

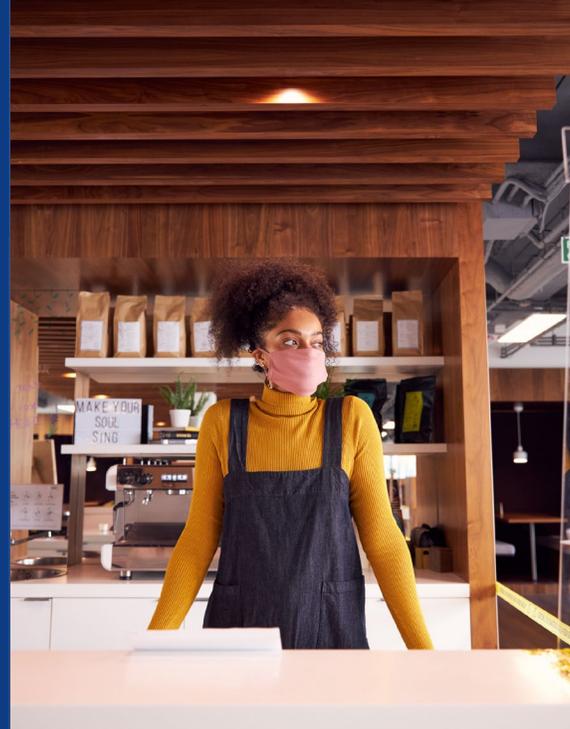
(Rev. 03-22-21)



This Program is funded by the State of California and administered by CalOSBA.

# CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

## PROGRAM OVERVIEW AND APPLICATION GUIDE (ALL BUSINESSES)



# TABLE OF CONTENTS

ABOUT THE PROGRAM	3
APPLICATION CERTIFICATION	15
Nonprofit	19
For Profit	21
Arts & Cultural Program	23
OPPORTUNITIES TO BE SELECTED	25
TIPS FOR APPLYING	30
SMALL BUSINESSES	36
How to Submit an Application	37
The Application	41
Uploading Documents	52
Linking Your Bank Info	55
NONPROFIT ORGANIZATIONS	57
How to Submit an Application	58
The Application	62
Uploading Documents	73
Linking Your Bank Info	76
HOW TO CHECK YOUR APPLICATION STATUS	78
BEING SELECTED FOR THE GRANT	82
FAQ	84



# ABOUT THE PROGRAM

# PROGRAM OVERVIEW

- Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. The package provides \$2 billion for grants up to \$25,000 for small businesses impacted by the pandemic. Part of the package will be allocated to a new program solely for certain qualified nonprofit cultural institutions (“Nonprofit Arts & Cultural Program”), which will be a separate application process.
- Anticipate issuing grants in the following four (4) rounds of distributions:
  1. Round 3 (closed round): \$486,000,000
  2. Round 4 (Nonprofit Arts & Cultural): \$47,875,000
  3. Round 5 (open round): \$729,000,000
  4. Round 6 (open round): \$729,000,000
- The following are the tentative dates (subject to change):
  1. Round 3: March 5<sup>th</sup>-11<sup>th</sup>, 2021
  2. Round 4: March 16<sup>th</sup>-26<sup>th</sup>, 2021
  3. Round 5: March 25<sup>th</sup>-31<sup>st</sup>, 2021
  4. Round 6: TBD
- The program is **not** on a “first come, first served” basis.
- The application portal for each round will open for applicants for a designated period of time determined by Lendistry.
- Partners will conduct outreach and marketing to ensure small, vulnerable and disadvantaged businesses and nonprofits have access to the grant application platform.
- Partners will provide technical assistance to business owners and nonprofits (to include translation/interpretation services) during application preparation and online submission.
- Once applications are received, Lendistry will process for eligibility. Once rounds close, grant awards will be distributed based on the program priority factors.
- 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.
- Applications received in each round 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.

# PROGRAM OVERVIEW

## NONPROFIT CULTURAL INSTITUTIONS

- Eligible nonprofit cultural institutions for the Nonprofit Arts & Cultural Program will be required to complete a new application even if they already applied for the COVID-19 Relief Grant Program; provided that grants will not be awarded to any eligible nonprofit cultural institution if such entity has otherwise been awarded a grant.

# GRANTEE ELIGIBILITY

## **Eligible businesses must have a physical address and operate in California.**

A small business or small nonprofit must satisfy the following criteria to be eligible to receive a grant award:

- Must meet the definition of a “qualified small business”, or, for the Nonprofit Arts & Cultural Program, the definition of “eligible nonprofit cultural institution” (see Definitions and Additional Information)
- Active businesses or nonprofits operating since at least June 1, 2019
  - Businesses must currently be operating or have a clear plan to re-open once the State of California permits re-opening of the business
- Business must be impacted by COVID-19 and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
- Business must be able to provide organizing documents including 2019 tax returns or Form 990s, copy of official filing with the California Secretary of State, if applicable, or local municipality for the business such as one of the following: Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration or Government-Issued Business License
- Applicant must be able to provide acceptable form of government-issued photo ID

- Applicants with 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.
- The Nonprofit Arts & Cultural Program will only support California “eligible nonprofit cultural institutions” (see Definitions and Additional Information)

