CALIFORNIA SMALL BUSINESS
COVID-19 RELIEF GRANT PROGRAM

PROGRAM OVERVIEW AND APPLICATION GUIDE
(ALL BUSINESSES)
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ABOUT THE PROGRAM
Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. The package provides $2 billion for grants up to $25,000 for small businesses impacted by the pandemic. Part of the package will be allocated to a new program solely for certain qualified nonprofit cultural institutions ("Nonprofit Arts & Cultural Program"), which will be a separate application process.

Anticipate issuing grants in the following four (4) rounds of distributions:
1. Round 3 (closed round): $486,000,000
2. Round 4 (Nonprofit Arts & Cultural): $47,875,000
3. Round 5 (open round): $729,000,000
4. Round 6 (open round): $729,000,000

The following are the tentative dates (subject to change):
1. Round 3: March 5th-11th, 2021
2. Round 4: March 16th-26th, 2021
4. Round 6: TBD

The program is not on a "first come, first served" basis.

The application portal for each round will open for applicants for a designated period of time determined by Lendistry.

Partners will conduct outreach and marketing to ensure small, vulnerable and disadvantaged businesses and nonprofits have access to the grant application platform.

Partners will provide technical assistance to business owners and nonprofits (to include translation/interpretation services) during application preparation and online submission.

Once applications are received, Lendistry will process for eligibility. Once rounds close, grant awards will be distributed based on the program priority factors.

A committee of internal Lendistry team members will confirm the scorecard creation and geographical distribution based on program priority factors, including the COVID health and safety restrictions following California’s Blueprint for a Safer Economy, local county status and the new Regional Stay At Home Order, which can be found at: https://covid19.ca.gov/safer-economy/.

If demand for grants from small businesses and nonprofits meeting the prioritization criteria exceeds available funding, priority factors will be assessed.

Applications received in each round will be processed in two (2) stages:
- Stage 1: Applicants upload selected financial documents, identification documents and a business certification regarding accuracy and truthfulness of information submitted.
- Stage 2: Applicants that are approved for funding will be requested to provide additional documentation for grant disbursement.

Lendistry will distribute grants on behalf of the State of California to approved eligible businesses and nonprofits.

Lendistry will arrange to deliver applicable tax forms to grantees.
NONPROFIT CULTURAL INSTITUTIONS

• Eligible nonprofit cultural institutions for the Nonprofit Arts & Cultural Program will be required to complete a new application even if they already applied for the COVID-19 Relief Grant Program; provided that grants will not be awarded to any eligible nonprofit cultural institution if such entity has otherwise been awarded a grant.
Eligible businesses must have a physical address and operate in California.

A small business or small nonprofit must satisfy the following criteria to be eligible to receive a grant award:

• Must meet the definition of a “qualified small business”, or, for the Nonprofit Arts & Cultural Program, the definition of “eligible nonprofit cultural institution” (see Definitions and Additional Information)
• Active businesses or nonprofits operating since at least June 1, 2019
  o Businesses must currently be operating or have a clear plan to re-open once the State of California permits re-opening of the business
• Business must be impacted by COVID-19 and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
• Business must be able to provide organizing documents including 2019 tax returns or Form 990s, copy of official filing with the California Secretary of State, if applicable, or local municipality for the business such as one of the following: Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration or Government-Issued Business License
• Applicant must be able to provide acceptable form of government-issued photo ID

• Applicants with multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible small business with the highest revenue.
• The Nonprofit Arts & Cultural Program will only support California “eligible nonprofit cultural institutions” (see Definitions and Additional Information)
DEFINITIONS AND ADDITIONAL INFORMATION

• "qualified small business" means a business or nonprofit that meets all of the following criteria, as confirmed through review of revenue declines, other relief funds received, credit history, tax returns, and bank account validation:
  o Is one of the following: (i) a sole proprietor, independent contractor, 1099 employee, C-corporation, S-corporation, cooperative, limited liability company, partnership, or limited partnership, with an annual gross revenue of at least $1,000 and up to $2.5 million in the 2019 taxable year OR (ii) a registered 501(c)(3), 501(c)(6) or 501(c)(19) nonprofit entity that has an annual gross revenue of at least $1,000 and up to $2.5 million in the 2019 taxable year
  o Began operating prior to June 1, 2019
  o Is currently active and operating, or has a clear plan to reopen when the state permits reopening of the business
  o Has been impacted by COVID-19 and the related health and safety restrictions, such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
  o Provides organizing documents, including a 2019 tax return or Form 990, and a copy of official filing with the Secretary of State or local municipality, as applicable, including, but not limited to, Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License
  o Provides an acceptable form of government-issued photo ID
  o Is the entity, location or franchise with the highest revenue in a group

• Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; Line 1.c on Form 1065, for partnerships; Line 1.c and Line 2 on Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.
• Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue
• Non-US owners are subject to ITIN verification through IRS Form CP565
DEFINITIONS AND ADDITIONAL INFORMATION

- "eligible nonprofit cultural institution" means a registered 501(c)(3) nonprofit entity that satisfies the criteria for a qualified small business but with no limitation on annual gross revenue, and that is in one of the following North American Industry Classification System codes:
  
  - 453920 - Art Dealers
  - 711110 - Theater Companies and Dinner Theaters
  - 711120 - Dance Companies
  - 711130 - Musical Groups and Artists
  - 711190 - Other Performing Arts Companies
  - 711310 - Promoters of Performing Arts, Sports, and Similar Events with Facilities
  - 711320 - Promoters of Performing Arts, Sports, and Similar Events without Facilities
  - 711410 - Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
  - 711510 - Independent Artists, Writers, and Performers
  - 712110 – Museums
  - 712120 - Historical Sites
  - 712130 - Zoos and Botanical Gardens
  - 712190 - Nature Parks & Other Similar Institutions

- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 12 on Form 990. Schedule E is not eligible.
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue.
INELIGIBLE BUSINESSES

