



Santa Clara Small Business Assistance Grant Program FAQ

On April 8, 2020, Santa Clara City Council approved allocating \$500,000 towards a Small Business Assistance Grant Program. This program will provide financial assistance to non-profits and small businesses in Santa Clara that have been impacted by COVID-19. The following are some questions regarding the program and the application process.

This FAQ is intended only as a guide for general and easy reference.

Q1. I sent an application before 10 a.m. PDT on Friday, April 17. What should I do?

Please resubmit your **complete application package** after 10 a.m. PDT on Friday, April 17. Any applications received prior to that time will not be accepted. Please review all instructions on the Small Business Assistance Grant webpage. Applications submitted using a **DRAFT application form will not be considered.**

Q2. Who is eligible to apply for this grant?

A small business or nonprofit located in Santa Clara that:

- i. Has at least one but not more than 25 full-time employees
- ii. Has experienced a loss of income due to COVID-19
- iii. Operates out of a physical commercial storefront within the city limits of Santa Clara.
- iv. Has an active City of Santa Clara Business License.
- v. Has been in operation in the City of Santa Clara for at least one year as of March 1, 2020.

Please see the [Program Overview](#) for a complete list of eligibility.

Q3. I own a business in the financial or legal field, but the application says, "Applicants who are involved or have been involved in legal or financial issues may not qualify." Am I eligible to apply?

Applicants in the legal or financial industry may apply. This eligibility requirement is related to the responses to questions 11-16 of the application. The City reserves the right to disqualify applicants who have or had a legal or financial concern which should be disclosed in the applicant's responses to questions 11-16.

Q4. Are building owners eligible to apply for this program?

Yes, if the building owner operates out of a physical commercial storefront (not a residence), has at least one but not more than 25 full-time employees, and meets other eligibility requirements.



Q5. I own a business in Santa Clara and a business outside of Santa Clara – can I still apply?

Yes, but only for the business within Santa Clara city limits. Please also confirm that the business meets the remaining eligibility requirements for application.

Q6. I have received financial assistance from other organizations, will that impact my eligibility?

No, the City does not consider receipt of other funding resources when reviewing applicants for this program. The application requests this information so that the City has a better idea of resources currently available to our business community.

Q7. What do you mean by 25 employees? Do I count as an employee? Is that part-time or full-time?

This application requests the number of employees at the time of application and only counts full-time employees. This does not include independent contractors.

The City defines a full-time employee as an employee who works an average of 30 hours per week.

The business owner does not count as an employee. You must have at least one full-time employee in addition to the business owner.

Q8. Before COVID-19, I had 30 employees, and I recently laid off 10 employees. Now I currently have 20 employees, am I eligible for the program?

Yes, applicants should report the number of employees at the time of application and include any details on the *Estimated Disaster Economic Injury Worksheet* section pertaining to number of employees.

Q9. What does it mean to be in “good standing” with the City?

Applicants should not be currently involved in litigation with the City or in breach of contract with the City.

Applicants involved or previously involved in legal or financial issues may not qualify. Please review questions 11-16 on the application for examples of legal or financial issues. The City reserves the right to disqualify applicants who have or had a legal or financial concern which should be disclosed in the applicant's responses to questions 11-16.

Q10. How do I know if I am essential or non-essential?

The City is using the County of Santa Clara's original order from [March 16, 2020](#) to determine these categories.



Q11. What if my designation changed based on orders issued by the County of Santa Clara after March 16, 2020?

For consistency, the City will use the categories determined by the [March 16, 2020](#) order.

Q12. I am applying for a nonprofit – what do I need to include as proof?

This can be a letter from the IRS or the California Franchise Tax Board. If you have another form of proof, please submit it, and we will review and verify that it satisfies this requirement.

Q13. Can I mail my application?

No. Because applicants are being reviewed on a first come, first served basis, we are only accepting emailed applications. Please email complete applications and required documents to SmallBusiness@santaclaraca.gov.

Q14. Can I use the grant funds to pay for business supplies or a mortgage payment?

No, the funds from this program may only be used for payroll or lease payments. Awardees will be required to provide proof that the funds were used towards an eligible expense within 30 days of receiving the grant funds.