



Grant Information:

The City of Tolleson Small Business COVID Relief Grant Program City is offering grants up to \$2,500.00 to small businesses having financial hardship due to the COVID-19 pandemic.

- **Businesses may receive up to \$2,500 maximum.**

Grant Application Process:

The City Staff will review applications on a first come first serve basis to confirm eligibility and notify applicants of any deficiencies and methods to rectify within two business days of receipt. Once an application is complete, the city council will recommend grant awards to small businesses. Grant awards will be based on the documented financial need and eligibility criteria. Funds will be distributed within 15 days of approval.

All applications are due at 4:00 p.m.; late applications will not be accepted.

- **Currently we are only accepting applications that meet the criteria**
- **Deadline to submit: March 15, 2021.**

A subcommittee of City Council will review applications and make funding recommendations to the full Council.

Criteria:

City of Tolleson businesses must meet the following criteria:

- In operation within Tolleson city limits, prior to January 1, 2020.
- Employed 25 or fewer full-time equivalents as of March 1, 2020.
- Did not generate more than \$1 million in gross revenues between January 1, 2019 and December 31, 2019.
- Does **not** have more than 1 (one) physical location within the City of Tolleson
- Experienced Gross revenue declines of at least 25% as a result of COVID-19 from March through December 2020 as compared to the same timeframe in 2019.
- Meets all required zoning and regulatory requirements including a valid City of Tolleson Business License.

Complies with the following provisions:

- Not an adult-oriented business as defined by A.R.S. § 11-811 (E)(5).
- Not engaged in the growth, harvest, storage, transport, distribution, use or otherwise providing cannabis for medical or recreational purposes.
- Not owned, in whole or part, by a City of Tolleson official or employee who, in their official capacity, participates in the oversight, development or implementation of the City of Tolleson Small Business Relief Program.

City of Tolleson Council: Small Business COVID Relief Grant
Application

| Deadline March 15, 2021 | 4:00 P.M.



FY 2020-2021

Applications are available for businesses at www.tollesonaz.org/grants. Applications must be submitted in electronic format, emailed to Jason.earp@tolleson.az.gov.

Applicants may contact Jason Earp at Jason.earp@tolleson.az.gov for additional assistance.



**Application:
Cover Page**

Section I: Business Information

Date: _____

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact Person/Title: _____

Deadline: March 15, 2021 by 4:00 p.m.

Late applications will not be accepted.

Please describe the reason for which you are requesting funding:

Please indicate the amount of funding you are requesting: \$ _____



Section II: Description of Business Hardship

Application Directions:

Please provide comprehensive and clear responses to each of the sections below. Respond to all questions within each section; if a question does not apply to your entity, indicate by responding "Not Applicable". Applications must be typed, single-spaced and single-sided on 8½" x 11" plain white paper with 1" margins on all sides, or you may use this form for your responses. Times New Roman 12 point font or Arial 12 point font must be used. Applications must be emailed.

Business Checklist:

A. Description

1. Briefly describe how your business meets the criteria listed above.

B. Grant Utilization

1. Identify and describe how the grant funds will be utilized.

C. Budget

1. Please provide financial information showing how COVID has caused a decline in business from previous year.



Section IV: Declaration, Instructions and Notes.

Declaration: I/We declare that the information supplied is a correct outline of the project, and that I/We agree to have information about our project available to the wider community.

Signature: _____
Authorized Officer/Applicant Date

Completed grant applications must be submitted via electronically:

Deadline: March 15, 2021 by 4:00 p.m. Late applications will not be accepted.

Electronically to:

Jason Earp
Development Services Director
Email: Jason.Earp@tolleson.az.gov
Subject: Tolleson Small Business COVID Relief
Grant