

## 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](mailto:KKith@sfcity.org)*

### PROGRAM INFORMATION

The City is proud to launch the Small Business Assistance Program (SBAP), offering grants of up to \$10,000 for exterior façade improvements, such as graffiti-resistant window coverings, green walls, signage (up to \$3,000), paint, awnings, security cameras with police access, and architectural upgrades. Priority will be given to businesses with a high incidence of graffiti. This initiative supports local businesses while enhancing San Fernando'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 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.
- Current on water and trash bill payments.

### APPLICANT INFORMATION

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

### REQUIRED DOCUMENTATION

- Complete and sign the Small Business Grant Application.
- A detailed list of proposed work, including cost estimates, timelines, and images of the planned improvements.
- 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
--------------------------	------

### FOR OFFICE USE ONLY – DO NOT WRITE BELOW

CITY APPROVAL NAME	CITY APPROVAL SIGNATURE	DATE
--------------------	-------------------------	------