



APACHE JUNCTION SMALL BUSINESS & NON-PROFIT ASSISTANCE GRANT PROGRAM

APPLICATION

The Apache Junction Small Business & Non-Profit Assistance Grant Program is designed to assist eligible Apache Junction businesses and non-profits to mitigate some of the economic hardship related to the impact of COVID-19.

If your business or non-profit meets all of the following criteria, you may be eligible to receive this one-time reimbursement grant from the City of Apache Junction.

- Located at a physical, commercially zoned address within the Apache Junction city limits (no home-based businesses).
- Held a valid City of Apache Junction business license on or before March 1, 2020 and continue to be in good standing and still in business at the time of application.
- Are not a company-owned franchise.
- Can provide documentation that business income/sales have been reduced by at least 25% or donation/service demands for non-profits have been impacted by at least 25% due to COVID-19 starting in January through date of application submittal.

Only the following expenses (in any combination) will be considered (total maximum of \$10,000 per business or non-profit) as a one-time reimbursement:

- Up to four month's rent/mortgage (April, May, June, and/or July 2020).
- Up to four month's utilities (April, May, June, and/or July 2020) which includes water, electric, internet, gas, and sewer.
- Expenditures for Personal Protective Equipment ("PPE") or required business modifications due to COVID-19 mandates and expended during the months of April, May, and/or June 2020 (i.e. installation of plexiglas, social distancing signage, disinfectants). The total amount of reimbursement request for this category may not exceed \$750 and is to be calculated as part of the total maximum reimbursement of \$10,000.

Businesses that are ineligible to participate in the program:

- Corporate-owned/operated franchises.
- Publicly held companies.
- Real estate investment firms.
- Dealers of rare coins and stamps.
- Firms involved in lending activities such as banks, credit unions, check cashing, finance companies, leasing companies, payday loan companies, insurance companies (not agents), pawn shops, and any other firm whose stock in trade is money.
- Pyramid sales plans where a participant's primary incentive is based on the sales made by an ever-increasing number of participants to include cosmetic, household goods and other soft goods sales.
- Firms engaged in illegal activities.
- Gambling activities, including any business whose principal activity is gambling. While this precludes grants to racetracks, casinos and similar enterprises, the rule does not restrict grants to otherwise eligible businesses which obtain less than one-third of their annual gross income from either the sale of official state lottery tickets under a state license, or legal gambling activities licensed and supervised by a state authority, including businesses with an off-track betting license.
- Principal or owner of the business is currently incarcerated or on parole.
- Any business owned, in whole or in part, by an Apache Junction official or employee who, in their official capacity, participates in or votes on the oversight, development, or implementation of the Apache Junction Small Business & Non-Profit Assistance Grant Program contrary to A.R.S. § 38-503. This exclusion also includes any business owned by a relative of such public officer or employee contrary to A.R.S. § 38-502(9).
- Companies or non-profits with legal actions involving the City of Apache Junction, including but not limited to code enforcement liens and other criminal and civil lawsuits.
- This list of ineligible businesses may be updated by the city as the program continues.

Questions or assistance is available by calling (480) 474-5076 or (480) 474-5071 Monday – Thursday, 7:00am – 6:00pm. You may also email econinfo@ajcity.net.

Please read the application carefully, complete all sections and submit all required documentation. Incomplete applications will be returned and processing will be delayed. Applications will be accepted from July 21, 2020 through 6:00pm (MST) on August 25, 2020. Grants will be awarded on a rolling basis until funding is exhausted or the grant period closes, whichever comes first.

Once a complete application is received, staff will review applications with a review committee appointed by the city manager. Staff will make a decision within ten (10) calendar days from receipt of a complete submittal. Requesting party can appeal decision to the city manager, whose decision will be final, subject only to a Superior Court judicial officer. No appeal is available before the city council or any board or commission.

All completed applications and supporting documents can be submitted any of the following ways:

- Via email to econinfo@ajcity.net
- In person Monday – Thursday 7:00am – 6:00pm at Apache Junction City Hall, 300 E Superstition Blvd, Apache Junction, 2nd Floor/Economic Development
- Mail to City of Apache Junction, Attn: Economic Development/Grant Program, 300 E Superstition Blvd, Apache Junction, AZ 85119

APACHE JUNCTION SMALL BUSINESS & NON-PROFIT ASSISTANCE GRANT APPLICATION:

Items indicated by an asterisk * will be treated as protected confidential financial information. All other information will be treated as a public record available for public review.

For-profit Non-profit

Business/non-profit name: _____

Primary owner/Board representative: _____

Applicant name and title (if not owner/board rep): _____

Physical address: _____ Zip Code: _____

Owner/board rep home address*: _____ Zip Code: _____

Email*: _____

Business/non-profit phone number: _____

Business/non-profit website address: _____

Date first opened/established in Apache Junction: _____

Employer Identification Number (EIN) or Tax ID*: _____

Current number of full time employees: _____

Current number of part time employees: _____

Amount of RENT/MORTGAGE reimbursement requested (total) \$ _____

Rent receipts/proof of payment attached (required for reimbursement): Y N

Amount of UTILITY reimbursement requested (total) \$ _____

Utility receipts/proof of payment attached (required for reimbursement): Y N

Amount of PPE or modification requirement due to mandates reimbursement requested (\$750 maximum for this category) \$ _____

PPE/modification receipts/proof of payment attached (required for reimbursement): Y N

For business: Was your business negatively impacted by at least 25% or more in sales due to COVID-19 since January 31, 2020 when the United States Department of Health and Human Services declared a Public Health Emergency? Supporting documentation attached (i.e. total gross sales/revenues statements of months impacted as compared to the same months in 2019, etc.) (required for reimbursement). Y N

For non-profit: Was your non-profit negatively impacted by at least 25% or more due to decrease in donations or increase in service demands due to COVID-19 starting in January through date of application submittal. Supporting documentation attached (i.e. donation income for months impacted

as compared to the same months in 2019, service data showing increase in demand, etc.) (required for reimbursement). Y N

Copy of W-9 form from the IRS attached, even if tax exempt (required for reimbursement): Y N

Do you have a current valid Apache Junction business license? Y N

Copy of Apache Junction business license **valid as of March 1, 2020** attached (required for reimbursement) Y N

Is your business or organization still in operation? Y N

What type of funding or COVID-19 assistance has your business received, in what amount, and from which governmental entities? Other funding received does not impact your eligibility to receive consideration for these grant funds. _____

Business Owner/Contact Signature

By signing below, I certify that:

- The information provided on this application is complete and accurate to the best of my knowledge
- I have read and understand the Apache Junction Small Business Grant Program Criteria and Requirements
- I understand that submission of an application does not entitle my business to grant funding
- I understand that only expenses, which have been approved in writing by the city, will be reimbursed
- I understand that my business must have incurred and paid for eligible expenses and submit proof of payment to the city for reimbursement
- I will provide requested performance data related to the use of funds for expenses as outlined in the grant guidelines

Signature: _____

Printed Name: _____

Date: _____