# DEFINITIONS AND ADDITIONAL INFORMATION

- **“qualified small business”** means a business or nonprofit that meets all of the following criteria, as confirmed through review of revenue declines, other relief funds received, credit history, tax returns, and bank account validation:
  - Is one of the following: (i) 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 at least \$1,000 and up to \$2.5 million in the 2019 taxable year OR (ii) a registered 501(c)(3), 501(c)(6) or 501(c)(19) nonprofit entity that has an annual gross revenue of at least \$1,000 and up to \$2.5 million 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 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 ID
  - Is the entity, location or franchise with the highest revenue in a group
- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; Line 1.c on Form 1065, for partnerships; Line 1.c and Line 2 on Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue
- Non-US owners are subject to ITIN verification through IRS Form CP565

# DEFINITIONS AND ADDITIONAL INFORMATION

- “**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:
  - 453920 - Art Dealers
  - 711110 - Theater Companies and Dinner Theaters
  - 711120 - Dance Companies
  - 711130 - Musical Groups and Artists
  - 711190 - Other Performing Arts Companies
  - 711310 - Promoters of Performing Arts, Sports, and Similar Events with Facilities
  - 711320 - Promoters of Performing Arts, Sports, and Similar Events without Facilities
  - 711410 - Agents and Managers for Artists, Athletes, Entertainers, and Other Public Figures
  - 711510 - Independent Artists, Writers, and Performers
  - 712110 – Museums
  - 712120 - Historical Sites
  - 712130 - Zoos and Botanical Gardens
  - 712190 - Nature Parks & Other Similar Institutions
- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 12 on Form 990. Schedule E is not eligible.
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant with the highest revenue

# 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
- 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

# INELIGIBLE BUSINESSES

- 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

# USES OF FUNDS

## ELIGIBLE USE OF FUNDS

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

## ELIGIBLE USE OF FUNDS (CONTINUED)

- 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 one of the ineligible uses of funds

## 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.

# HOW APPLICANTS WILL BE DETERMINED

Lendistry will analyze for selection all applications entered into the portal. Lendistry will consult with the California Office of the Small Business Advocate (CalOSBA or the “office”) and design the program selection for prioritization of impacted businesses. Grants will be prioritized, to the extent permissible under state and federal equal protection laws, in accordance with the following criteria:

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.
  - 451 – Sporting Goods, Hobby, Musical Instrument, and Book 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 Publishers

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.

## NONPROFIT CULTURAL INSTITUTIONS

Grants to eligible nonprofit cultural institutions will be prioritized on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.

# GRANT FUNDING STRUCTURE

ELIGIBLE BUSINESS GROSS REVENUE (2019 taxable year)	GRANT AWARD AVAILABLE PER BUSINESS
Annual gross revenue \$1,000 to \$100,000	<b>\$5,000</b> grant
Annual gross revenue greater than \$100,000 up to \$1,000,000	<b>\$15,000</b> grant
Annual gross revenue greater than \$1,000,000 up to \$2,500,000	<b>\$25,000</b> grant

# REQUIRED DOCUMENTATION

## STAGE 1

### Application Requirements

Businesses will need to:

1. Complete a grant application (made available through an online portal by Lendistry);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

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 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.

## STAGE 2

### 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. Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality 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.



# APPLICATION CERTIFICATION

HOW TO DOWNLOAD AND COMPLETE THE FORM

# COMPLETE THE FORM ELECTRONICALLY

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.

## COMPLETING THE APPLICATION CERTIFICATION ELECTRONICALLY

**Important Note:** In order to complete the Application Certification electronically, you must download the form first, and then **save it onto your computer**. The electronic Application Certification will not be saved if you complete it using your web browser.

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

**For Profit Businesses** | [Click Here to Download](#)

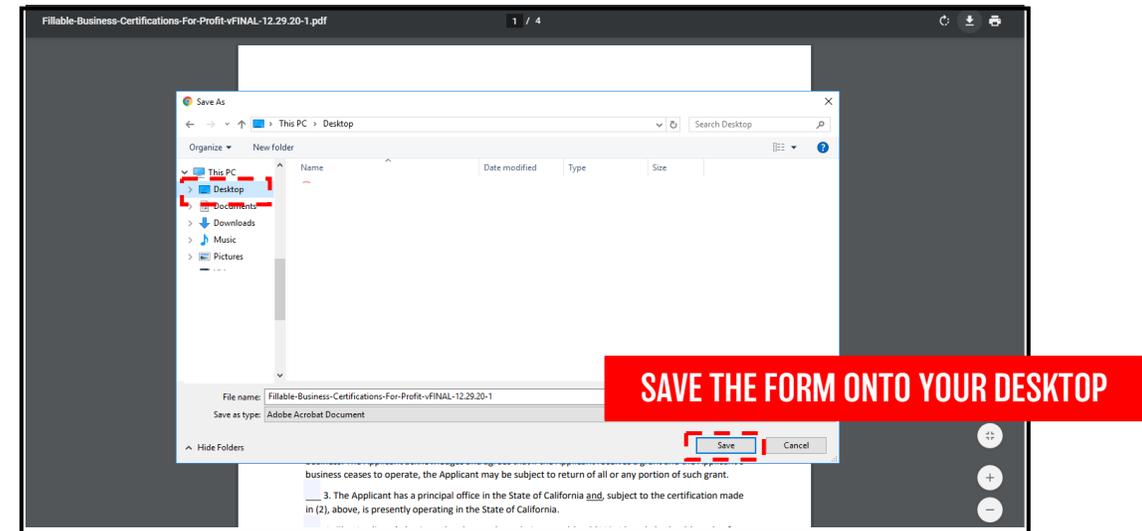
**Nonprofit Organizations** | [Click Here to Download](#)

**Nonprofit Cultural Institutions** | [Click Here to Download](#)

2. Download and **save** the Application Certification onto your computer.



Once you have clicked the download icon, you will be prompted to save the Application Certification onto your desktop.

