



# City of Benicia

## ECONOMIC BOOST GRANT ROUND 2

### GUIDELINES

The City of Benicia BOOST (Business·Open·Opportunity·Support·Thrive) Grant was established to support Benicia businesses in navigating the impacts of the COVID-19 shutdown. The objective of the BOOST Grant is to assist those businesses most vulnerable with some relief to unexpected expenses or bridge a financial gap caused by the COVID-19 which will help the business continue operations and local employment in Benicia.

#### OVERVIEW

- Provide grants of up to \$10,000 to small commercial and industrial businesses with 1-50 employees.
- Grant funding may be used for lease payments, utilities, payroll and/or equipment expenditures that are needed to maintain or grow the businesses in the post COVID-19 economy.

#### ELIGIBILITY

- A business with 50 or fewer employees located in a commercial or industrial zone in the City of Benicia.
- Business that has been negatively impacted by COVID-19 closures (at least 25% decline in revenue).
- Have already pursued other Federal or State Assistance.
- Be a business that has been in operation in Benicia for over 1 year as of April 1, 2019.
- Be a business in good standing with the City of Benicia and have a current Benicia business license.
- **NOTE: Businesses that have already been awarded a City of Benicia BOOST Grant are NOT eligible**

#### APPLICATION PROCESS

- Complete the City of Benicia BOOST Grant application
- Attach all documents that support your written narrative answers
- **Combine all attachments in a single PDF document to be e-mailed to the City of Benicia**
- If your application advances to award, you will be asked to provide a copy of the following business documents with your grant agreement:
  - W-9 Form
  - 2020 Benicia Business License
  - Additional information/documentation may be provided by you or may be requested for review.

#### SELECTION PRIORITIES

- Description of financial impact on your business due to COVID-19 shutdowns and restrictions.
- Explanation on how award of BOOST Grant funds will help to sustain your business.
- Businesses that generate local sales tax revenue.
- Businesses that maintain local jobs.
- Tenure of local business.
- Businesses that contribute to the City's tourism effort.

#### APPLICATION TIMELINE

- Applications will be available online at [BeniciaBusiness.com](http://BeniciaBusiness.com) on **Monday, August 17, 2020**.
- Application packages are due to Economic Development Manager Mario Giuliani via e-mail [mgiuliani@ci.benicia.ca.us](mailto:mgiuliani@ci.benicia.ca.us) on or before **5 p.m. on Monday, August 31, 2020**. Title the email: **BOOST Grant Round 2 Application-(your company name)**.
- Grants awards will be announced after Selection Committee review on September 8, 2020.
- Grant funds will be available on or after **Thursday, September 17, 2020**.



**City of Benicia**  
**ECONOMIC BOOST GRANT APPLICATION ROUND 2**  
MAXIMUM AWARD UP TO \$10,000

The City of Benicia BOOST (Business·Open·Opportunity·Support·Thrive) Grant was established to support Benicia businesses in navigating the impacts of the COVID-19 shutdowns and restrictions. *The BOOST Program is a competitive grant.* Applications will be scored and ranked based on the quality and completeness of their application.

**BUSINESS INFORMATION**

**NAME OF BUSINESS:**

**BUSINESS ADDRESS:**

**BUSINESS TYPE:**

**DATE BUSINESS BEGAN IN BENICIA:**

**BENICIA BUSINESS LICENSE NUMBER:**

**TOTAL NUMBER OF EMPLOYEES WORKING IN BENICIA (AS OF MARCH 1, 2020):**

**NAME OF BUSINESS OWNER(S):**

**CONTACT PERSON NAME AND TITLE:**

**CONTACT PERSON PHONE:**

**CONTACT PERSON EMAIL ADDRESS:**

**PLEASE NOTE THE TOTAL DOLLAR AMOUNT REQUESTED: \$**

**PLEASE MARK WHAT TYPE OF ASSISTANCE YOU ARE SEEKING GRANT FUNDING FOR:**

**(Mark all that apply)**

Payroll      Lease Payment      Equipment      Inventory      Utilities      Other

## BUSINESS ELIGIBILITY INFORMATION

ELIGIBILITY QUESTIONS	PLEASE SELECT ANSWER	
	BUSINESS IS ELIGIBLE	BUSINESS IS NOT ELIGIBLE
<b>DO YOU OPERATE OUT OF A COMMERCIAL OR INDUSTRIAL STOREFRONT OR STRUCTURE WITHIN THE CITY OF BENICIA?</b>	<b>YES</b>	<b>NO</b>
<b>IS YOUR BUSINESS A CHAIN OR NATIONAL FRANCHISE? (THREE OR MORE LOCATIONS NATIONAL OR LOCAL)?</b>	<b>NO</b>	<b>YES</b>
<b>HAS YOUR BUSINESS BEEN IN OPERATION IN THE CITY OF BENICIA FOR AT LEAST ONE YEAR AS OF APRIL 1, 2019?</b>	<b>YES</b>	<b>NO</b>
<b>DOES YOUR BUSINESS HAVE ANY CURRENT CITY CODE ENFORCEMENT VIOLATION, OR IS IN AREARS WITH CITY FINES, FEES OR TAXES?</b>	<b>NO</b>	<b>YES</b>
<b>DOES YOUR BUSINESS HAVE FEWER THAN 50 EMPLOYEES LOCATED IN THE CITY OF BENICIA?</b>	<b>YES</b>	<b>NO</b>
<b>HAS YOUR BUSINESS EXPERIENCED AT LEAST A 25% DECLINE IN REVENUE DUE TO COVID-19 CLOSURES/RESTRICTIONS?</b>	<b>YES</b>	<b>NO</b>
<b>HAS YOUR BUSINESS ALREADY PURSUED OTHER FEDERAL OR STATE ASSISTANCE? (A GOOD FAITH EFFORT TO HAVE SOUGHT EARLIER ASSISTANCE IS REQUIRED)</b>	<b>YES</b>	<b>NO</b>
<b>HAS YOUR BUSINESS BEEN AWARDED A CITY OF BENICIA BOOST GRANT?</b>	<b>NO</b>	<b>YES</b>

