These Programs are funded by the State of California and administered by CalOSBA.

PROGRAM OVERVIEW AND APPLICATION GUIDE

CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM
NONPROFIT CULTURAL INSTITUTIONS PROGRAM
INTRODUCTION

Funds will be available in two (2) programs:

1. The California Small Business COVID-19 Relief Grant Program ("Program 1") will support California small businesses who have or will apply to the current California Small Business COVID-19 Relief Grant Program.

2. The Nonprofit Cultural Institutions Program ("Program 2") will support California eligible nonprofit cultural institutions defined as registered 501(c)(3) nonprofit entities that satisfy the criteria for a qualified small business under Program 1, but with no limitation on annual gross revenue, and that are in one of the NAICS codes identified on page 8 of this guide.

<table>
<thead>
<tr>
<th>Program</th>
<th>Round 7</th>
<th>Round 8</th>
<th>Round 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Program 1</td>
<td>Program 2</td>
<td>Program 1</td>
</tr>
<tr>
<td>Open Date</td>
<td>August 3, 2021</td>
<td>August 27, 2021</td>
<td>September 9, 2021</td>
</tr>
<tr>
<td>Close Date</td>
<td>September 16, 2021</td>
<td>September 30, 2021</td>
<td>September 30, 2021</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>WAITLISTED APPLICANTS ONLY</td>
<td>NONPROFIT CULTURAL INSTITUTIONS ONLY</td>
<td>FOR-PROFIT BUSINESSES AND NONPROFIT ORGANIZATIONS</td>
</tr>
<tr>
<td></td>
<td>This is a closed round and only available to eligible applicants who were waitlisted in certain previous rounds – only existing applicants will be selected.</td>
<td>Only nonprofit cultural institutions with any revenue size that meet eligibility criteria.</td>
<td>1. Current waitlisted small businesses and/or nonprofits not selected in previous rounds (no need to reapply) 2. New applicants that meet eligibility criteria (new applicants will need to apply on the website)</td>
</tr>
<tr>
<td>Accepting New Applications?</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
"Qualified small business" means a business or nonprofit that meets all of the following criteria, as confirmed by the office or fiscal agent through review of revenue declines, other relief funds received, credit history, tax returns, and bank account validation:

- And is one of the following:
  - 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 up to two million five hundred thousand dollars ($2,500,000), but at least one thousand dollars ($1,000), in the 2019 taxable year.
  - A registered 501(c)(3), 501(c)(6), or 501(c)(19) nonprofit entity that had an annual gross revenue of up to two million five hundred thousand dollars ($2,500,000), but at least one thousand dollars ($1,000), in the 2019 taxable year.
- Began operating prior to June 1, 2019.
- Is currently active and operating or has a clear plan to reopen when the state permits reopening of the business.
- 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.
- Provides organizing documents, including a 2019 tax return or Form 990, and a copy of official filing with the Secretary of State or with the local municipality, as applicable, including, but not limited to, Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License.
- Provides an acceptable form of government-issued photo identification.
- Is the entity, location, or franchise with the highest revenue in a group.

Eligible small businesses must have a physical address and operate in California, which will be validated through submitted business tax returns. If your business tax returns do not reference a California address, you will be deemed ineligible.
“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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>453920</td>
<td>Art Dealers</td>
</tr>
<tr>
<td>711110</td>
<td>Theater Companies and Dinner Theaters</td>
</tr>
<tr>
<td>711120</td>
<td>Dance Companies</td>
</tr>
<tr>
<td>711130</td>
<td>Musical Groups and Artists</td>
</tr>
<tr>
<td>711190</td>
<td>Other Performing Arts Companies</td>
</tr>
<tr>
<td>711310</td>
<td>Promoters of Performing Arts, Sports, and Similar Events with facilities</td>
</tr>
<tr>
<td>711320</td>
<td>Promoters of Performing Arts, Sports, and Similar Events without facilities</td>
</tr>
<tr>
<td>711410</td>
<td>Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures</td>
</tr>
<tr>
<td>711510</td>
<td>Independent Artists, Writers, and Performers</td>
</tr>
<tr>
<td>712110</td>
<td>Museums</td>
</tr>
<tr>
<td>712120</td>
<td>Historical Sites</td>
</tr>
<tr>
<td>712130</td>
<td>Zoos and Botanical Gardens</td>
</tr>
<tr>
<td>712190</td>
<td>Nature Parks &amp; Other Similar Institutions</td>
</tr>
</tbody>
</table>