- Businesses without a physical location in California
- Nonprofit businesses not registered as either a 501(c)(3), 501(c)(6) or 501(c)(19)
- Government entities (other than Native American tribes) or elected official offices
- Businesses primarily engaged in political or lobbying activities (regardless of whether such entities qualify as a 501(c)(3), 501(c)(6) or 501(c)(19))
- Passive businesses, investment companies and investors who file a Schedule E on their personal tax returns
- Churches and other religious institutions (regardless of whether such entities qualify as a 501(c)(3), 501(c)(6) or 501(c)(19)), other than a school, child care, or other educational business affiliated where (i) greater than 50% of the gross annual revenue is derived from the school, child care facility or educational business and (ii) the grant will be used only for eligible costs and expenses directly related to the school, child care, or other educational business, and no portion of the grant will be used for any normal profit or overhead of the church or other religious institution
- Financial businesses primarily engaged in the business of lending, such as banks, finance companies and factoring companies
- Businesses engaged in any activity that is illegal under federal, state or local law
- Businesses of a prurient sexual nature, including businesses which present live performances of a prurient sexual nature and businesses which derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature
- Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses and check cashing businesses
- Businesses that restrict patronage for any reason other than capacity
- Speculative businesses
- “Affiliated” companies (as such term is defined in 13 C.F.R. § 121.103)
- Multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible small business with the highest revenue
INELIGIBLE BUSINESSES

- Businesses of which any owner of greater than 10% of the equity interest in it (i) has within the prior three-years been convicted of or had a civil judgment rendered against such owner, or has had commenced any form of parole or probation (including probation before judgment), for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or (ii) is presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in subparagraph (i) above
ELIGIBLE USE OF FUNDS
Only those costs incurred due to the COVID-19 pandemic and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic. The following are the eligible uses of grant funds:

• All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums
• Working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and debt obligations (including principal and interest) incurred before March 1, 2020 (i.e., in order to be an eligible debt obligation, the loan agreement, promissory note, etc., as applicable, must have been entered into before March 1, 2020)
• Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures
• Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses

ELIGIBLE USE OF FUNDS (CONTINUED)
• Any other COVID-19 related expenses not already covered (for the same period) through grants, forgivable loans or other relief through federal, state, county or city programs
• Any other COVID-19 related costs that are not one of the ineligible uses of funds

INELIGIBLE USES OF FUNDS
• Human resource expenses for the State share of Medicaid;
• Employee bonuses or severance pay;
• Taxes;
• Legal settlements;
• Personal expenses or other expenses unrelated to COVID-19 impacts;
• Expenses for repairs from damages already covered by insurance
• Reimbursement to donors for donated items or services.
Lendistry will analyze for selection all applications entered into the portal. Lendistry will consult with the California Office of the Small Business Advocate (CalOSBA or the “office”) and design the program selection for prioritization of impacted businesses. Grants will be prioritized, to the extent permissible under state and federal equal protection laws, in accordance with the following criteria:

1. Geographic distribution based on COVID-19 health and safety restrictions following California’s Blueprint for a Safer Economy and county status and the Regional Stay Home Order.

2. Industry sectors most impacted by the pandemic, including, but not limited to, those identified as in the North American Industry Classification System codes beginning with:
   - 61 – Educational Services
   - 71 – Arts, Entertainment, and Recreation.
   - 72 – Accommodation and Food Services.
   - 315 – Apparel Manufacturing.
   - 448 – Clothing and Clothing Accessory Stores.
   - 485 – Transit and Ground Passenger Transportation.
   - 487 – Scenic and Sightseeing Transportation.
   - 512 – Motion Picture and Sound Recording Industries.
   - 812 – Personal and Laundry Services.

3. Nonprofit mission services most impacted by the pandemic, including, but not limited to, emergency food provisions, emergency housing stability, childcare, and workforce development.

4. Disadvantaged communities tracked by socioeconomic indicators that may include, but are not limited to, low to moderate income, poverty rates, unemployment, educational attainment, and other disadvantaging factors that limit access to capital and other resources.

**Nonprofit Cultural Institutions**

Grants to eligible nonprofit cultural institutions will be prioritized on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.
### GRANT FUNDING STRUCTURE

<table>
<thead>
<tr>
<th>ELIGIBLE BUSINESS GROSS REVENUE (2019 taxable year)</th>
<th>GRANT AWARD AVAILABLE PER BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual gross revenue $1,000 to $100,000</td>
<td>$5,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $100,000 up to $1,000,000</td>
<td>$15,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $1,000,000 up to $2,500,000</td>
<td>$25,000 grant</td>
</tr>
</tbody>
</table>
STAGE 1
Application Requirements
Businesses will need to:
1. Complete a grant application (made available through an online portal by Lendistry);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

The following information is required from all applicants in Stage 1:
1. A copy of the signed Application Certification.
2. All pages of most recent tax return filed (2019) – provided as a PDF only.
3. An acceptable form of government-issued photo ID provided as a PDF only.
4. Acceptable evidence of minimum gross annual revenue of no less than $1,000 per year.

STAGE 2
Additional Requirements for Businesses Determined to be Eligible
Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:
1. Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided as a PDF only:
   • Articles of Incorporation
   • Certificate of Organization
   • Fictitious Name of Registration
   • Government-issued Business License (sole proprietors without fictitious name)
2. For eligible nonprofit entity applicants, a copy of the entity’s most recent IRS tax exemption letter.
3. Verification of bank account via electronic registration or other approved review process.
As part of the application process, you will need to self-certify the accuracy of information by signing an Application Certification.

The Application Certification will be available in electronic form for you to download and complete. Your signed Application Certification will need to be submitted during the “Uploading Documents” section of the application process.

COMPLETING THE APPLICATION CERTIFICATION ELECTRONICALLY

Important Note: In order to complete the Application Certification electronically, you must download the form first, and then save it onto your computer. The electronic Application Certification will not be saved if you complete it using your web browser.

1. Use the following links to view the Application Certification for your business.
   - For Profit Businesses | Click Here to Download
   - Nonprofit Organizations | Click Here to Download
   - Nonprofit Cultural Institutions | Click Here to Download

2. Download and save the Application Certification onto your computer.

   Once you have clicked the download icon, you will be prompted to save the Application Certification onto your desktop.
3. Once you have saved the electronic Application Certification, locate the file on your desktop and open it from there.

4. Your Application Certification will open as an Adobe Acrobat PDF file. Complete the Application Certification by entering your initials next to all numbered items and then entering your signature and business information on Page 4.

5. Save your completed Application Certification.

6. Upload the completed Application Certification to the Lendistry Portal.
COMPLETE THE FORM BY HAND

COMPLETING THE APPLICATION CERTIFICATION BY HAND

1. Use the following links to view the Application Certification for your business.
   
   For Profit Businesses | Click Here to Download
   Nonprofit Organizations | Click Here to Download
   Nonprofit Cultural Institutions | Click Here to Download

2. Print the Application Certification by clicking the printer icon.

   CLICK THE PRINTER ICON TO PRINT

3. Fill out the Application Certification using a dark pen and legible handwriting.

4. Scan the completed Application Certification and upload it to the Lendistry Portal.
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NONPROFIT ORGANIZATIONS

Click HERE to download.
This Program is funded by the State of California and administered by CalOSBA.
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Click **HERE** to download.