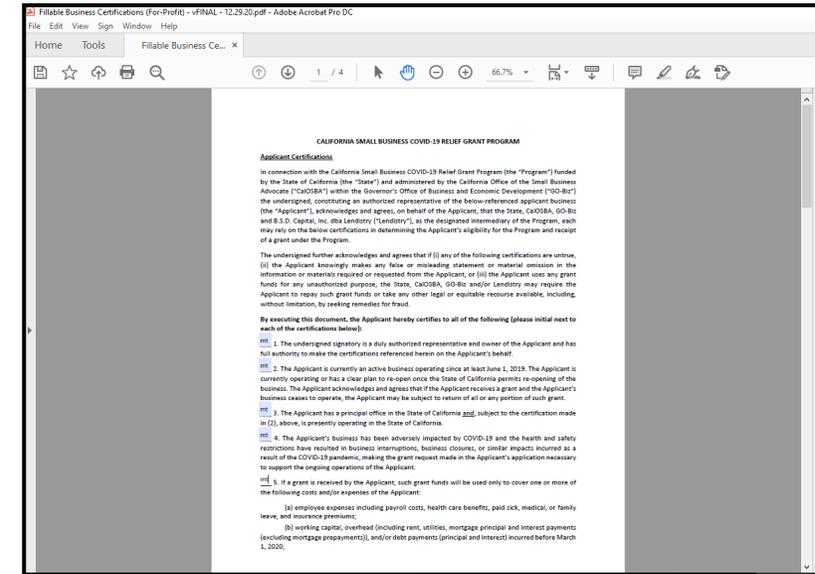


# COMPLETE THE FORM ELECTRONICALLY

- Once you have saved the electronic Application Certification, locate the file on your desktop and open it from there.



- Your Application Certification will open as an Adobe Acrobat 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 4.



- Save** your completed Application Certification.
- Upload the completed Application Certification to the Lendistry Portal.

# COMPLETE THE FORM BY HAND

## COMPLETING THE APPLICATION CERTIFICATION BY HAND

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

**For Profit Businesses** | [Click Here to Download](#)

**Nonprofit Organizations** | [Click Here to Download](#)

**Nonprofit Cultural Institutions** | [Click Here to Download](#)

2. Print the Application Certification by clicking the printer icon.



3. Fill out the Application Certification using a dark pen and legible handwriting.
4. Scan the completed Application Certification and upload it to the Lendistry Portal.

# NONPROFIT ORGANIZATIONS

Click [HERE](#) to download.

## PAGE 1

### CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

#### Nonprofit Applicant Certifications

In connection with the California Small Business COVID-19 Relief Grant Program (the "Program") funded by the State of California (the "State") and administered by the California Office of the Small Business Advocate ("CalOSBA") within the Governor's Office of Business and Economic Development ("GO-Biz"), the undersigned, constituting an authorized representative of the below-referenced applicant nonprofit entity (the "Applicant"), acknowledges and agrees, on behalf of the Applicant, that the State, CalOSBA, GO-Biz and B.S.D. Capital, Inc. dba Lendistry ("Lendistry"), as the designated intermediary of the Program, each may rely on the below certifications in determining the Applicant's eligibility for the Program and receipt of a grant under the Program.

The undersigned further acknowledges and agrees that if (i) any of the following certifications are untrue, (ii) the Applicant knowingly makes any false or misleading statement or material omission in the information or materials required or requested from the Applicant, or (iii) the Applicant uses any grant funds for any unauthorized purpose, the State, CalOSBA, GO-Biz and/or Lendistry may require the Applicant to repay such grant funds or take any other legal or equitable recourse available, including, without limitation, by seeking remedies for fraud.

**By executing this document, the Applicant hereby certifies to all of the following (please initial next to each of the certifications below):**

\_\_\_ 1. The undersigned signatory is a duly authorized representative and executive director or other equivalent senior managing officer of the Applicant and has full authority to make the certifications referenced herein on the Applicant's behalf.

\_\_\_ 2. The Applicant is currently an active nonprofit organization pursuant to either Section 501(c)(3), Section 501(c)(6) or Section 501(c)(19) of the Internal Revenue Code operating since at least June 1, 2019. The Applicant is currently operating or has a clear plan to re-open once the State of California permits re-opening of the organization. The Applicant acknowledges and agrees that if the Applicant receives a grant and the Applicant's organization ceases to operate, the Applicant may be subject to return of all or any portion of such grant.

\_\_\_ 3. The Applicant has a principal office in the State of California and, subject to the certification made in (2), above, is presently operating in the State of California.

\_\_\_ 4. The Applicant's organization has been adversely impacted by COVID-19 and the health and safety restrictions have resulted in business interruptions, business closures, or similar impacts incurred as a result of the COVID-19 pandemic, making the grant request made in the Applicant's application necessary to support the ongoing operations of the Applicant.

