponding tax return of that year the business was opened.

### FUNDING ALLOCATION LEVELS

2019 Gross Revenue	Max Grant Amount
\$25,000 - \$100,000	\$5,000
\$100,001 - \$1,000,000	\$10,000
\$1,000,000 - \$2,000,000	\$15,000

The City of Lincoln reserves the right to increase or decrease award amounts based on response and volume of eligible applications submitted. The allocation amount and business eligibility will be solely within the City Manager’s discretion.

If you have any questions please reach out to:

Tom Indrieri – [ceo@lincolnchamber.com](mailto:ceo@lincolnchamber.com) or call (916) 645-2035



**Application for the 2022 City of Lincoln COVID-19 Business Recovery Grant Program**

**APPLICATION**

DATE: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1. CURRENT CITY OR COUNTY BUSINESS LICENSE: YES  NO

2. BUSINESS ENTITY TYPE:

- SOLE PROPRIETORSHIP
- PARTNERSHIP
- CORPORATION
- LIMITED LIABILITY COMPANY
- OTHER

3. DID YOU EXPERIENCE FINANCIAL HARDSHIP DUE TO THE COVID PANDEMIC IN ANY OF THE FOLLOWING AREAS? (CHECK ALL THAT APPLY)

- EMPLOYEE RETENTION
- REVENUE LOSS/LOSS OF GROSS SALES
- INFRASTRUCTURE IMPROVEMENTS (e.i. Upgrade outdoor eating area, lighting, barricades)
- MISCELLANEOUS EXPENSES (e.i. PPE, Technical upgrades to provide service online, signage, training)

2. PLEASE ESTIMATE WHAT YOUR TOTAL LOSS IN ALL AREAS OUTLINED IN QUESTION 2?

- 0 - \$5K
- \$5k - 10k
- \$10k - 25k
- \$25k and Above

DO YOU HAVE 50 OR LESS EMPLOYEES? YES  NO  HOW MANY: \_\_\_\_\_

WHAT DATE DID YOU OPEN YOUR BUSINESS? \_\_\_\_\_



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IS YOUR BUSINESS IN GOOD STANDING WITH THE CITY: YES  NO  (INCLUDING UTILITIES?)

IS YOUR BUSINESS IN COMPLIANCE WITH ALL CITY, STATE, AND FEDERAL LAWS AND REGULATIONS RELATED TO THE OPERATION OF YOUR BUSINESS? YES  NO

IS YOUR ANNUAL GROSS REVENUE BETWEEN \$25,000 and \$2,000,000? YES  NO

HOW HAS COVID-19 AFFECTED YOUR BUSINESS?

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**(Please attach/upload a detailed narrative response)**

HOW WILL YOU USE THE MONEY IF AWARDED?

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**(Please attach/upload a detailed narrative response)**

Please upload a signed W-9 form (attached) with your application and **Schedule C**.

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**Please Sign Here:**

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**AFFIDAVIT, WAIVE & RELEASE FORM**

All eligible applicants offered a grant who choose to accept the grant will be required to sign a non-negotiable affidavit, waiver and release form prior to payment being made. The affidavit will require the applicant to attest/declare that all information contained in the application is true, correct and can be used as admissible evidence in any legal proceeding if the City attempted to recoup any grant funds provided under false pretense.



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**BUSINESS CATEGORY  
PRIORITY AREA 1**

RETAIL (NON-GROCERY)	RESTAURANTS/BAR
DOWNTOWN TOURISM BASED	HOSPITALITY (including Hotels)
SALONS, FITNESS STUDIOS, SPA	DAYCARES (includes Adult and Children)

**BUSINESS CATEGORY  
PRIORITY AREA 2**

ARTS AND ENTERTAINMENT	ARTIST, SCHOOLS
AGRICULTURE	WINERIES, BREWERIES (with Lincoln Address)

**Grant Eligibility Guidelines:** We aim to set guidelines that are aligned with the American Rescue Plan Act (ARPA). We believe the following guidelines will satisfy both the ARPA requirements and the City of Lincoln.