These Programs are funded by the State of California and administered by CalOSBA.
DEFINITIONS

- “Underserved small business groups” means women, minorities (people of color), veteran-owned business where the majority (at least 51%) of the business is owned and run on a daily basis by said group(s), and businesses in low-to-moderate income (LMI) and rural communities.

- “Disadvantaged” means 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.

- “Low-to-Moderate Income (LMI)” means any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income less than 60 percent of the Area Median Gross Income (AMGI), or which has a poverty rate of at least 25%.
Lendistry will make available three award sizes based on gross annual revenue:

<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>
### 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
INELIGIBLE BUSINESSES

• 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

• 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
PROGRAM 1:
ROUND 7
ROUND 7: OVERVIEW

- This is a closed round and only available to eligible applicants who were waitlisted in certain previous rounds – **only existing applicants will be selected**.
  - There will be no application portal—eligible applicants do not need to reapply.
  - New applications will not be accepted in this round.

- Eligible applicants will be selected to move forward in the validation and verification review process. Selection does not guarantee approval or an award.

- 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/](https://covid19.ca.gov/safer-economy/).

- Eligible applicants 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.
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 federal 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.

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. Organizing documents, including 2019 federal tax returns or Form 990s, or a copy of official filing with the California Secretary of State (which must be active) or local municipality, as applicable, 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.
Prioritization will be based on the following criteria to the extent permissible under state and federal equal protection laws:

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.
   • 5111 – Newspaper, Periodical, Book and Directory Publishes

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.
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 (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 human resource expenses for the State share of Medicaid, employee bonuses, severance pay, taxes, legal settlements, personal expenses or other expenses unrelated to COVID-19 impacts, repairs from damages already covered by insurance, or reimbursement to donors for donated items or services.
ROUND 7: 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.
PROGRAM 2:
ROUND 8
ROUND 8: OVERVIEW

- This is round is only available to eligible nonprofit cultural institutions (see definition).
- The program is not on a “first come, first served” basis.
- The application portal for this round will open on August 27, 2021, and will close September 30, 2021, for applicants, which will also be available through multiple partner portals.
- The application will take in personal and business demographic data, and disclosures/certifications for eligibility and eligible use of funds specific to the California Small Business COVID-19 Relief Grant Program.
- Eligible nonprofit cultural institutions must complete a new application even if they already applied in Rounds 1, 2, 5, or 6 of the COVID-19 Relief Grant Program.

- Nonprofit cultural institutions that applied in Round 4 do not need to reapply.
- Grants will only be available to nonprofit cultural institutions that did not receive funding in any previous rounds.
- Once applications are received, Lendistry will process for eligibility. Grant awards will be distributed based on the documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.
- 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.
### Round 8: Overview

- 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/](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.

| | 
|---|---|
| **Eligible applicants 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. |  |
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 federal 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.

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. Organizing documents, including 2019 federal tax returns or Form 990s, or a copy of official filing with the California Secretary of State (which must be active) or local municipality, as applicable, 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.
<table>
<thead>
<tr>
<th><strong>ROUND 8: ELIGIBLE USES OF FUNDS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
<td>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</td>
</tr>
<tr>
<td>• All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums</td>
<td>• 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</td>
</tr>
<tr>
<td>• 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)</td>
<td>• 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</td>
</tr>
<tr>
<td>• 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</td>
<td>• Any other COVID-19 related costs that are not human resource expenses for the State share of Medicaid, employee bonuses, severance pay, taxes, legal settlements, personal expenses or other expenses unrelated to COVID-19 impacts, repairs from damages already covered by insurance, or reimbursement to donors for donated items or services.</td>
</tr>
</tbody>
</table>
ROUND 8: 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.
PROGRAM 1: ROUND 9
ROUND 9: OVERVIEW