\_\_\_ 5. If a grant is received by the Applicant, such grant funds will be used only to cover one or more of the following costs and/or expenses of the Applicant:

(a) employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;

## PAGE 2

(b) working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and/or debt obligations, including principal and interest, incurred before March 1, 2020;

(c) costs associated with re-opening the Applicant's operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;

(d) 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;

(e) 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; or

(f) any other COVID-19-related costs that are not Excluded Expenses (as defined below).

\_\_\_ 6. If a grant is received by the Applicant, no portion of the grant funds will be used for any purposes other than those listed in (5) above. Specifically, no portion will be used for the following costs and/or expenses (collectively "Excluded Expenses"): (a) human resource expenses for the State share of Medicaid; (b) employee bonuses or severance pay; (c) tax payments; (d) legal settlements; (e) personal expenses or other expenses unrelated to COVID-19 impacts; (f) expenses for repairs from damage covered by applicable insurance; or (g) reimbursement to donors for donated items or services. The Applicant acknowledges and agrees that if all or any portion of the grant funds are used for any unauthorized purposes, the State of California may hold the undersigned, the Applicant and/or any other officer or director thereof legally liable, including, but not limited to, liability for possible charges of fraud.

\_\_\_ 7. The Applicant acknowledges and agrees that the Applicant is not one or more of the following types of entities deemed ineligible to receive a grant under the Program:

(a) a nonprofit entity not registered as either a 501(c)(3), 501(c)(6) or 501(c)(19);

(b) a government entity (other than an entity owned and/or operated by a Native American tribe) or elected official office;

(c) a business or organization primarily engaged in political or lobbying activities;

(d) a passive business, investment company or investor who files a Schedule E on its tax returns;

(e) a church or other religious institution, other than a school, child care, or other educational organization affiliated with a church or other religious institution where (i) greater than 50% of the gross annual revenue (as reflected on the entity's most recent tax filing (2019)) is derived from the school, child care facility or other educational organization and (ii) the Grant Funds will be used only for eligible costs and expenses directly related to the school, child care, or other educational organization, and no portion of the Grant Funds will be used for any normal profit or overhead of the church or other religious institution;

(f) a financial business or organization primarily engaged in the business of lending, such as a bank, finance company or factoring company;

(g) a business or organization engaged in any activity that is illegal under federal, state or local law;

# NONPROFIT ORGANIZATIONS

Click [HERE](#) to download.

## PAGE 3

(h) a business or organization of a prurient sexual nature, including a business or organization which presents live performances of a prurient sexual nature or a business or organization which derives 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;

(i) a business or organization engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses or check cashing businesses;

(j) a business or organization that restricts patronage for any reason other than capacity;

(k) a speculative business, meaning a business for the sole purpose of purchasing and holding an item until the market price increases or other business principally engaged in risky activity for the chance of an unusually large profit, including but not limited to, (i) oil wildcatting, (ii) dealing in stocks, bonds, commodity futures, and other financial instruments and (iii) mining gold or silver in other than established fields; or

(l) a business or organization that is affiliated (as such term is defined in 13 C.F.R. 5 121.103) with another Applicant; or

(l) a business, franchise or location of which the undersigned has already applied for and received a grant under the Program.

\_\_\_ 8. The Applicant understands that it is ineligible to receive a grant under the Program if any officer or board member of the Applicant: (i) has within the prior three-years been convicted of or had a civil judgment rendered against such officer or owner, or has had commenced any form of parole or probation (including probation before judgment), for (A) 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, (B) violation of federal or state anti-trust or procurement statutes, or (C) 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.

\_\_\_ 9. The Applicant has not and will not apply for or receive any other grant through or under the Program. Further, no executive director or equivalent senior managing officer of the Applicant has applied for or received, nor will any executive director or equivalent senior managing officer of the Applicant apply for or receive, any other grant through or under the Program on behalf of any other business and/or organization for which such person is also an owner, executive director or equivalent senior managing officer. The undersigned hereby represents and warrants, as the executive director or equivalent senior managing officer of the Applicant, that the Applicant is the undersigned's eligible organization with the highest gross revenue. The Applicant agrees that if a second award is issued, then one or both awards will be voidable at the discretion of the State, CalOSBA, GO-Biz and/or Lendistry, as applicable.

\_\_\_ 10. Neither the Applicant nor its officers or directors are listed on the sanctions list for the Office of Foreign Assets Control of the U.S. Department of the Treasury.

\_\_\_ 11. The undersigned, on behalf of the Applicant, hereby authorizes the State of California and its designated authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, to

## PAGE 4

request access to, and to review, the Applicant and the Applicant's tax return information and other information related to the Applicant that may be requested by such representatives, which may include an investigatory background check of the Applicant. The Applicant acknowledges that Lendistry will confirm the Applicant's eligibility for the Program and the eligible grant amount thereunder based, in part, on the tax and other documents provided by the Applicant, and the State of California, CalOSBA and GO-Biz may rely on such confirmation and tax and other documents in making a grant to the Applicant. The Applicant further affirms that the tax return information provided in connection with the Program is identical to the tax return information submitted to the Internal Revenue Service. The Applicant understands, acknowledges and agrees that the State of California and its authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, may share such tax information with local, state and federal authorized representatives, including without limitation for the purpose of compliance with federal, state, or local laws and regulations.

