

**ROUND 2**



## **Lakewood Small Business Emergency Relief Grant Program**

The COVID-19 pandemic has created unprecedented challenges for small businesses in Lakewood. As a result of additional Coronavirus Aid, Relief, and Economic Security (CARES) Act funds becoming available, the City of Lakewood has become the recipient of additional funding and is launching a second grant program to support small businesses in this time of need. Selected businesses will be awarded \$5,000 each.

### **Eligibility**

In order to qualify for the Lakewood Small Business Emergency Relief Grant Program, businesses must meet the following criteria:

- Must be a Lakewood-based small business including, but not limited to, a restaurant, coffee shop, retail shop, salon, barber shop, or small-scale manufacturer.
- Have a physical storefront or commercial-designated facility in Lakewood (home-based businesses do not qualify).
- Have documented business income loss stemming from COVID-19.
- Be a for-profit business.
- Been in business for at least one year.
- Had no more than 30 employees on payroll in a Lakewood business location(s) at the time the initial Los Angeles County Shelter-in-Place Order was issued on March 16, 2020 by the County of Los Angeles Health Officer. Sole proprietors are eligible to apply.
- Have a maximum of 3 business locations.
- Had gross receipts under \$1 million for all business locations for calendar year 2019.
- Be in possession of a valid business license at the time the initial Los Angeles County Shelter-in-Place Order was issued on March 16, 2020 by the County of Los Angeles Health Officer.

### **Evaluation Criteria**

Although not required, the City of Lakewood will give preference to:

- Non-Essential Designation: businesses in an industry designated as non-essential based on the Los Angeles County's extended Shelter at Home Order, including dine-in restaurants.
- Nature of Business: business involves assembly or personal contact by its nature.
- Financial Hardship: Demonstrate financial need and income loss stemming from COVID-19.
- Ownership Status: business is veteran, woman, or minority-owned.
- Other Funding: business has applied for other financial assistance such as other City grant programs, Paycheck Protection Program (PPP) or SBA Economic Injury Disaster Loan (EIDL) and can provide documentation.

At the end of the application period, grant applications will be evaluated based on the criteria above.

Selected businesses will be notified to begin the follow-up documentation and grant agreement process. Regardless of whether or not your business meets all the criteria above, we strongly encourage all eligible Lakewood businesses to apply.

### Frequently Asked Questions (FAQs)

- **How much money is the grant award?**  
\$5,000 for eligible businesses (see eligibility requirements).
- **What can the grant award be used for?**  
Grants can be used as general working capital for businesses that can be applied to payroll, rent, utilities, or implementing COVID-19 social distancing.
- **Is this application first come, first served? Do I need to apply early to have a chance of getting an award?**  
No! All applications will be evaluated together at the end of the 2-week application window using the evaluation criteria. As long as you submit a fully filled-out application by 11:59 p.m. on Tuesday, September 22, 2020 at 11:59 p.m. your application will be considered.
- **Can I apply if I have also applied for other sources of funding such as prior City grant program, Paycheck Protection Program (PPP) and Economic Injury Disaster Loans (EIDLs)?**  
Yes! This grant can fill any additional gap between the assistance you receive and the impacts you have suffered from COVID-19.
- **What information do I need to provide on the application?**
  - Basic business information (contact info, address, etc.)
  - Other forms of assistance you have applied for
  - Gross receipts (total sales) during calendar year 2019 from all your business locations (NOTE: follow-up documentation may be required if your business is selected).
  - Estimated monthly pre-COVID-19 revenue
  - Estimated monthly revenue during COVID-19 pandemic
  - Estimated September 2020 revenue

### How to Apply

The application period will open on Tuesday, September 8, 2020 and close on Tuesday, September 22, 2020 at 11:59 pm.

If you believe your business may be eligible, complete the application using the following link: [www.lakewoodcity.org/SmallBizGrant](http://www.lakewoodcity.org/SmallBizGrant). **All applications need to be completed and submitted via the link.**

**Please Note:** Have all required information for your reference prior to starting the application. Once the application is started, you may not exit and then return. If you start it, and while in it,

you can go back to a prior page and fix it. The application is 22 questions and will take approximately 30 minutes.

### **Additional Information**

Have further questions? Please contact us at 562-866-9771, ext. 2140 or [service1@lakewoodcity.org](mailto:service1@lakewoodcity.org)



## City of Lakewood COVID-19 Small Business Relief Grant Application- **ROUND 2**

Please Note: Have all required information for your reference prior to starting the application. Once the application is started, you may not exit the program and return at a later time. When filling it out, you can return to a prior page and make changes. The application is 22 questions and will take approximately 30 minutes. **All applications need to be completed and submitted via the link: [www.lakewoodcity.org/SmallBizGrant](http://www.lakewoodcity.org/SmallBizGrant).**

### Program Overview

The City of Lakewood has created an emergency relief grant program for small businesses in financial jeopardy as a result of COVID-19 public safety measures. In order to be eligible for this funding source, certain criteria must be met:

