

This document will not be accepted in place of the Rancho Cordova Small Business Recovery Grant application. Please use this as a tool to gather the required information in advance. Applications will be accepted online from Monday, September 21, at 9 AM through Sunday, September 27, until 5 PM.

Grant Program Overview

The program provides grants up to \$10,000 to specific eligible businesses that have no more than 25 full-time equivalent (FTE) employees and had less than \$3 million in revenue at the end of 2019. There is a limited allocation of funds available for the program, so not all eligible businesses can be assisted. Grants will be made based on a random selection of all eligible businesses at specific funding allocation levels, and will first go to businesses in the Priority 1 category. See the full list of Priority 1 and 2 categories and the funding allocation levels at CityofRanchoCordova.org/RecoveryGrants

Review the Small Business Eligibility Requirements at CityofRanchoCordova.org/RecoveryGrants

Calculate your annual gross revenue for 2019 \$ _____

Annual Gross Revenue is also known as Gross Receipts or Sales. Your Annual Gross Revenue for 2019 should be listed on your Schedule C (line 1) or on another tax form. Gross Revenue is calculated as the number of items sold multiplied by the price per item. Price is the sale price, not the cost to your business. *In other words: Items Sold x Price = Gross Revenue*

How many employees does your business have? _____

Calculate the number of full-time and part-time employees equivalent to a 40-hour work week, and/or check your paycheck provider's IRS Form 941 for the number for FTEs you are paying. DO NOT include Independent Contractors on or before March 1, 2020. If you are a seasonal business, please include employees at your peak time.

Have you received a Paycheck Protection Program (PPP) loan, Economic Injury Disaster loan (EIDL), Lift Investing Program loan, a Microgrant from the Rancho Cordova Chamber of Commerce, Business Interruption Insurance, or participated in the Great Plates Delivered Program? **Yes** **No**

On your application, be prepared to provide:

- Confirmation that your business is within the City of Rancho Cordova ([City Boundaries Map](#))
- Your City of Rancho Cordova Business License Number
- Business entity documents, which can be found on the [California Secretary of State website](#)

Once applicants have been selected during the random selection process, further documentation will be required:

- Business tax return (Schedule C, 990, etc.)
- Fictitious Business Name Statement (If applicable)
- W-9 Tax Form (for disbursement of checks) Available [here](#)
- A photo, screenshot, or scanned copy of a REAL ID, OR
- A photo, screenshot, or scanned copy of a driver's license

Apply online September 21 - 27

This is not a first come, first served program. It is important to take your time and submit a completed application prior to the deadline, September 27, 2020 at 5 PM. To learn more about the grant program and application process, visit CityofRanchoCordova.org/RecoveryGrants or call 916.851.8782.