- This round is available to:
  1. Existing waitlisted small businesses and/or nonprofit organizations. These applicants do not need to reapply.
  2. Existing small businesses and/or nonprofit organizations that were not selected in previous rounds (Rounds 1, 2, 3, 5, 6, or 7). These applicants do not need to reapply.
  3. New applicants that meet the definition of “qualified small business” or “eligible nonprofit cultural institution” (see definition). New applicants will need to apply at CAReliefGrant.com

- The program is not on a “first come, first served” basis.

- The application portal for new applicants will open on September 9, 2021, and will close September 30, 2021, for applicants, which will also be available through multiple partner portals.

- The application will take in personal and business demographic data, and disclosures/certifications for eligibility and eligible use of funds specific to the California Small Business COVID-19 Relief Grant Program.

- 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.
Eligible applicants 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.
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 federal 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.

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. Organizing documents, including 2019 federal tax returns or Form 990s, or a copy of official filing with the California Secretary of State (which must be active) or local municipality, as applicable, 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.
ROUND 9: PROGRAM PRIORITIZATION

Prioritization will be based on the following criteria to the extent permissible under state and federal equal protection laws:

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.
   • 5111 – Newspaper, Periodical, Book and Directory Publishes

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.
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 (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 human resource expenses for the State share of Medicaid, employee bonuses, severance pay, taxes, legal settlements, personal expenses or other expenses unrelated to COVID-19 impacts, repairs from damages already covered by insurance, or reimbursement to donors for donated items or services.
ROUND 9: 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.
APPLICATION CERTIFICATION

HOW TO DOWNLOAD AND COMPLETE THE FORM
**APPLICATION CERTIFICATION**

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.

Use the following links to view the Application Certification for your business.

<table>
<thead>
<tr>
<th>For-Profit Businesses</th>
<th><a href="#">Click Here to Download</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonprofit Organizations</td>
<td><a href="#">Click Here to Download</a></td>
</tr>
<tr>
<td>Nonprofit Cultural Institutions</td>
<td><a href="#">Click Here to Download</a></td>
</tr>
</tbody>
</table>
HOW TO COMPLETE THE FORM ELECTRONICALLY

STEP 1: Click the icon to download the Application Certification on your computer.

STEP 2: Save the certification onto your desktop.

STEP 3: Go to your desktop, locate the Application Certification and open the file from there.

STEP 4: Your Application Certification will open as an 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 5.

STEP 5: Go to File > Save or press CTRL+S on your keyboard to save your fully executed Application Certification.

STEP 6: Upload the completed Application Certification to the Portal.

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HOW TO COMPLETE BY HAND

STEP 1: Print the Application Certification by clicking the printer icon.

STEP 2: Fill out the Application Certification using a dark pen and legible handwriting.

STEP 3: Scan the completed Application Certification and upload it to the Portal.
FOR-PROFIT BUSINESSES

Click HERE to download.

These Programs are funded by the State of California and administered by CalOSBA.
In collaboration with the National Housing Trust, the California Community Foundation, and the California Endowment, the University of California at Berkeley, and the University of California at Los Angeles, we have created this online tool to help you connect with nonprofit organizations in the San Francisco Bay Area that provide services to low-income individuals and families.

The tool is designed to help you find the right organization to meet your needs by providing information about their services, programs, and expertise.

To use the tool, please follow these steps:

1. Identify the type of service or program you are interested in. There are two main categories: housing and energy.
2. Click on the category that best matches your needs.
3. Review the list of organizations and select one that meets your criteria.
4. Contact the organization directly to learn more about their services and how you can get involved.

Thank you for using this resource to connect with nonprofit organizations in the San Francisco Bay Area.

Nonprofit Organizations

These Programs are funded by the State of California and administered by CalOSSBA.
NONPROFIT CULTURAL INSTITUTIONS

Click HERE to download.
**TIP#1: USE GOOGLE CHROME**

For the best user experience, please use Google Chrome throughout the entire application process.

