

SMALL BUSINESS ASSISTANCE PROGRAM (SBAP) APPLICATION

Submit application and supporting documents to:
City Hall, Business and Community Resource Center, Attention Kanika Kith
117 Macneil Street, San Fernando, CA 91340 or by email to KKith@sfcity.org

PROGRAM INFORMATION

The City is committed to lending a helping hand by assisting small businesses. To that end, the City has created a new Small Business Assistance Program (SBAP) to provide grants up to \$10,000 for small businesses in the City. The purpose of these grants is to provide working capital to businesses that provide goods and services to the residents of San Fernando. The grant funds can be used for façade and interior improvements, such as: anti-graffiti coating and graffiti-resistant window coverings; exterior vertical landscape (green walls); signage; paint; exterior architectural details (e.g., replacing existing security gate with alternatives, architectural appropriate window bars) contributing to the City's aesthetic and economic vitality.

ELIGIBLE CRITERIA

A business must meet the following criteria to participate in the SBAP Program:

- Must be located in a commercial or mixed-used area of the City with priority for businesses near the San Fernando Mall that are adjacent to public parking lots and other businesses with a high incidence of graffiti.
- Must be existing for a minimum of three years, or have a minimum of a two-year lease or mortgage on the commercial property where the business is located and operated.
- Have an active San Fernando business license.
- Have 50 or fewer employees.
- Provides goods or services to San Fernando residents.
- Never received grant from the City of San Fernando.

APPLICANT INFORMATION

BUSINESS NAME		BUSINESS OWNER NAME	
BUSINESS ADDRESS	PHONE NO.	EMAIL ADDRESS	

REQUIRED DOCUMENTATION

- Complete and sign the Small Business Grant Application.
- A list of work with cost estimate and timeline for completion of work.
- A copy of an active business license issued by the City.
- A copy of the lease agreement/mortgage statement for the commercial space the business occupies; must be a minimum of a two-year lease.
- All business owners with a 20% or greater ownership interest must submit a copy of a government issued identification. Examples include: driver's license with a photograph; State identification card with a photograph; Copy of applicant Social Security card; Immigration and Naturalization Service documents – must contain a photograph; Military identification with a photograph; Alien Registration Card with a photograph; valid passport.
- Unique Entity Identifier* (UE) number: _____

*A UE number is required for receipt or renewal of a Federal grant. To obtain a UEI number, contact Sam.gov or call the Federal Service Desk (FSD.gov) at (866) 606-8220. Note that DUNS numbers will no longer be accepted.

CERTIFICATION

I certify that the above information is true and accurate and that supporting documentation can be provided upon request.

BUSINESS OWNER SIGNATURE	DATE
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FOR OFFICE USE ONLY – DO NOT WRITE BELOW

CITY APPROVAL NAME	CITY APPROVAL SIGNATURE	DATE
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