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**CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM**

**Applicant Certifications**

In connection with the California Small Business COVID-19 Relief Grant Program (the “Program”) funded by the State of California (the “State”) and administered by the California Office of the Small Business Advancement (“CalOSBA”) within the Governor’s Office of Business and Economic Development (“GO-Biz”), the undersigned, constituting an authorized representative of the above-referenced applicant business (the “Applicant”), acknowledges and agrees, on behalf of the Applicant, that the State, CalOSBA, GO-Biz and/or GO-Biz may rely on the below certifications in determining the Applicant’s eligibility for the Program and receipt of a grant under the Program.

The undersigned further acknowledges and agrees that (1) any of the following certifications are untrue; (2) the Applicant knowingly makes any false or misleading statement or material omission in the information or materials required or requested from the Applicant; or (3) the Applicant fails to submit any grant funds for any unauthorized purpose, the State, CalOSBA, GO-Biz and/or GO-Biz may require the Applicant to repay such grant funds or take any other legal or equitable recourse available, including, without limitation, by seeking remeeds for fraud.

By executing this document, the Applicant hereby certifies to all of the following (please initial next to each of the certifications below):

- **1.** The undersigned is a duly authorized representative and owner of the Applicant and has full authority to make the certifications referenced herein on the Applicant’s behalf.
- **2.** The Applicant is currently an active business operating since at least June 1, 2019. The Applicant is currently operating or has a clear plan to re-open once the State of California permits re-opening of the business. The Applicant acknowledges and agrees that if the Applicant receives a grant and the Applicant’s business ceases to operate, the Applicant may be subject to return of all or any portion of such grant.
- **3.** The Applicant has a principal office in the State of California and subject to the certification made in (2) above, is properly operating in the State of California.
- **4.** The Applicant’s business has been adversely impacted by COVID-19 and the health and safety restrictions have resulted in business interruptions, business closures, or similar impacts incurred as a result of the COVID-19 pandemic, making the grant request made in the Applicant’s application necessary to support the ongoing operations of the Applicant.
- **5.** If a grant is received by the Applicant, such grant funds will be used only to cover one or more of the following costs and/or expenses of the Applicant:
  - (a) employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;
  - (b) working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments); and/or debt obligations, including principal and interest, incurred between March 1, 2020;
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OPPORTUNITIES TO BE SELECTED
## Opportunities to Be Selected

<table>
<thead>
<tr>
<th>Small Businesses</th>
<th>Arts &amp; Cultural Nonprofits</th>
<th>All Nonprofits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing Applicants</strong> (Eligible and/or Waitlisted Only)</td>
<td>Round 3 (Waitlisted from Rounds 1 and 2)</td>
<td>Round 3 (Waitlisted from Rounds 1 and 2)</td>
</tr>
<tr>
<td></td>
<td>Round 5</td>
<td>Round 4 (Arts &amp; Cultural)</td>
</tr>
<tr>
<td></td>
<td>Round 6</td>
<td>Round 5</td>
</tr>
<tr>
<td><strong>New Applicants</strong></td>
<td>Round 5</td>
<td>Round 4 (Arts &amp; Cultural)</td>
</tr>
<tr>
<td></td>
<td>Round 6</td>
<td>Round 5</td>
</tr>
</tbody>
</table>

Based on eligibility and business type, there are multiple opportunities to be selected for grant funding. If an eligible applicant is waitlisted in one distribution round, they will automatically be rolled over into the next application opportunity. For example, if you are an existing applicant with a small business and have been waitlisted in Rounds 1 or 2, you will automatically be rolled over to Round 3 and so forth.

Nonprofit cultural institutions have an additional opportunity to be selected in the Arts & Cultural Program.
ROUND 3 (WAITLISTED FROM ROUNDS 1 AND 2)

Waitlisted Applicants from Rounds 1 and 2 → Documentation Collection → Scorecard → ROUND 3

- **APPROVED**
  - Validation
  - Grant Agreement and W-9
  - Distribute Award
  - ROUND 5

- **WAITLIST**
  - Applicants do not meet the program's minimum requirements
  - ROUND 6

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ROUND 4 (ARTS & CULTURAL PROGRAM)

EXISTING and NEW Arts and Cultural Nonprofit Applicants → Documentation Collection → Scorecard

ROUND 4

APPROVED
- Validation
- Grant Agreement and W-9
- Distribute Award

NOT SELECTED
- Applicants do not meet the program’s minimum requirements
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TIPS FOR APPLYING
REVIEW THE PROGRAM AND APPLICATION GUIDE.

The Program and Application Guide details the entire application process, step-by-step, and provides tips on how to improve your application experience. It also includes screenshots of the application and Portal to help you familiarize yourself with the process.

WATCH VIDEOS ON THE APPLICATION PROCESS.

To help you with the application process, we have prepared short videos that walk you through each step. To watch these videos, click here. We will continuously update this page with more videos in multiple languages.

PREPARE REQUIRED DOCUMENTS.

Review the “Program Overview” in the application guide for a list of required documents for the grant. The guide also provides tips and resources to help you properly scan your documents for upload.

FIND AND APPLY THROUGH A PARTNER.

To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at www.CAReliefGrant.com. Please apply once and through one partner only.
**TIP #1 - USE GOOGLE CHROME.**

Throughout the entire application process, please use Google Chrome only.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

**TIP #2 - USE A VALID EMAIL ADDRESS.**

Please make sure you are using a valid email address when applying. You will receive updates and additional instructions at the email address you provide.

**IMPORTANT NOTE** - The following email addresses will not be accepted and recognized in our system:

1. Emails beginning with **info@**
   Example: info@mycompany.com
2. Emails ending with **@contact.com** or **@noreply.com**
   Example: example@contact.com
   Example: example@noreply.com
TIP #3 - SUBMIT DOCUMENTS IN PROPER FORM.

All documentation must be provided as a PDF. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

If you do not have a scanner, we recommend using the following free mobile apps:

**Genius Scan**
Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

**Adobe Scan**
Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)
TIPS FOR APPLYING

Your browser contains cookies, which may remember data that was previously used to complete the application and old passwords. This may cause errors such as “User not found” or “Incorrect Password” when logging into the Portal.

Clear your cache to delete old data from your web browser.

HOW TO CLEAR YOUR CACHE

1. Go to your web browser settings by clicking the three dots in the upper right corner, and then go to settings.

2. Go to “Privacy and Security”, and then select “Clear Browsing Data”.

3. Select “Clear Data”.

TIP #4 – CLEAR YOUR CACHE.
TIP #5 – USE INCognito MODE.

