**FAQS**

**How do I apply?**
Applications will be accepted online from May 28, 2020 at 8:00 AM through June 4, 2020 at 11:59 PM via the City’s ZoomGrants. A hard copy application will not be accepted. If you do not have internet access, please contact city staff by email to SmallBusinessGrant@plano.gov or call 972-208-8150.

**What kind of documentation is required?**
The required documents, financial statements / information are listed below. City reserves the right to request further documentation and information it deems necessary.

1. Copy of Driver’s Licenses of all owners
2. Proof of citizenship for all owners (birth certificates, passports, or permanent resident cards)
3. Social Security Cards of all owners
4. 2019 Individual 1040 for each business owner **OR** 2018 1040 and 2019 earning statement
6. 2020 Year-to-Date Business Earnings Statement
7. W-9 (required for entities filing Business Federal Tax Returns)
8. Pre-COVID employee count with detailed payrolls from January 2020 through April 2020
9. Documentation demonstrating a 25% loss or greater of gross revenue since March 2020 (for businesses with employees)
10. Forms 940, 941 and 945 (for businesses with employees)
11. Monthly gross revenue/sales documentation from April 2019 to April 2020
12. Signed Affidavit of No Prohibited Interest (The City will provide this form)

**Can I apply for more than one grant if I own more than one small businesses?**
Yes, different businesses in different locations with the same ownership are eligible to submit multiple grant applications. However, only one business application may be submitted per location.

**I own several locations of the same business, are the 15 Full-Time employees (FTE) just for the Plano location or for all of them?**
The business can employ no more than 15 FTE across all locations. Further, grant funds can only be used for operating expenses of Plano location.

**Can I apply if I miss the application window?**
Not at this time, but it is possible if additional funding is allocated.

**Who do I contact if I have questions about the grant process?**
Please contact City of Plano Neighborhood Services staff by email to SmallBusinessGrant@plano.gov or call 972-208-8150.

**How many grants will be funded?**
Currently, $200,000 is available for grants with a maximum grant amount of $10,000. We anticipate providing a minimum of 20 grants.

**Are grants first come, first serve?**
**How are grants prioritized?**
Grant applications are not awarded on a first come, first serve basis, or prioritized in any way. A lottery system will be used for applicant selection.

**How does the lottery selection work?**
All applications submitted between May 28 and June 4 at 11:59 p.m. will be considered. A minimum of 20 applications will be randomly selected via the lottery. Staff will contact each selected business owner during the week of June 8 to verify eligibility and request additional documents if needed. Being selected in the lottery is not a guarantee of funding.
**Small Business Grant Program**

**What can the grant be used for?**
Grant money may only be used for the operating expenses of the awarded business. The operating expenses are defined as the day-to-day trading operations of the business, such as payroll, rent, utilities, insurance and inventory expenses.

**What are the terms of this grant?**

By accepting this grant funds, you are required to:

- Unless the business qualifies as a microenterprise, at least one job, held by an individual of a low to moderate income household, must be retained for three months

- Provide a report to the City at three months after receiving the grant

- Allow City to collect certain income and demographic data from business owners and their employees.

- Allow the City to collect third-party documentation such as financial information that demonstrates the potential business closure or layoffs

Failure to meet the program terms and conditions, the funds must be repaid to the City of Plano.

**How much do I receive if selected?**
If selected, you can expect the amount of your requested funding but no more than two times the average monthly payroll and operating expenses from January to March 2020. The total funding is cap at $10,000.

**Is my business eligible?**
To be eligible, the small business must meet all of the following criteria:

1. Business must be a for-profit business
2. Business must be located in Plano and operate out of a physical location within Plano city limits
3. Business must demonstrate 25% or more loss of gross revenue due to the COVID-19 pandemic
4. Annual gross revenue must be under $1.5 million
5. Business must have been operating for a minimum of two years

6. Employees benefiting from the grants and the business owner must be a US citizen or permanent resident

7. Business must meet one of the following criteria:
   a. Be a small business with 15 or fewer employees with at least one FTE job that would be lost without the grant funds and must retain at least one FTE job for a low to moderate income person; or
   b. Be a microenterprise (five or fewer employees, including the owner) that is owned by a low to moderate income individual and can demonstrate potential business closure or layoffs without the grant funds.

Complete list of eligibility and requirements are detailed in Small Business Grant Guidelines.

**My small business is based out of my home. Do I qualify for this grant program?**
Business operated out of home may be eligible; however expenses related to the upkeep of the home office are not eligible. Location and eligibility will be verified through the Certificate of Occupancy and business tax return.

**Who is NOT eligible?**
Ineligible businesses include but are not limited to:

1. Businesses that do not meet the funding qualifications
2. Businesses restricted to patrons above the age of 18 (e.g. bars, smoke shops, and sexually oriented businesses are not eligible)
3. Non-profit organizations
4. Businesses owned by City of Plano staff, or elected officials, and their immediate family.

**Are applications and financial records subject to public disclosure?**
Generally, application materials are subject to public disclosure. However, Texas state law allows for certain personal and financial information to be withheld from disclosure in order to protect the privacy of the applicants.