

GILBERT TOGETHER

BUSINESS RECOVERY PROGRAM

Business Relief Grant

Purpose

The #GilbertTogether Business Relief Grant represents phase one of a three phase program. The purpose of the relief grant is to support the continued viability of the Gilbert businesses experiencing financial hardship due to the ongoing COVID-19 pandemic.

Program Provisions

- For-profit businesses and 501(c)(3) nonprofit organizations located in Gilbert, Arizona
 - Provide up to \$35,000 to qualifying businesses that demonstrate a positive financial impact to the Town of Gilbert.
- Qualifying businesses will be eligible for a grant of up to 90% of their calculated impact to the Town of Gilbert generated between January 1, 2017 and August 31, 2020, not to exceed a maximum of \$35,000.
- The application period will be open for 30 days
 - Grants will be awarded on a rolling basis based on date of submission until funding is exhausted
 - Recipients may be asked to provide supporting documentation indicating how grant funds were spent

Eligibility Qualifications

- Applicant certifies that the business or nonprofit is located within the municipal boundary of the Town of Gilbert; and
- Applicant certifies that the business or nonprofit was operating in Gilbert prior to March 11, 2020; and
- Applicant has not received any other COVID related funding from the Town of Gilbert; and
- Applicant does not have more than three (3) physical locations in the Town of Gilbert; and
- Applicant certifies they did not generate more than \$5 million in gross revenues between January 1, 2019 and December 31, 2019; and
- Applicant certifies that gross revenues declined by at least 15% because of COVID-19 from March 2020 - August 2020 as compared to March 2019 - August 2019.

If the business began operations after August 31, 2019, the applicant must show that the average monthly gross revenue for the operating months prior to March 2020 declined by at least 15% as compared to the average monthly gross revenue from March 2020 - August 2020.

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If business has locations in other jurisdictions, the presented revenue declines must only be for the Gilbert location(s); and

- Applicant certifies that the business or nonprofit has an active Business License through the Town of Gilbert Business Licensing Division or will bring the business into compliance by obtaining a Gilbert Business License prior to applying for the #GilbertTogether Business Relief Grant (note: if the business license had lapsed, the business would need to renew to current (ie. pay the fee for lapsed and current years)); and
- Applicant certifies that the business or nonprofit is not affiliated with another business under common ownership/management that has applied for Town of Gilbert COVID grant funds; and
- The applicant business shall not relocate out of Gilbert prior to June 30, 2020; and
- Applicant understands a Town of Gilbert public official, manager, director, employee, and his/her immediate relatives (as defined in A.R.S. sec. 38-502(9)) are not eligible to receive #GilbertTogether Business Relief Grant if the Town of Gilbert public official, manager, director, or employee votes on, makes substantial decisions related to, or substantially participates in the administration or establishment of the #GilbertTogether Business Relief Grant.

Grant Application

Applicants will be asked to provide the following information as part of their #GilbertTogether Business Relief Grant application. Information to be collected may vary slightly on the final application.

Business Information

1. Business Name (*Name of Business as Listed on Business License*)
2. Business Employer Identification Number (If business does not have an EIN, please provide SSN)
3. Business License(s) Number
4. Start Date in Gilbert
5. Owner Name
6. Owner Phone Number (Including Area Code)
7. Business Address
8. Business Phone (Including Area Code)
9. Business Zip Code
10. E-mail Address
11. Industry

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Mailing Address (if different than business address)

12. Mailing Address
13. City
14. State
15. ZIP Code

Loss of Revenue Due to COVID-19

16. Gross Revenue for March 2019
17. Gross Revenue for April 2019
18. Gross Revenue for May 2019
19. Gross Revenue for June 2019
20. Gross Revenue for July 2019
21. Gross Revenue for August 2019
22. Gross Revenue for March 2020
23. Gross Revenue for April 2020
24. Gross Revenue for May 2020
25. Gross Revenue for June 2020
26. Gross Revenue for July 2020
27. Gross Revenue for August 2020
28. If opened after August 31, 2019
 - a. Average monthly gross revenue for the operating months between September 1, 2019 and March 1, 2020

Eligible Grant Award Calculation - Revenue Impact

Qualifying businesses will be eligible for a grant of up to 90% of their calculated impact to the Town of Gilbert generated between January 1, 2017 and August 31, 2020, not to exceed a maximum of \$35,000.

Applicants must complete and submit the results of the impact calculator for all relevant years as part of the impact verification.

Information collected by the calculator is as follows:

29. Annual Number of Employees
30. Total Annual Payroll
31. Annual Gilbert Taxable Sales (as reported on TPT license)

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- 32. Annual Gilbert TPT Liability
- 33. Estimated Annual Utility Expenditures (electric, gas, water, telecom)
- 34. Estimated Annual Lease Payments
- 35. Annual Construction Investment

Required Documentation

Documents verifying employment data and business expenditures will need to be provided for each period of time entered into the impact calculator.

- 36. IRS Form W-9: Please upload a completed and signed copy of the most recent W-9.
- 37. Employee Verification: AZ DOR Form A1-R (or equivalent documentation like IRS Form 1120-S)
- 38. Proof of TPT Payment – confirmation number (if paid online), receipt if paid in person, or copy of payment check
- 39. Utility Payments: Monthly utility bills, utility payment summary for reported time frame, or other form of payment confirmation.
- 40. Lease Payments: Schedule of payments from lease documents, documents from accounting software programs, or other form of payment confirmation.
- 41. Construction Expenditure: Documents that detail expenditures made to a contractor. These can include documents from accounting software programs, receipts, copies of paid invoices, etc.

Business Owner (Applicant) Signature

- 42. Certification: I certify that the statements made in this application are true and complete.
- 43. Disclosure Acknowledgment: I acknowledge that Arizona's Public Records Act, A.R.S. 39-101 et seq., may require disclosure of information provided in this application.
- 44. Name
- 45. Title
- 46. Date

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Agreement

The following terms and conditions apply to your use of the grant funds:

Purpose. This grant is made to mitigate economic distress because of the COVID-19 pandemic, and it is agreed that these grant funds will be used only to satisfy legitimate business expenses as a means of mitigating economic injury to the business.

Prohibited Activities. So that the Arizona Community Foundation may comply with the tax laws of the United States, it is understood that grant funds will not be used for any of the following purposes:

- To carry on propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code);
- To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4845(d)(2) of the United States Internal Revenue Code); To make grants to individuals for travel, study or other similar purposes by such individuals (such as scholarships, fellowships or grants for research), unless such grants satisfy the requirements of Section 4945(g) of the IRC;
- To make any grant to any other organization (other than to public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the United States Internal Revenue Code; or
- To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the United States Internal Revenue Code.

If you have further questions regarding activities that are not permitted, please contact the Arizona Community Foundation.

Return of Funds for Non-Compliance. Arizona Community Foundation reserves the right, in consultation with the Town of Gilbert, to discontinue funding and/or to demand return of funds if it determines that a grantee is receiving funds under false pretenses or misusing funds received under this agreement.

1. I understand and agree to the terms of this grant as outlined above.
2. I represent to the Arizona Community Foundation that I have the authority to agree to these terms on the grantee's behalf.
3. I certify that grant funds will only be utilized to satisfy operating or capital expenses as a means of mitigating economic injury to the business and that grant funds may not be distributed to the business' shareholders.
4. I am willing to share my business' story with the Town of Gilbert or the Arizona Community Foundation and public or media (optional).
5. I certify that all information provided in this application is true and accurate and the grantee meets all minimum qualifications. I understand not all qualifying applicants will be awarded grant funding.