To prevent your web browser from remembering old data, use Incognito or Private Mode

HOW TO SET YOUR BROWSER TO INCognito MODE

Click the three dots in the upper right corner of your web browser, and then select “New incognito mode”. Your browser will open a new window.
SMALL BUSINESSES

* Go to page 58 for information about submitting an application for nonprofit organizations.
HOW TO SUBMIT AN APPLICATION
HOW TO SELECT A PARTNER

To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at www.CAReliefGrant.com.

• You may select any Partner that serves your area. Each county and all languages will have at least one Partner from which businesses can choose to apply. Some counties and languages will have more options than others.

• You are able to select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, as well as technical assistance to help you and your business.

Please apply once and through one partner only. Make note of your partner. You will need to sign into your Partner’s unique Portal to upload documents.

To make sure you are signing into the correct Portal, find your Partner’s name in the web URL.

Example: www.partnername.mylendistry.com
INSTRUCTIONS

1. Once you have selected a partner at www.CAReliefGrant.com, click “Apply Now”. You will be redirected to your partner’s Portal homepage.

2. On the homepage, click “Click Here to Apply”.

FIND A GRANT

This Program is funded by the State of California and administered by CalOSBA.
INSTRUCTIONS
There are two different grant applications:
1. For-Profit Businesses
2. Non-Profit Businesses

Select “Grant Program For-Profit Businesses”.

Important Notes:
• You may only submit one application. Submitting multiple applications for one business may disrupt your application process.
• Applicants with multiple businesses may only apply for one grant. If you apply for multiple grants, only one will be reviewed.

Click “Apply Now” to start your application.
THE APPLICATION

WHAT INFORMATION YOU WILL NEED AND HOW TO COMPLETE IT
SECTION 1: GET STARTED WITH YOUR APPLICATION

WHAT INFORMATION IS NEEDED?

• First Name
• Last Name
• E-mail
• Phone Number
• Business Name
• Zip Code of Business

Important Note: Please be sure to use a valid email address in this section. Important updates and further instructions will be sent to the email address that you provide. Refer to “Tips for Applying” for a list of invalid email addresses.

SMS/TEXT POLICY

Status updates for your grant application will be available by SMS/Text. To receive updates by SMS/Text, please provide consent after reading the disclosure by checking the box. If you’d like to opt out of this feature, leave the box unchecked.
SECTION 2: OWNER DETAILS

WHAT INFORMATION IS NEEDED?
- Owner First Name
- Owner Last Name
- Owner E-mail
- Owner Address City, State, Zip Code, and County
- Owner Birthday
- Owner Social Security
- % of Ownership

TERMS AND CONDITIONS
Check the box to acknowledge that you have read and agree to the Terms and Conditions. You must agree in order to move forward with your grant application.

TERMS AND CONDITIONS

By checking the box I acknowledge that I have read and agree to the following:

1. Terms of Use
2. Additional Authorizations
3. Privacy Policy

LENDISTRY is a licensed California Financial Lender. License # 60DB066872

Okay
SECTION 3: BUSINESS INFORMATION

WHAT INFORMATION IS NEEDED?

• Business Name
• DBA (if applicable)
  Note: If your business does not have a DBA, type “NONE” in this field.
• Business EIN
• Business Phone Number
• Business Type
• State of Incorporation
• Business Address, City, State, Zip Code, and County
• Business Start Date
• Business Website
  Note: If your business does not have a website, type “none.com” in this field.
SECTION 4: HOW CAN WE HELP YOU?

WHAT INFORMATION IS NEEDED?

• Purpose of Grant
• Amount Requested
  Note: The grant amount you can request is based on your annual revenue.
• Will this Grant create new jobs?
• Annual Revenue for 2019 (this must match your tax returns)
• # of Full-Time Employees
• # of Part-Time Employees
• # of Jobs Created
• # of Jobs Retained

HOW TO CHECK ELIGIBILITY FOR GRANT AMOUNT

The form field, Amount Requested, is based on your annual revenue.

To check the grant amount you are qualified for, click “Check Eligibility” and locate your eligible amount.

You may only request the amount you are eligible for.

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SECTION 5: BUSINESS DEMOGRAPHICS

WHAT INFORMATION IS NEEDED?

• Who is your customer base?
  1. **B2B**: Business to Business
  2. **B2C**: Business to Consumer

• What does your business do? What type of business is it?
• Tell us more.
• NAICS Code
• Women Owned Business?
• Veteran?
• Disabled?
• Race?
• Ethnicity?
• Franchise?
• Rural?
SECTION 6: DISCLOSURES

INSTRUCTIONS
Once you have completed all fields for the Disclosures, click “Submit” to complete your application.
INSTRUCTIONS
At the end of the application, you have two options:

1. Save your application and finish it later
   • If you would like to save and complete your application later, leave the field blank and click “Save & Continue Later”.

2. Complete your application and submit
   • If all of the information provided is correct and you would like to complete your application submission, type in “Yes” and click “Continue”.

Important Note: You will not be able to edit your application once it has been submitted.

If this confirmation message does not appear, please make sure that the pop-up blocker has been disabled on your web browser.
INSTRUCTIONS
You will receive the following message when your application has been successfully submitted.

You will need to activate your partner’s Portal account using the assigned login credentials in order to upload the required documents for your grant application.
SECTION 9: FIND YOUR USERNAME AND PASSWORD

INSTRUCTIONS

1. Please check the email address that you entered in the “let’s get started with your application” section of the grant application for your username and password to our Portal.

   If you do not see this email in your inbox, please check you spam and junk folders.

2. Activate your account by clicking “Click here to log in”. You will be redirected to the California Relief Grant Program application homepage.
SECTION 10: SIGN INTO YOUR PARTNER’S PORTAL

INSTRUCTIONS

1. Use the username and password that is assigned to you in the confirmation email in order to sign in and activate your account.

   Important Note: Please be sure to sign into your partner’s Portal. Your login credentials will not work with other partners. Check by looking at the Portal’s web URL. You should see your partner’s name.

2. Once you login, you will be prompted to reset your password for your privacy. Your new password must have a minimum of eight characters (1-9, a-z, A-Z), which includes one special character (!@#$%^&*).
UPLOADING DOCUMENTS

HOW TO UPLOAD DOCUMENTS IN THE PORTAL
(PDF FORMAT ONLY)
Make sure your business type is listed correctly.

Upload ALL pages of your Federal Tax Returns.

Each document will be listed in separate folders. Click the down arrow to expand the folder and upload the corresponding document to the Portal. Once you have uploaded a document to the Portal, it will appear in its designated folder.