\_\_\_ 12. Any and all information provided by or on behalf of the Applicant, including without limitation the information contained in the Applicant's grant application submitted for the Program and any and all information provided in support of Applicant's application under the Program is and will be true and accurate in all material respects.

\_\_\_ 13. The Applicant acknowledges that the State of California, CalOSBA, GO-Biz and Lendistry are each relying upon the certifications made in this document in addition to any other certifications made by the Applicant in connection with its application for the Program. The Applicant further acknowledges and agrees that all certifications made by the Applicant in connection with the Program are made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Organization Address

# FOR PROFIT BUSINESSES

Click [HERE](#) to download.

## PAGE 1

### CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

#### Applicant Certifications

In connection with the California Small Business COVID-19 Relief Grant Program (the "Program") funded by the State of California (the "State") and administered by the California Office of the Small Business Advocate ("CalOSBA") within the Governor's Office of Business and Economic Development ("GO-Biz") the undersigned, constituting an authorized representative of the below-referenced applicant business (the "Applicant"), acknowledges and agrees, on behalf of the Applicant, that the State, CalOSBA, GO-Biz and B.S.D. Capital, Inc. dba Lendistry ("Lendistry"), as the designated intermediary of the Program, each may rely on the below certifications in determining the Applicant's eligibility for the Program and receipt of a grant under the Program.

The undersigned further acknowledges and agrees that if (i) any of the following certifications are untrue, (ii) the Applicant knowingly makes any false or misleading statement or material omission in the information or materials required or requested from the Applicant, or (iii) the Applicant uses any grant funds for any unauthorized purpose, the State, CalOSBA, GO-Biz and/or Lendistry may require the Applicant to repay such grant funds or take any other legal or equitable recourse available, including, without limitation, by seeking remedies for fraud.

By executing this document, the Applicant hereby certifies to all of the following (please initial next to each of the certifications below):

\_\_\_ 1. The undersigned signatory is a duly authorized representative and owner of the Applicant and has full authority to make the certifications referenced herein on the Applicant's behalf.

\_\_\_ 2. The Applicant is currently an active business operating since at least June 1, 2019. The Applicant is currently operating or has a clear plan to re-open once the State of California permits re-opening of the business. The Applicant acknowledges and agrees that if the Applicant receives a grant and the Applicant's business ceases to operate, the Applicant may be subject to return of all or any portion of such grant.

\_\_\_ 3. The Applicant has a principal office in the State of California and, subject to the certification made in (2), above, is presently operating in the State of California.

\_\_\_ 4. The Applicant's business has been adversely impacted by COVID-19 and the health and safety restrictions have resulted in business interruptions, business closures, or similar impacts incurred as a result of the COVID-19 pandemic, making the grant request made in the Applicant's application necessary to support the ongoing operations of the Applicant.

\_\_\_ 5. If a grant is received by the Applicant, such grant funds will be used only to cover one or more of the following costs and/or expenses of the Applicant:

- (a) employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;
- (b) working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and/or debt obligations, including principal and interest, incurred before March 1, 2020;

## PAGE 2

(c) costs associated with re-opening the Applicant's business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;

(d) 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;

(e) 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; or

(f) any other COVID-19-related costs that are not Excluded Expenses (as defined below).

\_\_\_ 6. If a grant is received by the Applicant, no portion of the grant funds will be used for any purposes other than those listed in (5) above. Specifically, no portion will be used for the following costs and/or expenses (collectively, "Excluded Expenses"): (a) human resource expenses for the State share of Medicaid; (b) employee bonuses or severance pay; (c) tax payments; (d) legal settlements; (e) personal expenses or other expenses unrelated to COVID-19 impacts; (f) expenses for repairs from damage covered by applicable insurance; or (g) reimbursement to donors for donated items or services. The Applicant acknowledges and agrees that if all or any portion of the grant funds are used for any unauthorized purposes, the State of California may hold the undersigned, the Applicant and/or any other owner thereof legally liable, including, but not limited to, liability for possible charges of fraud.

\_\_\_ 7. The Applicant acknowledges and agrees that the Applicant is not one or more of the following types of businesses deemed ineligible to receive a grant under the Program:

(a) a government entity (other than an entity owned and/or operated by a Native American tribe) or elected official office;

(b) a business primarily engaged in political or lobbying activities;

(c) a passive business, investment company or investor who files a Schedule E on its tax returns;

(d) a church or other religious institution, other than a school, child care, or other educational business affiliated with a church or other religious institution where (i) greater than 50% of the gross annual revenue (as reflected on the entity's most recent tax return (2019)) is derived from the school, child care facility or other educational business and (ii) the Grant Funds 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 Funds will be used for any normal profit or overhead of the church or other religious institution;

(e) a financial business primarily engaged in the business of lending, such as a bank, finance company or factoring company;

(f) a business engaged in any activity that is illegal under federal, state or local law;

(g) a business of a prurient sexual nature, including a business which presents live performances of a prurient sexual nature or a business which derives 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;

# FOR PROFIT BUSINESSES

Click [HERE](#) to download.