## ECONOMIC IMPACT INFORMATION

**WHAT IS YOUR CURRENT BUSINESS' REVENUE? \$**

**WHAT WERE YOUR BUSINESS' REVENUES DURING THE SAME PERIOD IN THE PRIOR YEAR? \$**

**HAS YOUR BUSINESS EVER BEEN INVOLVED IN A BANKRUPTCY OR INSOLVENCY PROCEEDING?**  
**YES      NO**

**DOES YOUR BUSINESS OR THE APPLICANT HAVE ANY OUTSTANDING JUDGEMENTS, TAX LIENS, OR PENDING LAWSUITS AGAINST THEM?      YES      NO**

**WHAT WERE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL ON APRIL 1, 2019?**

**WHAT WERE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL ON APRIL 1, 2020?**

**WHAT ARE THE NUMBER OF EMPLOYEES ON YOUR PAYROLL AS OF JULY 30, 2020?**

**HOW HAS COVID-19 CLOSURES AND/OR RESTRICTIONS  
FINANCIALLY IMPACTED YOUR BUSINESS**

- 1. PLEASE PROVIDE AN EXPLANATION DESCRIBING THE ECONOMIC IMPACTS THE COVID-19 SHUTDOWN/RESTRICTIONS HAD OR ARE HAVING ON YOUR BUSINESS? (Please attach supporting documentation, i.e. profit/loss statements, balance sheets, tax returns, etc.)**

## HOW BOOST GRANT FUNDS WILL BE USED TO SUSTAIN YOUR BUSINESS

**1. PLEASE DESCRIBE HOW YOU WILL UTILIZE THE BENICIA BOOST GRANT TO HELP SUSTAIN YOUR BUSINESS?** (Please attach supporting documentation. i.e. if you plan to use the grant to pay rent, attach your lease agreement; if for expenses, attach invoices; if for proposed improvements or inventory then attach cost estimates)

# **TOURISM AND MARKETING IMPACT INFORMATION**

- 1. WHAT PERCENTAGE OF YOUR BUSINESS COMES FROM TOURISTS?      %**
- 2. PLEASE DESCRIBE HOW YOUR BUSINESS PARTICIPATE IN TOURISM RELATED EFFORTS.**

**3. WHAT ARE YOUR BUSINESS AND MARKETING PLANS FOR THE NEXT 12 MONTHS?**

**I HEREBY ATTEST THAT ABOVE INFORMATION AND DOCUMENTS I HAVE PROVIDED ARE TRUE AND CORRECT.**

Signed by Applicant:

Date:

## BENICIA BOOST GRANT ROUND 2 – APPLICATION SCORING CRITERIA

The following 5 categories will be used by the Grant Selection Panel to rank the applications and recommend authorization to spend a total sum of \$100,000 to the City Manager. Maximum Grant Award is up \$10,000.

Selection Priorities					Total Points
Description and degree of financial impact on your business due to COVID-19 closures/restrictions	15 points				0-15
Description on how you will use the BOOST Grant funds to help sustain your business	40 points				0-40
Businesses that generate local sales tax revenue (2019 Annual). (City staff has sales tax records for businesses. The appropriate points will be awarded based on a business's 2019 City of Benicia sales tax contribution)	\$25,000 + 20 points	\$15,000 - \$24,999 15 points	\$10,000 - \$14,999 10 points	\$5,000 - \$9,999 5 points	0-20
Businesses that maintain jobs located in Benicia (Full-Time or Part-time)	1 – 10 employees 3 points	11-20 employees 6 points	21-30 employees 9 points	31-50 employees 12 points	3-12
Tenure of local business in Benicia	1-3 Years 2 points	4-7 years 4 points	7-10 years 6 points	10+ years 8 points	2-8
Businesses that contribute to the City's tourism effort. (Does your business have paid marketing outside of Benicia and/or have at least 20% of the walk-in customers from outside Benicia)	Yes 5 points				0-5
<b>Maximum Points Available:</b>					<b>100</b>

### GRANT SELECTION PANEL

**Cindy Mosser**  
Finance Director  
City of Benicia

**Audrey Taylor**  
President  
Chabin Concepts

**Mario Giuliani**  
Economic Development Manager  
City of Benicia

**Karen Majors**  
Retired Assistant City  
Manager/Economic  
Development Director  
Cities of Benicia, Oakley &  
Martinez.

**Kyle Ochendusko**  
Asst. Director of Public  
Works  
City of Benicia

**Tim Murrill**  
Director of  
Solano Small  
Business  
Development  
Center

### GRANT AUTHORIZATION

Lorie Tinfow, City Manager, City of Benicia