After you upload a document, its status will change from PENDING to COMPLETED. If a document is not applicable to your business, check the box labeled N/A.
HOW TO UPLOAD DOCUMENTS TO THE PORTAL

INSTRUCTIONS

1. Select a document type and click the down arrow to expand its folder.

2. Click “Browse Files” to locate the document on your device. The file size must be under 15MB. If your file is larger than 15MB, you may split the document and upload multiple files for it.

3. After you have selected a file from your device, it will appear in the folder. If your document is password protected, enter the password so that it can be viewed. If no password is required, leave the field blank. Click “Upload Documents” to upload the file to the Portal.

4. Once the file has been successfully uploaded to the Portal, the status for your document will change from PENDING to COMPLETED.
LINKING YOUR BANK INFO
FOR APPROVED APPLICANTS ONLY
Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry’s Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements. This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account using the other proceeding methods.

How to Verify Your Bank Account in Lendistry’s Portal via Plaid

**STEP 1**
- Click on “Link Your Bank Account” to open a window for Plaid.
- Continue through Plaid and locate your banking institution.
- Sign into your online banking account and connect it to Lendistry’s Portal.

**STEP 2**
This step must always be completed regardless of the verification method you use.
- Enter your bank information.
- The “Business Account Name” field is NOT your account type. This field is your account name, which must be in the name of your business and listed on your bank statements.
- If your business is a sole proprietor, the bank account can be a personal account, but it must match your name.
NONPROFIT ORGANIZATIONS
HOW TO SUBMIT AN APPLICATION
HOW TO SELECT A PARTNER
To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at www.CAREliefGrant.com.

- You may select any Partner that serves your area. Each county and all languages will have at least one Partner from which businesses can choose to apply. Some counties and languages will have more options than others.
- You are able to select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, as well as technical assistance to help you and your business.

Please apply once and through one partner only. Make note of your partner. You will need to sign into your Partner’s unique Portal to upload documents.

To make sure you are signing into the correct Portal, find your Partner’s name in the web URL.

Example: www.partnername.mylendistry.com
INSTRUCTIONS

1. Once you have selected a partner at www.CAReliefGrant.com, click “Apply Now”. You will be redirected to your partner’s Portal homepage.
2. On the homepage, click “Click Here to Apply”.

FIND A GRANT

This Program is funded by the State of California and administered by CalOSBA.
INSTRUCTIONS
There are two different grant applications:
1. For-Profit Businesses
2. Non-Profit Businesses

Select “Grant Program Non-Profit Businesses”.

Important Notes:
• You may only submit one application. Submitting multiple applications for one business may disrupt your application process.
• Applicants with multiple businesses may only apply for one grant. If you apply for multiple grants, only one will be reviewed.

Click “Apply Now” to start your application.
SECTION 1: GET STARTED WITH YOUR APPLICATION

WHAT INFORMATION IS NEEDED?

• First Name
• Last Name
• E-mail
• Phone Number
• Business Name
• Zip Code of Business

**Important Note:** Please be sure to use a valid email address in this section. Important updates and further instructions will be sent to the email address that you provide. Refer to “**Tips for Applying**” for a list of invalid email addresses.

**SMS/TEXT POLICY**

Status updates for your grant application will be available by SMS/Text. To receive updates by SMS/Text, please provide consent after reading the disclosure by checking the box. If you’d like to opt out of this feature, leave the box unchecked.
SECTION 2: OWNER DETAILS (AUTHORIZED REPRESENTATIVE)

WHAT INFORMATION IS NEEDED?
- Owner First Name
- Owner Last Name
- Owner E-mail
- Owner Address City, State, Zip Code, and County
- Owner Birthday
- Owner Social Security
- % of Ownership

TERMS AND CONDITIONS
Check the box to acknowledge that you have read and agree to the Terms and Conditions. You must agree in order to move forward with your grant application.
SECTION 3: BUSINESS INFORMATION

WHAT INFORMATION IS NEEDED?

• Business Name
• DBA (if applicable)
  Note: If your business does not have a DBA, type “NONE” in this field.
• Business EIN
• Business Phone Number
• Business Type
• State of Incorporation
• Non-Profit Status
• Confirm that your organization services is one of the top four program priorities.
• Business Address, City, State, Zip Code, and County
• Business Start Date
• Business Website
  Note: If your business does not have a website, type “none.com” in this field.
SECTION 4: HOW CAN WE HELP YOU?

WHAT INFORMATION IS NEEDED?

• Purpose of Grant
• Amount Requested
  Note: The grant amount you can request is based on your annual revenue.
• Will this Grant create new jobs?
• Annual Revenue
• # of Full-Time Employees
• # of Part-Time Employees
• # of Jobs Created
• # of Jobs Retained

HOW TO CHECK ELIGIBILITY FOR GRANT AMOUNT

The form field, Amount Requested, is based on your annual revenue.

To check the grant amount you are qualified for, click “Check Eligibility” and locate your eligible amount.

You may only request the amount you are eligible for.
SECTION 5: BUSINESS DEMOGRAPHICS

WHAT INFORMATION IS NEEDED?

- Who is your customer base?
  1. B2B: Business to Business
  2. B2C: Business to Consumer
- What does your business do? What type of business is it?
- Tell us more.
- NAICS Code
- Women Owned Business?
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SECTION 8: CONFIRMATION MESSAGE

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**INSTRUCTIONS**

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LINKING YOUR BANK INFO
FOR APPROVED APPLICANTS ONLY
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**STEP 1**
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**STEP 2**
This step must always be completed regardless of the verification method you use.
- Enter your bank information.
- The “Business Account Name” field is NOT your account type. This field is your account name, which must be in the name of your business and listed on your bank statements.
- If your business is a sole proprietor, the bank account can be a personal account, but it must match your name.
HOW TO CHECK THE STATUS OF YOUR APPLICATION
INSTRUCTIONS
Once logged into the Portal, you will be able to see your grant application.

The Portal will show you the following information:

1. **#DIR (Application Number)**
   Example: #DIR400022432

2. **Grant Program You’ve Applied For**
   Example: Applied for California Relief Grant Arts & Cultural Nonprofit Organization (CRG AC NPO)

3. **Status of Your Application**
   Example: Awaiting Selection Process

4. **Grant Amount**
   Example: $15,000

WHERE TO FIND YOUR APPLICATION

This Program is funded by the State of California and administered by CalOSBA.
APPLICATION STATUSES

INCOMPLETE
Indicates that your application was not finished.
You MUST complete your application in order to be considered for selection.