## PAGE 3

(h) a business engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses or check cashing businesses;

(i) a business that restricts patronage for any reason other than capacity;

(j) a speculative business, meaning a business for the sole purpose of purchasing and holding an item until the market price increases or other business principally engaged in risky activity for the chance of an unusually large profit, including but not limited to, (i) oil wildcatting, (ii) dealing in stocks, bonds, commodity futures, and other financial instruments and (iii) mining gold or silver in other than established fields;

(k) a business that is affiliated (as such term is defined in 13 C.F.R. § 121.103) with another Applicant; or

(l) a business, franchise or location of which the undersigned has already applied for and received a grant under the Program.

\_\_\_ 8. The Applicant understands that it is ineligible to receive a grant under the Program if any owner of greater than 10% of the equity interest in the Applicant: (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 (A) 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, (B) violation of federal or state anti-trust or procurement statutes, or (C) 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.

\_\_\_ 9. The Applicant has not and will not apply for or receive any other grant through or under the Program. Further, no majority owner of the Applicant has applied for or received, nor will any majority owner of the Applicant apply for or receive, any other grant through or under the Program on behalf of any other business for which such person is also a majority owner. The undersigned hereby represents and warrants, as the owner of the Applicant, that the Applicant is the undersigned's eligible business with the highest gross revenue. The Applicant agrees that if a second award is issued, then one or both awards will be voidable at the discretion of the State, CalOSBA, GO-Biz and/or Lendistry, as applicable.

\_\_\_ 10. The undersigned, on behalf of the Applicant, hereby authorizes the State of California and its designated authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, to request access to, and to review, the Applicant, the Applicant's tax return information and other information related to the Applicant and its owners that may be requested by such representatives, which may include an investigatory background check of the Applicant or its owners. The Applicant acknowledges that Lendistry will confirm the Applicant's eligibility for the Program and the eligible grant amount thereunder based, in part, on the tax and other documents provided by the Applicant, and the State of California, CalOSBA and GO-Biz may rely on such confirmation and tax and other documents in making a grant to the Applicant. The Applicant further affirms that the tax return information provided in connection with the Program is identical to the tax return information submitted to the Internal Revenue Service. The Applicant understands, acknowledges and agrees that the State of California and its authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, may share such

## PAGE 4

tax information with local, state and federal authorized representatives, including without limitation for the purpose of compliance with federal, state, or local laws and regulations.

\_\_\_ 11. Any and all information provided by or on behalf of the Applicant, including without limitation the information contained in the Applicant's grant application submitted for the Program and any and all information provided in support of Applicant's application under the Program is and will be true and accurate in all material respects.

\_\_\_ 12. The Applicant acknowledges that the State of California, CalOSBA, GO-Biz and Lendistry are each relying upon the certifications made in this document in addition to any other certifications made by the Applicant in connection with its application for the Program. The Applicant further acknowledges and agrees that all certifications made by the Applicant in connection with the Program are made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Applicant Business Name

\_\_\_\_\_  
EIN #/SSN #/ITIN #

\_\_\_\_\_  
Applicant Business Address

# ARTS & CULTURAL PROGRAM

Click [HERE](#) to download.

## PAGE 1

### CALIFORNIA SMALL BUSINESS COVID-19 RELIEF GRANT PROGRAM

#### Nonprofit Cultural Institution Applicant Certifications

In connection with the California Small Business COVID-19 Relief Grant Program (the "Program") funded by the State of California (the "State") and administered by the California Office of the Small Business Advocate ("CalOSBA") within the Governor's Office of Business and Economic Development ("GO-Biz"), the undersigned, constituting an authorized representative of the below-referenced applicant nonprofit entity (the "Applicant"), acknowledges and agrees, on behalf of the Applicant, that the State, CalOSBA, GO-Biz and B.S.D. Capital, Inc. dba Lendistry ("Lendistry"), as the designated intermediary of the Program, each may rely on the below certifications in determining the Applicant's eligibility for the Program and receipt of a grant under the Program.

The undersigned further acknowledges and agrees that if (i) any of the following certifications are untrue, (ii) the Applicant knowingly makes any false or misleading statement or material omission in the information or materials required or requested from the Applicant, or (iii) the Applicant uses any grant funds for any unauthorized purpose, the State, CalOSBA, GO-Biz and/or Lendistry may require the Applicant to repay such grant funds or take any other legal or equitable recourse available, including, without limitation, by seeking remedies for fraud.

By executing this document, the Applicant hereby certifies to all of the following (please initial next to each of the certifications below):

\_\_\_ 1. The undersigned signatory is a duly authorized representative and executive director or other equivalent senior managing officer of the Applicant and has full authority to make the certifications referenced herein on the Applicant's behalf.

\_\_\_ 2. The Applicant is currently an active nonprofit organization pursuant to Section 501(c)(3) of the Internal Revenue Code operating since at least June 1, 2019. The Applicant is currently operating or has a clear plan to re-open once the State of California permits re-opening of the organization. The Applicant acknowledges and agrees that if the Applicant receives a grant and the Applicant's organization ceases to operate, the Applicant may be subject to return of all or any portion of such grant.

\_\_\_ 3. The North American Industry Classification System code(s) (NAICS code(s)) identified in the Applicant's application accurately reflects the classification of industry(ies) in which the Applicant operates.

\_\_\_ 4. The Applicant has a principal office in the State of California and, subject to the certification made in (2), above, is presently operating in the State of California.