**Business Eligibility:**

- a. The business applying must be physically located within the City of Lincoln.
- b. The business must have been in business on or before June 30, 2021 and intends to remain open.
- c. The business must have generated at a minimum \$25,000.00 annually and no more than \$2,000,000.00 annually.
- d. The business must have 50 employees or less
- e. The business has a current business license in the City of Lincoln or is in the process of renewing
- f. The business must be willing to attest to and sign under penalty and perjury revenue loss or acquired expenses related to the Covid Pandemic
  - i. Loss of Revenue due to closure of business or reduced capacity
  - ii. Loss of employees/retention due to business interruption or closures
  - iii. Infrastructure improvements (e.g., Outdoor dining areas, barricades, signage, tables, chairs, airflow ventilation systems)
  - iv. Miscellaneous Expenses (e.g., PPE, Ecommerce sites, New or Upgraded technology to service customers in a safer more efficient manner)



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### **Business Ineligibility:**

- a. Start-ups. Businesses that have opened after June 30, 2021
- b. Corporate owned National Chain Stores
- c. Businesses with over 50 employees
- d. Business with gross revenue less than \$25,000.00 or over \$2,000,000.00
- e. Businesses that did not suffer any losses due to the Coronavirus pandemic
- f. The following types of businesses are *ineligible* for funding
  - i. Real Estate Agents and Independent Brokers
  - ii. Independent Vacation Home Businesses, such as AIRBNB or VRBO
  - iii. Financial Businesses engaged in the business of lending
  - iv. Life Insurance Companies
  - v. Business deriving more than one-third of gross annual revenue from legal gambling activities
  - vi. Government owned entities
  - vii. Loan packagers earning more than one-third of their gross annual revenue from packaging SBA loans
  - viii. Business primarily in Political and Lobbying activities
  - ix. Businesses presenting live performances of a prurient sexual nature
  - x. Businesses principally engaged in teaching, instructing, counseling, or indoctrination of religion or religious beliefs, where in a religious or secular setting.
- g. Non-Profit status or service organization

### **APPLICATION, REVIEW AND APPROVAL PROCESS:**

Application period shall begin March 28, 2022 and will be closed on Friday, April 22, 2022 at 5pm. All applications shall be submitted electronically via the Chamber of Commerce online application portal which will be established at [www.LincolnChamber.com/business-recovery-grant](http://www.LincolnChamber.com/business-recovery-grant). The Chamber will not accept applications in any other manner except in the sole discretion of Chamber CEO or the City of Lincoln City Manager. No application will be accepted after the application period closes. The following steps will be followed:

- Business submits online application and uploads required documents (listed below)
  1. Copy of Business License
  2. **Schedule C page** of your 2019 tax return or the corresponding year business opened (business must have opened for business no later than June 30, 2021)
  3. Completed W-9 (included with application packet)



## Application for the 2022 City of Lincoln COVID-19 Business Recovery Grant Program

### **APPLICATION, REVIEW AND APPROVAL PROCESS CONTINUED:**

- Completeness of the Application
- Detailed review of narrative explaining how Covid-19 affected the business requesting grant funds.
- Detailed review of narrative explaining how grant funds will be used if awarded.
- Business priority categories
- Any other pertinent information included in the application packet.
- The City Manager or his designee has final decision on Program eligibility and adherence and any related interpretations necessary to make a grant decision.
- There will be two workshops held at the Chamber of Commerce conference room on Tuesday, April 5th from 10am to 5pm and again on April 11th from 10am to 5pm. This will be the only exception where non online applications will be accepted.

### **PAYMENT METHOD:**

Grant payments will be made by check to applicants once final approval is processed. We hope to send out checks in the month of May 2022.

### **PUBLIC RECORD:**

Unless otherwise exempt under applicable law, applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant-funded activities performed, are subject to disclosure pursuant to the California Public Records Act, unless otherwise exempt.