AWAITING SELECTION PROCESS
You have submitted a complete application and are waiting for a selection decision.
Selection Decisions:
Selected
Waitlisted
Not Selected

SELECTED, PENDING VALIDATIONS
*Will vary depending on selection decision.*
See next page for descriptions of selection decisions.

IN CLOSING, DOCS OUT/PENDING FOR FUNDING
You have been fully validated and have been sent a grantee agreement via DocuSign, which must be signed for funds to be released.

GRANT FUNDED
We have received your signed grantee agreement and your funds have been released.

This Program is funded by the State of California and administered by CalOSBA.
SELECTION DECISIONS IN THE PORTAL

**SELECTED, PENDING VALIDATIONS**
You have been selected to move forward.
You must be fully validated before you can be approved for funding.

**CURRENTLY ON THE WAITLIST**
You have been preliminarily determined to meet the eligibility requirements for the grant and is in line for validation.

**YOUR APPLICATION WAS NOT SELECTED.**
You do not meet the program’s minimum eligibility requirements and your application has been disqualified.

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This Program is funded by the State of California and administered by CalOSBA.
BEING SELECTED FOR THE GRANT
WHAT TO DO AFTER BEING SELECTED

Eligible applicants that are selected for pre-approval will be notified via email. After being selected, there are additional verification steps that must be completed before an applicant is approved for funding.

After being selected, applicants should do the following:
1. Sign into the Portal and upload all required documents.
2. Link your bank information. This step is necessary to validate your bank statements, prevent fraud, and set up a direct deposit for funding.

Once fully validated and approved for grant funding, you will be sent a grantee agreement via Docusign. Funding will not be released unless and until the grantee agreement is fully executed.

Once we have received a fully executed grantee agreement, please allow up to 5 business days for funding to be received.

If there are any issues with your documentation or bank verification, a member of the Lendistry Validation Department will contact you via phone, email, and/or text. Please allow up to 7 business days for us to reach out to you to assist you with clearance.

This Program is funded by the State of California and administered by CalOSBA.
SECTION 1: PROGRAM OVERVIEW

What is the California Relief Grant Program?
The California Small Business COVID-19 Relief Grant Program (the “Program”) provides micro grants ranging from $5,000 to $25,000 to eligible small businesses and nonprofits impacted by COVID-19 and the related health and safety restrictions.

Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. The package provides $2 billion for grants up to $25,000 for small businesses impacted by the pandemic. Part of the package will be allocated to a new program solely for certain qualified nonprofit cultural institutions (“Nonprofit Arts & Cultural Program”), which will be a separate application process.

Lendistry has been designated by the state to act as the intermediary for the Program to disburse the grant funds.

Who is Lendistry?
Lendistry is a technology partner that hosts and manages the portal for the Program’s grant application and will make grant payments to approved applicants. Applicants will receive notifications from Lendistry on the status of their application and requests for business information and supporting documents, including their business bank account information.

Visit [www.lendistry.com](http://www.lendistry.com) to learn more about Lendistry.

Who else can help me apply for the California relief grant program?
Lendistry’s partners include mission-based lenders and small business advisory and technical assistance providers who are available to help small businesses with the application process. This includes many of the State of California supported small business centers who prioritize the expansion of technical assistance to underserved business groups. Our partners have been organized by location and by language services.

You can find our list of partners by clicking [here](http://www.lendistry.com).
What are the key dates for application submissions and funding for the California Relief Grant Program?

**Round 3**
(Closed Round for waitlisted applicants in from Round 1 and Round 2 only, no need to reapply)
Application Opens: March 05, 2021
Application Closes: March 11, 2021
Start of Selection Notifications: March 05, 2021

**Nonprofit Arts and Cultural Program (Round 4)**
Application Opens: March 16, 2021
Application Closes: March 26, 2021
Start of Selection Notifications: March 31, 2021

**Round 5**
Application Opens: March 25, 2021
Application Closes: March 31, 2021
Start of Selection Notifications: TBD

**Round 6**
Application Opens: TBD
Application Closes: TBD
Start of Selection Notifications: TBD
**SECTION 1: PROGRAM OVERVIEW**

**What are the eligible costs for which I can use the grant funds?**

Eligible costs are only those costs incurred due to the COVID-19 pandemic and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic. The following are the eligible uses of grant funds:

- All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;
- Working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and debt obligations (including principal and interest) incurred before March 1, 2020 (i.e., in order to be an eligible debt obligation, the loan agreement, promissory note, etc., as applicable, must have been entered into before March 1, 2020)
- Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;
- Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses;
- Any other COVID-19 related expenses not already covered through grants, forgivable loans or other relief through federal, state, county or city programs;
- Any other COVID-19 related costs that are not one of the ineligible uses of funds (see next question).

**What are the ineligible costs for which I am not permitted to use the grant funds?**

- The following are the ineligible uses of grant funds:
  - Human resource expenses for the State share of Medicaid
  - Employee bonuses or severance pay
  - Taxes
  - Legal settlements
  - Personal expenses or other expenses unrelated to COVID-19 impacts
  - Expenses for repairs from damages already covered by insurance
  - Reimbursement to donors for donated items or services

This Program is funded by the State of California and administered by CalOSBA.
SECTION 2: APPLICATION GUIDANCE

How many rounds are there?
There are six (6) selection rounds. We will review applications for eligibility and will start approving grant awards after the close of each application round.

Do I need to apply in each round?
Unless you are applying for the Nonprofit Arts & Cultural Program, you do not need to reapply in each round. If you submitted a complete application during an application window, meet the eligibility requirements and are waitlisted for that round, your application will be rolled over into the next round you are qualified for.

If you are an eligible nonprofit cultural institution that would like to apply for the separate Nonprofit Arts & Cultural Program, you will be required to complete a new application for this program to be considered, even if you have already applied in other rounds. However, you will not be eligible to receive a grant through the Nonprofit Arts & Cultural Program if you have otherwise been awarded a grant in a separate round and should not apply to this program.

My application was started, but unfinished before the application window closed.

Do I need to restart my application?
If you started an application during the application window and your application is incomplete, you can log into your account with Lendistry to submit a complete application. Doing this as early as possible increases your chances of being selected but does not guarantee you will be selected.

How will I know you have all my information to be considered?
You will receive a confirmation email from noreply@lendistry.com to confirm your application has been received. If more information or documents are needed, Lendistry may contact you by email, phone and/or text (if authorized) and assist you with completing your application and verifying the information you submitted. Lendistry is available to assist you in understanding what business information is needed and how to upload documents.

Confirmation emails come from Lendistry at noreply@lendistry.com. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account’s safe sender list.

