

SAN JUAN CAPISTRANO CARES SMALL BUSINESS AND NONPROFIT RELIEF PROGRAM



Businesses and non-profits located within the City of San Juan Capistrano that have been adversely impacted by the COVID-19 pandemic are encouraged to apply for a grant of up to \$10,000 from the City of San Juan Capistrano.

Businesses applying for the grant program must meet certain eligibility criteria. All grants are subject to approval. Please note that due to limited funds, not all applications submitted may receive funding.

BEFORE YOU BEGIN THE ONLINE APPLICATION, PLEASE READ ALL INSTRUCTIONS / REQUIREMENTS BELOW.

Before you start, please note:

- **Online applications will be accepted from Thursday, September 10 at 9:00 a.m. until Thursday, September 24 at 5:00 p.m.**
- **You will only be able to upload documents if you are determined pre-eligible based on your answers to the application questions.**
- **The application should take approximately 20 minutes to complete. Please allow adequate time to complete the entire application once you begin. You may not save and restart the application. Once submitted, the application cannot be modified.**
- **Applications must be COMPLETE to be considered for funding.**

Application Process

Step 1. Is your Business Eligible to Apply?

To be eligible, your business must:

1. Be an existing business or non-profit organization located within San Juan Capistrano that has been in operation since at least March 1, 2019.
2. Be able to demonstrate adverse impacts from the COVID-19 pandemic. At least **one** must be true:
 - Your business or non-profit was forced to close
 - You had to lay off one or more employees
 - Your revenue or sales declined 25% or more
3. Home-based businesses and home-based non-profits are **NOT** eligible for the grant
4. Businesses or non-profits with more than 100 employees as of March 1, 2020, are **NOT** eligible for the grant.

5. Businesses or non-profits must be legally operating in San Juan Capistrano and eligible to receive federal funds.

Grant funds can be used for any valid business expense that would have otherwise been funded with the reduced revenues, including without limitation the following:

- Accounts payable, insurance, and utilities
- Inventory and working capital including Personal Protective Equipment
- Facility cleaning & restoration
- Rent or business mortgage payments
- Employee payroll not already supported by Payroll Protection Program
- Other operating expenses

Records supporting the uses to which the funds were applied must be retained for five years in the event of audit by federal or state agencies.

Step 2. Go to the link below and complete the application questions. If you are eligible, you will then proceed to upload the required documents and complete the remaining forms with your application. As part of the application process, you will be required to upload the following documents, please have them ready:

1. Bank Statements: A copy of your business or non-profit bank statements for your primary operating bank account for April, May, and June 2019 and April, May, and June 2020.
2. Two Employee Lists: A list of all your employees by name and position on February 29, 2020 and another one as of June 30, 2020.

Step 3. Complete the following during the application process

1. Grant Agreement
2. Federal Tax W9 Form with your Employee ID Number (EIN) or Social Security Number

Get Started!

[Click here to access the grant application portal](#)

Contact Information:

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