- Must be a Lakewood-based small business, including but not limited to a restaurant, coffee shop, retail shop, salon, barber shop, or small-scale manufacturer.
- Have a physical storefront or commercial-designated facility in Lakewood (home-based businesses do not qualify).
- Have documented business income loss stemming from COVID-19 public health and safety measures, including business income comparisons before and after Shelter-at-Home measures and a description of impacts.
- Be a for-profit business.
- Been in business for at least one year.
- Had no more than 30 employees (full time equivalent) on payroll in a Lakewood business location(s) at the time the initial Los Angeles County Shelter-in-Place Order was issued on March 16, 2020 by the County of Los Angeles Health Officer. Sole proprietors may be eligible.
- Had gross receipts under \$1 million across all business locations for calendar year 2019.
- Have a maximum of 3 business locations.
- Be in possession of a valid business license at the time the initial Los Angeles County Shelter-in-Place Order was issued on March 16, 2020 by the County of Los Angeles Health Officer.

### Evaluation Criteria

Although not required, the City of Lakewood will give preference to:

- **Non-Essential Designation:** businesses in an industry designated as non-essential based on the Los Angeles County's extended Shelter at Home Order, including dine-in restaurants.
- **Nature of Business:** business involves assembly or personal contact by its nature.
- **Financial Hardship:** Demonstrate financial need and income loss stemming from COVID-19.
- **Ownership Status:** business is veteran, woman, or minority-owned.
- **Other Funding:** business has applied for other financial assistance such as Paycheck Protection Program (PPP) or SBA Economic Injury Disaster Loan (EIDL) can provide documentation.

## Small Business Relief Grant Application - **ROUND 2**

The COVID-19 pandemic has created unprecedented challenges for small businesses in Lakewood. As a result of additional Coronavirus Aid, Relief, and Economic Security (CARES) Act funds becoming available, the City of Lakewood has become the recipient of additional funding and is launching a second grant program to support small businesses in this time of need. Selected businesses will be awarded \$5,000 each.

Please Note: Please be sure you have reviewed the eligibility requirements and believe you qualify before completing this form. Have all required information for your reference prior to starting the application. Once the application is started, you may not exit the program and return at a later time. When filling it out, you can return to a prior page and make changes. The application is 22 questions and will take approximately 30 minutes. **All applications need to be completed and submitted via the link: [www.lakewoodcity.org/SmallBizGrant](http://www.lakewoodcity.org/SmallBizGrant).**

### Business Owner Information

1. Contact Information

Primary owner or Applicant Name

Mailing Address

Contact email

Contact Phone

2. Is this business your primary source of income?

Yes

No

3. Please describe other sources of income.

4. Business Contact Information

Business Name

Business Address

Phone

5. Which of these sectors best applies to your business?

Food & Restaurants

Healthcare Services

Health, Beauty and Fitness

Auto Repair and Services

Business of Professional Service

Leisure and Hospitality

General Retail

Manufacturing

Other (please specify)

6. Do any of these business owner characteristics apply to your business?

US military veteran-owned business

Woman-owned business

Minority-owned business

None of these apply to my business

7. Please briefly describe your business

8. Is your business for-profit?

Yes

No

9. How many locations does your business have?

10. How long (in years, months) has your business been operating?

11. Landlord or property owner information (Note: we will only contact a landlord in situations where we need to verify that a business' lease is current and will not do so without your prior permission).

Name

Company

Address

City

State

Zip Code

Email address

Phone number

### **Job Impacts**

12. How many people did you directly employ in Lakewood as of March 16, 2020?

13. Of these, how many were full-time? Full-time is considered 40 hours per week.

14. Have you had to lay off any of your employees since March 16, 2020?

Yes

No

15. If yes, how many?

16. If yes, have you rehired them or filled the position(s)?

- Yes
- No
- Not Applicable
- Other (please specify)

### **Financial Impacts**

17. Please state your gross receipts (total sales) during calendar year 2019 from all your business locations. Please note, that if your business is selected for a grant you will need to provide proof that your total business sales are under \$1 million annually.

18. What was your monthly gross revenue on average before this crisis?

19. What is your monthly gross revenue on average during this crisis?

20. Please provide an explanation of what adverse economic impacts COVID-19 has had on your business? (Attach any additional supporting documents, if needed)

21. Have you applied for any other forms of assistance? We strongly encourage you to apply for multiple forms of assistance in this uncertain time.

- SBA Economic Disaster Loans <https://disasterloan.sba.gov/ela/>
- SBA Payback Protection Loans <https://www.sba.gov/document/sba-form-2483-paycheck-protection-program-borrower-application-form>
- Facebook Small Business Grant
- Kiva.org Loans
- Please list any other loans or grant programs you have applied for
- I have not received any forms of financial assistance

### **Application Certification**

22. Application Certification

- I certify that the information I have submitted is accurate and true under penalty of perjury and can provide documentation as needed.

Name and Date