TIP: Place “Lendistry” in your search bar.
SECTION 2: APPLICATION GUIDANCE

Does it matter which partner organization services a grant application in my area?
You may select any Partner that serves your area. Each county and all languages will have at least one Partner from which businesses can choose to apply. Some counties and languages will have more options than others. You can research Partners that serve your county at CAReliefGrant.com. You are able to select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, as well as technical assistance to help you and your business.

TIP: Only apply to one organization as this will help to reduce delays in the process. Applying multiple times will not improve your chances to secure a grant, and will delay your application.

I’m reviewing the list of partner institutions and looking for the one that would fit me best. There are several groups listed for my county. Can I apply through various organizations?
No. Submitting through multiple organizations will only delay your application from being processed. Select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, and technical assistance to help you and your business.

Are the application questions posted on the website so that I can prepare to answer the questions before beginning the actual application?
You can refer to the Application Instructions, which takes you step-by-step through the application process. Application Instructions can be found at CAReliefGrant.com.

How much can my business apply for?
Grant amounts will range from $5,000 to $25,000. The grant amount for which a business is eligible is based on its gross annual revenue, as documented on its most recent tax return.

Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue.

<table>
<thead>
<tr>
<th>ELIGIBLE BUSINESS GROSS REVENUE</th>
<th>GRANT AWARD AVAILABLE PER BUSINESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual gross revenue $1,000 to $100,000</td>
<td>$5,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $100,000 up to $1,000,000</td>
<td>$15,000 grant</td>
</tr>
<tr>
<td>Annual gross revenue greater than $1,000,000 up to $2,500,000</td>
<td>$25,000 grant</td>
</tr>
</tbody>
</table>

This Program is funded by the State of California and administered by CalOSBA.
What documents will I need to submit as part of my application? Businesses will need to provide the following items at different stages of the application process. For step-by-step instructions of all information needed for the application, please refer to the Application Instructions. Application Instructions can be found at CaReliefGrant.com.

1. Complete a grant application (made available through an online portal);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing a certification.

The following information is required from all applicants in Stage 1:
• A copy of the signed certification form referenced above.
• Most recent tax return filed, or for nonprofit entities, IRS Form 990 filed (2019) – provided only as a PDF.
• An acceptable form of government-issued photo ID, provided only as a PDF.

Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:
• Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided only in PDF format:
  1. Articles of Incorporation
  2. Certificate of Organization
  3. Fictitious Name of Registration
  4. Government-issued Business License
• For eligible nonprofit entity applicants, a copy of the entity’s most recent IRS tax exemption letter.
• Verification of bank account via electronic registration or other approved review process.
SECTION 2: APPLICATION GUIDANCE

Are the revenue thresholds for the grant amounts based on GROSS revenue?
Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

I own multiple businesses. Can I apply for each business?
Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for the business with the highest revenue.

If my business is a partnership or has multiple owners, and some are low-wealth, and others are not, what is the % of ownership that must be low wealth?
51% of ownership to determine eligibility for Low-Wealth status.

Am I eligible for the program if my revenue for this year is less than $2.5 million, but last year and the years before, it was more than $2.5 million?
Grants are available only for businesses and nonprofits with gross annual revenue of $2.5 million or less (based on the most recent tax return or Form 990, as applicable). Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

My business is incorporated outside of CA, but I generate the majority of my business revenue in CA. Am I eligible to apply?
Eligible businesses must have a physical address and operate in California.

Are real estate companies/brokers/sales agents eligible grantees?
Real estate professionals who practice real estate as their operating business and file a Schedule C on their personal tax returns are eligible. Passive companies (including passive real estate companies) and investors who file a Schedule E on their personal tax returns are not eligible. Real estate businesses in which the majority (>51%) of their income is rental income are also not eligible.
A government-issued photo ID is a required document. Is a state ID allowed instead of a driver’s license? Or would other forms of picture identification be allowed?
Yes, any government issued Photo ID will be accepted. State ID or a passport would be other forms that are acceptable.

Do I have to submit documentation to verify ownership? Do multi-owner companies have to submit for one owner or all?
An application must be submitted by the majority owner of the business. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant as a condition to receiving the grant. Only one business owner can apply.

Are recipients of county/city business relief funds eligible to apply, and will that be considered in any way in the process?
Yes, county/city relief recipients may apply. However, funds from this grant cannot be used to cover the same expenses that the county/city relief funds covered.

Are Federal Paycheck Protection Program (PPP)/ or Economic Injury Disaster Loan (EIDL) recipients eligible to apply, and will that be considered in any way in the process?
Yes, PPP and EIDL recipients may apply. However, funds cannot be used to cover the same expenses for the same period that the PPP/EIDL funds covered.

I have a franchise business with multiple locations. Can I apply for assistance for each location?
No. Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant and that the applicant is the owner’s business with the highest revenue as a condition to receiving the grant.

If I receive an award, will I have to pay it back?
No. The award is a grant and is not a loan that is required to be repaid. However, the State of California has the right to seek all available remedies for failing to comply with the terms and conditions of the grant, including, without limitation, if the grantee was ineligible, used funds for unauthorized purposes or made false statements in connection with the grant application.
Do I have to pay taxes on the grant proceeds?
Yes. Prior to February 15, 2022, you will receive tax information related to the grant proceeds, which you will need to report on your tax returns. Please consult with a tax professional for additional information.

I do not own a computer. How can I apply?
The grant application is mobile-friendly. However, we strongly recommend using Google Chrome on a computer for optimal experience. If using a mobile device, you may need to view the application in landscape (horizontal) on your device to access all information and disclosures.

I lost physical verification paperwork. Can I send a screenshot from the site (i.e., Secretary of State)?
No. Screenshots will not be accepted as a form of receipt. We recommend contacting the California Secretary of State (https://www.sos.ca.gov/business-programs/business-entities/service-options) for information on how to obtain copies of certain documents. In the absence of copies of organizational documents, we may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.

Do I need to provide receipts of my purchases (i.e. PPE)?
You do not need to provide receipts of purchase as part of the application process. However, we recommend that you retain all of your records related to the grant and the use of funds for at least three years.

I am undocumented. Can I apply for a grant?
Yes. Non-US owners can apply for a grant but will be subject to ITIN verification through IRS Form CP565.

My business is active, however the Secretary of State’s website is reflecting it as inactive. What documents can be provided to show that my business is active?
We may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.