\_\_\_ 5. The Applicant's organization has been adversely impacted by COVID-19 and the health and safety restrictions have resulted in documented percentage revenue declines, business interruptions, business closures, or similar impacts incurred as a result of the COVID-19 pandemic, making the grant request made in the Applicant's application necessary to support the ongoing operations of the Applicant.

\_\_\_ 6. If a grant is received by the Applicant, such grant funds will be used only to cover one or more of the following costs and/or expenses of the Applicant:

## PAGE 2

(a) employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;

(b) working capital and overhead, including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments), and/or debt obligations, including principal and interest, incurred before March 1, 2020;

(c) costs associated with re-opening the Applicant's operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;

(d) 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;

(e) 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; or

(f) any other COVID-19-related costs that are not Excluded Expenses (as defined below).

\_\_\_ 7. If a grant is received by the Applicant, no portion of the grant funds will be used for any purposes other than those listed in (6) above. Specifically, no portion will be used for the following costs and/or expenses (collectively "Excluded Expenses"): (a) human resource expenses for the State share of Medicaid; (b) employee bonuses or severance pay; (c) tax payments; (d) legal settlements; (e) personal expenses or other expenses unrelated to COVID-19 impacts; (f) expenses for repairs from damage covered by applicable insurance; or (g) reimbursement to donors for donated items or services. The Applicant acknowledges and agrees that if all or any portion of the grant funds are used for any unauthorized purposes, the State of California may hold the undersigned, the Applicant and/or any other officer or director thereof legally liable, including, but not limited to, liability for possible charges of fraud.

\_\_\_ 8. The Applicant acknowledges and agrees that the Applicant is not one or more of the following types of entities deemed ineligible to receive a grant under the Program:

(a) a nonprofit entity not registered as a 501(c)(3);

(b) a government entity (other than an entity owned and/or operated by a Native American tribe) or elected official office;

(c) a business or organization primarily engaged in political or lobbying activities;

(d) a passive business, investment company or investor who files a Schedule E on its tax returns;

(e) a church or other religious institution, other than a school, child care, or other educational business affiliated with a church or other religious institution where (i) greater than 50% of the gross annual revenue (as reflected on the entity's most recent tax return (2019)) is derived from the school, child care facility or other educational business and (ii) the Grant Funds 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 Funds will be used for any normal profit or overhead of the church or other religious institution;

(f) a financial business or organization primarily engaged in the business of lending, such as a bank, finance company or factoring company;

# ARTS & CULTURAL PROGRAM

Click [HERE](#) to download.

## PAGE 3

(g) a business or organization engaged in any activity that is illegal under federal, state or local law;

(h) a business or organization of a prurient sexual nature, including a business or organization which presents live performances of a prurient sexual nature or a business or organization which derives 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;

(i) a business or organization engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses or check cashing businesses;

(j) a business or organization that restricts patronage for any reason other than capacity;

(k) a speculative business, meaning a business for the sole purpose of purchasing and holding an item until the market price increases or other business principally engaged in risky activity for the chance of an unusually large profit, including but not limited to, (i) oil wildcatting, (ii) dealing in stocks, bonds, commodity futures, and other financial instruments and (iii) mining gold or silver in other than established fields; or

(l) a business or organization that is affiliated (as such term is defined in 13 C.F.R. § 121.103) with another Applicant; or

(l) a business, franchise or location of which the undersigned has already applied for and received a grant under the Program.

\_\_\_ 9. The Applicant understands that it is ineligible to receive a grant under the Program if any officer or board member of the Applicant: (i) has within the prior three-years been convicted of or had a civil judgment rendered against such officer or owner, or has had commenced any form of parole or probation (including probation before judgment), for (A) 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, (B) violation of federal or state anti-trust or procurement statutes, or (C) 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.

\_\_\_ 10. The Applicant has not and will not apply for or receive any other grant through or under the Program. Further, no executive director or equivalent senior managing officer of the Applicant has applied for or received, nor will any executive director or equivalent senior managing officer of the Applicant apply for or receive, any other grant through or under the Program on behalf of any other business and/or organization for which such person is also an owner, executive director or equivalent senior managing officer. The undersigned hereby represents and warrants, as the executive director or equivalent senior managing officer of the Applicant, that the Applicant is the undersigned's eligible organization with the highest gross revenue. The Applicant agrees that if a second award is issued, then one or both awards will be voidable at the discretion of the State, CalOSBA, GO-Biz and/or Lendistry, as applicable.

\_\_\_ 11. Neither the Applicant nor its officers or directors are listed on the sanctions list for the Office of Foreign Assets Control of the U.S. Department of the Treasury.

## PAGE 4

\_\_\_ 12. The undersigned, on behalf of the Applicant, hereby authorizes the State of California and its designated authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, to request access to, and to review, the Applicant and the Applicant's tax return information and other information related to the Applicant that may be requested by such representatives, which may include an investigatory background check of the Applicant. The Applicant acknowledges that Lendistry will confirm the Applicant's eligibility for the Program and the eligible grant amount thereunder based, in part, on the tax and other documents provided by the Applicant, and the State of California, CalOSBA and GO-Biz may rely on such confirmation and tax and other documents in making a grant to the Applicant. The Applicant further affirms that the tax return information provided in connection with the Program is identical to the tax return information submitted to the Internal Revenue Service. The Applicant understands, acknowledges and agrees that the State of California and its authorized representatives, including without limitation CalOSBA, GO-Biz and Lendistry, may share such tax information with local, state and federal authorized representatives, including without limitation for the purpose of compliance with federal, state, or local laws and regulations.