Other web browsers may not support our interface and can cause errors in your application.

If you do not have Google Chrome on your device, you can download it for free at [https://www.google.com/chrome/](https://www.google.com/chrome/)

Before you begin the application, please do the following on Google Chrome:

1. **Clear Your Cache:** Cached data is information that has been stored from a previously used website or application and is primarily used to make the browsing process faster by auto-populating your information. However, cached data may also include outdated information such as old passwords or information you have previously entered incorrectly. This can create errors in your application and may result in it being flagged for potential fraud.

2. **Open Incognito Mode:** Incognito mode allows you to enter information privately and prevents your data from being remembered or cached.

3. **Disable Your Pop-Up Blocker:** Our application includes multiple pop-up messages that are used to confirm the accuracy of the information you provide. You must disable the pop-up blocker on Google Chrome to see these messages.
**HOW TO CLEAR YOUR CACHE**

1. Click 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”
USE INCognito MODE

1. Click the three dots in the upper right corner of your web browser, and then select “New incognito window.” Your browser will open a new window.
DISABLE POP-UP BLOCKER

1. On Google Chrome, click the three dots in the upper right corner and then select “Settings”

2. Select “Privacy and Security”

4. Select “Pop-up and Redirects”

5. Click the button so that it turns blue and the status changes from “Blocked” to “Allowed”

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TIP#2: SUBMIT ALL DOCUMENTS IN PDF FORMAT

The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

Important Notes for Uploading Documents:
• All documents must be submitted in PDF format.
• File size must be under 15MB.
• The file name CANNOT contain any special characters (!@#$%^&*()_+).
• If your file is password protected, you will need to enter it in the Portal, otherwise we will not be able to view the document.

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](#)
TIP #3: 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 or recognized in our system:

Emails beginning with **@info**
Example: info@mycompany.com

Emails ending with **@contact.com** or **@noreply.com**
Example: example@contact.com
Example: example@noreply.com
TIP #4: APPLY FOR A GRANT BASED ON YOUR BUSINESS CLASSIFICATION

There will be different application portals for each of the following business classifications:
• For-Profit Businesses
• Nonprofit Organizations
• Arts & Cultural Nonprofit Organizations

Please apply using the correct application for your business.

Each application type will be labeled with different colored boxes.

Your application is not transferrable and you will need to reapply if you submitted the incorrect application type. However, submitting multiple applications will be detected as potential fraud and will disrupt your application.
APPLICATION HELP: ADDITIONAL RESOURCES
Our entire website and application can be translated in the following languages:

Armenian  Hindi  Russian
Chinese (Cantonese)  Hmong  Spanish (Nocal)
Chinese (Mandarin)  Japanese  Spanish (Socal)
Dari  Korean  Tagalog
Farsi  Portuguese  Thai
French  Punjabi  Vietnamese

Important Note: For non-English language support in completing the application, please contact our call center.

The translation tool will be available at the upper right corner of your web browser.
ACCESSIBILITY FEATURE

Our website also has an accessibility feature to ensure that its services are accessible to people with disabilities, including without limitation by making its website easier to use and more accessible for people with disabilities.

The site careliefgrant.com makes available the UserWay’s Web Accessibility Widget, which is powered by a dedicated accessibility server. The careliefgrant.com accessibility menu can be enabled by clicking the accessibility menu icon that appears on the corner of the page. After triggering the accessibility menu, please wait a moment for the accessibility menu to load in its entirety.
In addition to videos-on-demand on our website HERE, there will also be short videos embedded in each section of the online application. Each video will show you how to complete that section. To view the video, click “Watch Video”. The video will open in a new tab of your web browser.

There also videos in the Portal to help you upload documents and link your bank information.
INFO ICONS IN THE APPLICATION

• We added info icons in the application for additional guidance.

• Hover over the icon to reveal additional information.
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 can 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
STEP 2: FIND A GRANT

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”.

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INSTRUCTIONS
Select the application that is most applicable to your business classification:
• For-Profit Businesses
• Nonprofit Organizations
• Arts & Cultural Nonprofit Organizations
• California Venues

If you submit an application that is not for your business classification, you will need to submit a NEW one.