Are wineries and breweries ineligible because they restrict patronage to individuals over 21 years old?
No, wineries and breweries are generally eligible as long as they meet all other eligibility requirements. Ineligibility for businesses that restrict patronage for any reason other than capacity does not apply to a business that is required to restrict patronage solely to comply with applicable law, regulation and/or ordinance.
Are non-profits that use a fiscal sponsor eligible?
Non-profits using a fiscal sponsor are only eligible if the nonprofit is separately registered as a tax-exempt organization pursuant to either Code Section 501(c)(3), 501(c)(6), or 501(c)(19) and meets all other eligibility requirements. Non-profits cannot rely on the fiscal sponsor’s tax-exempt status for eligibility.

The application requests personal information from individuals involved in the business. I am concerned about how this information is being used.
The security of your personal information is of the highest priority for us. Many of the categories of personal information that we collect are requested to assist us in determining and verifying your eligibility for a grant. We also request certain personal information for the purposes of compliance with Office of Foreign Assets Control requirements and other requirements related to the enforcement of economic and trade sanctions. As this is a grant program funded by the State of California and administered by its designated agencies, certain of your personal information and application materials may/will also be shared with the State of California and/or its designated authorized representatives, including without limitation the California Office of the Small Business Advocate and the California Governor’s Office of Business and Economic Development. Any information and records in the possession or control of a California government agency or department is subject to disclosure pursuant to the California Public Records Act.

The application requests personal information from individuals involved in the business. I am concerned about how this information is being used. (CONTINUED)
We do not sell your personal information to advertisers or other third-parties for financial gain. Any sharing of personal information with third-parties is done in accordance with Lendistry’s privacy policy (available here) and is primarily for the purposes of making available and/or providing Lendistry’s products and services to you, including this grant.

My non-profit’s tax-exempt status is based on a group exemption based on a parent or supervising entity. Can I receive a grant based on this group exemption?
Generally, a nonprofit entity that files under a group exemption is only eligible to receive a grant if (1) the applicant under the group exemption files a separate tax return tied to the applicant’s separate tax-ID number and (2) the applicant meets all other eligibility requirements for the grant.

Who is a permissible “authorized representative” for executing a nonprofit’s certification and grantee agreement?
A nonprofit’s business certification and grantee agreement must be executed by the organization’s executive director or equivalent senior managing officer of the organization. This individual must be the same individual listed on the organization’s Statement of Information filed with the state.
SECTION 3: THE SELECTION PROCESS

How will grant recipients be determined?
Lendistry will analyze for selection all applications entered into the Portal. Lendistry will consult with the California Office of the Small Business Advocate (CalOSBA or the “office”) and design the program selection for prioritization of impacted businesses. Grants will be prioritized, to the extent permissible under state and federal equal protection laws, in accordance with the following criteria:

1. Geographic distribution based on COVID-19 health and safety restrictions following California’s Blueprint for a Safer Economy and county status and the Regional Stay Home Order.

2. Industry sectors most impacted by the pandemic, including, but not limited to, those identified as in the North American Industry Classification System codes beginning with:
   - 61 – Educational Services
   - 71 – Arts, Entertainment, and Recreation
   - 72 – Accommodation and Food Services
   - 315 – Apparel Manufacturing
   - 448 – Clothing and Clothing Accessory Stores
   - 451 – Sporting Goods, Hobby, Musical Instrument, and Book Stores
   - 485 – Transit and Ground Passenger Transportation
   - 487 – Scenic and Sightseeing Transportation
   - 512 – Motion Picture and Sound Recording Industries
   - 812 – Personal and Laundry Services
   - 5111 – Newspaper, Periodical, Book and Directory Publishers

3. Nonprofit mission services most impacted by the pandemic, including, but not limited to, emergency food provisions, emergency housing stability, childcare, and workforce development.

4. Disadvantaged communities tracked by socioeconomic indicators that may include, but are not limited to, low to moderate income, poverty rates, unemployment, educational attainment, and other disadvantaging factors that limit access to capital and other resources.

Grants to eligible nonprofit cultural institutions will be prioritized on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.
SECTION 3: THE SELECTION PROCESS

When will I find out if I received an award?
Decisions will be made on a rolling basis following the close of each application period.
You will be notified directly by email if you are selected to move forward, approved for funding, waitlisted or not selected. Lendistry intends to send selection notifications on the following dates for each round:
• Round 1: Start of Selection Notification: Businesses will start getting award notifications a couple days after close.
• Round 2: February 11, 2021
• Round 3 (Closed Round): March 05, 2021
• Round 4 (Arts & Cultural Program): March 26, 2021
• Round 5: TBD
• Round 6: TBD

Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry. Once notified of approval, your application will be subject to additional verification requirements before grant funds will be disbursed. It is also recommended that you allow Lendistry to send you messages via text (this will be requested during the application process).

Will everyone who applies receive a grant?
No. There are several million small businesses and nonprofits in California, and we anticipate an overwhelming demand for these grants. Eligible businesses will be scored based on COVID-19 impact factors incorporated into the Program’s priority criteria. The Program will prioritize distribution based on priority key factors (see above question on How Will Grant Recipients Be Determined?)

Will I be notified if I am not selected?
You will be notified directly by email if you are approved for an award, waitlisted or not selected. Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry.
SECTION 3: THE SELECTION PROCESS

What are the different selection decisions?

**WAITLISTED**: Applicant is preliminarily determined to meet the eligibility requirements for the grant and is in line for validation. *This grant is not first come, first serve, but there is a limited amount of funding. Applying does not guarantee funding.*

**SELECTED**: Applicant has been selected for pre-approval, subject to further validation. Being selected does NOT guarantee funding.

**APPROVED FOR FUNDING**: Applicant has been fully validated and approved for funding. Applicants will be sent a grantee agreement via DocuSign, which must be signed for funds to be released.

**NOT SELECTED**: Applicant does not meet the program’s eligibility requirements or is considered an ineligible business. Applicant will not receive a grant. If the program has ended, this means you were not selected.

I have received an email with a waitlisted or selected decision. What should I do next?

If you have received a waitlisted communication, please be patient and wait for further communication. You will be notified if you are selected for a grant.

If you have received a selected decision, sign into the Portal and upload all requested documents AND complete the bank verification if you have not done so already.

If there are any issues with your documentation or bank verification, a member of the Lendistry Validation Department will contact you via phone, email, and/or text. Please allow up to 7 business days for us to reach out to you to assist you with clearance.

My documents and bank information has been fully validated and I have been approved for funding. When will I receive funding?

Once fully validated and approved for grant funding, you will be sent a grantee agreement via Docusign. Funding will not be released unless and until the grantee agreement is fully executed.

Once we have received a fully executed grantee agreement, please allow up to 5 business days for funding to be received.