However, submitting multiple applications will be detected as potential fraud and will disrupt your application.

Important Notes:
• 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
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.
### 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 (For Nonprofit Organization and Nonprofit Cultural Program applications only)
- Confirm that your organization services is one of the top four program priorities. (For Nonprofit Organization and Arts & Cultural Program applications only)
- 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.
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.
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”. Important Note: Your application must be completed in order to be considered for the grant.

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.

OPTION 1:
Save your application and finish later.
Your application will be recorded as INCOMPLETE.

OPTION 2:
Complete your application and submit.
INSTRUCTIONS
You will receive the following message when your application has been successfully submitted.

WHAT TO EXPECT NEXT
You will receive a separate email containing a username and password to the Portal. Please use the login credentials to complete all the following steps:

1. Activate and sign into the Portal.
2. Upload all required documents in an acceptable format.
3. Link your bank information so that we can verify your bank statements and set up a direct deposit. (this is only required for applicants who are selected).

Please check your email including Clutter, Junk, and Spam for your username and password from no-reply@mylendistry.com to activate your account and to upload documentation.
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.

New username and password:
Username: crgdemo@yopmail.com
Password: K@7VonIOLe
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)
Before you begin, please review the following notes to ensure your documents are uploaded correctly:

- **Documents listed with a red asterisk (*)** are required immediately upon completing an online application.

- **Documents listed with a blue asterisk (*)** are required only if you are selected to move forward with the application process. You will be notified of this selection.

- Banking information is only needed if you are approved for funding.

- If a document does not apply to your business, please select N/A.

- **ALL documents must be submitted as a PDF file. The PDF file must be under 15MB. Documents that are multiple pages should be submitted as one (1) PDF file.**

- Do NOT include special characters (i.e. ~!@#$%^&*()_+) in the file name. Our Portal will not recognize special characters.

- If your document is password protected, you will be required to enter it in the Portal.
HOW TO UPLOAD DOCUMENTS TO THE PORTAL

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

STEP 2: Click “Browse” to locate the file on your device. ALL documents must be upload as a PDF.

STEP 3:
- If your document is password protected, select YES from the drop-down menu and enter in the password.
- If your document is NOT password protected, select NO from the drop-down menu and leave the password field blank.
- Click “Upload Documents” to complete upload. The status of the 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.
HOW TO CHECK THE STATUS OF YOUR APPLICATION
WHERE TO LOCATE 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
   If you are a for-profit business, your application should be listed as “CRG”. If it is listed as “CRG NPO”, that indicates that you have applied under the incorrect business type. Please submit a NEW application as a for-profit business.

3. Status of Your Application
   Example: Awaiting Selection Process

4. Grant Amount
   Example: $15,000
APPLICATION STATUSES

INCOMPLETE
What it means: You started an online application but did not complete it.
What you should do: Sign into the Portal and complete all fields in the application. You must submit a finished application in order to be considered for the grant.

AWAITING SELECTION PROCESS
What it means: You have submitted a complete application and it is currently under review for eligibility.
What you should do: Check your email for notification about your selection decision. You will be either selected, waitlisted, or not selected to move forward in the application process.

SELECTED, PENDING VALIDATIONS
What it means: You meet the program’s minimum eligibility requirements and have been selected to move forward in the application process to upload required documents. Being selected does not guarantee funding.
What you should do: Upload all required documents in PDF format.

IN CLOSING, DOCS OUT
What it means: You have been fully validated and are approved for funding.
What you should do: Check your email for a grantee agreement, which will be sent via DocuSign. Sign the grantee agreement to release funds.

GRANT FUNDED
What it means: We have received your signed grantee agreement and your funds have been released.
What you should do: Check the bank account that you linked in the Portal for your grant award. It may take 3-5 business days for funds to appear.

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SELECTED, PENDING VALIDATIONS
You have been selected to move forward and upload documents. 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 are 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.
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:
Sign into the Portal and upload all required documents.
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.

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