\_\_\_ 13. Any and all information provided by or on behalf of the Applicant, including without limitation the information contained in the Applicant's grant application submitted for the Program and any and all information provided in support of Applicant's application under the Program is and will be true and accurate in all material respects.

\_\_\_ 14. The Applicant acknowledges that the State of California, CalOSBA, GO-Biz and Lendistry are each relying upon the certifications made in this document in addition to any other certifications made by the Applicant in connection with its application for the Program. The Applicant further acknowledges and agrees that all certifications made by the Applicant in connection with the Program are made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
EIN #

\_\_\_\_\_  
Organization Address



# OPPORTUNITIES TO BE SELECTED

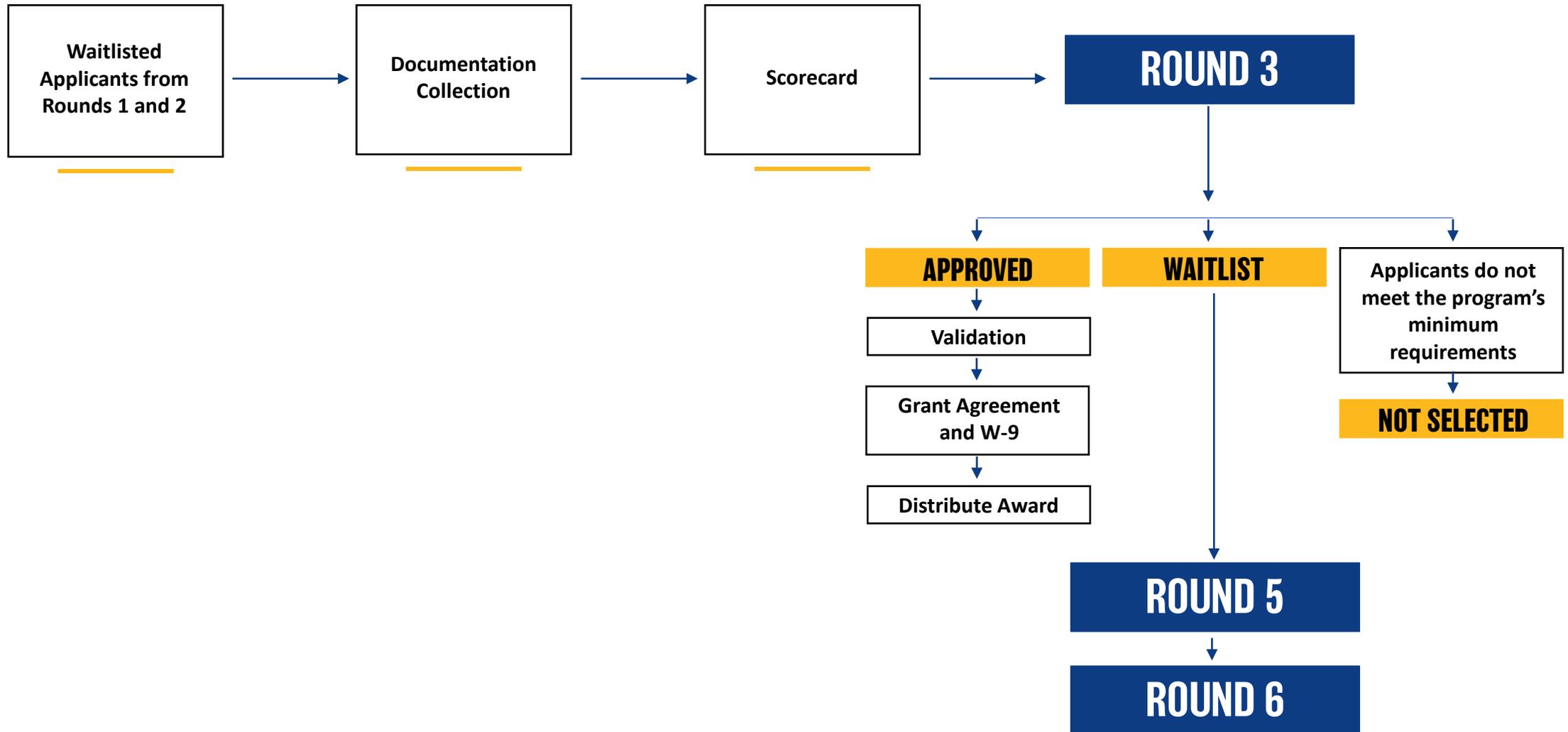
# OPPORTUNITIES TO BE SELECTED

	SMALL BUSINESSES	ARTS & CULTURAL NONPROFITS	ALL NONPROFITS
EXISTING APPLICANTS (Eligible and/or Waitlisted Only)	Round 3 (Waitlisted from Rounds 1 and 2) Round 5 Round 6	Round 3 (Waitlisted from Rounds 1 and 2) Round 4 (Arts & Cultural) Round 5 Round 6	Round 3 (Waitlisted from Rounds 1 and 2) Round 5 Round 6
NEW APPLICANTS	Round 5 Round 6	Round 4 (Arts & Cultural) Round 5 Round 6	Round 5 Round 6

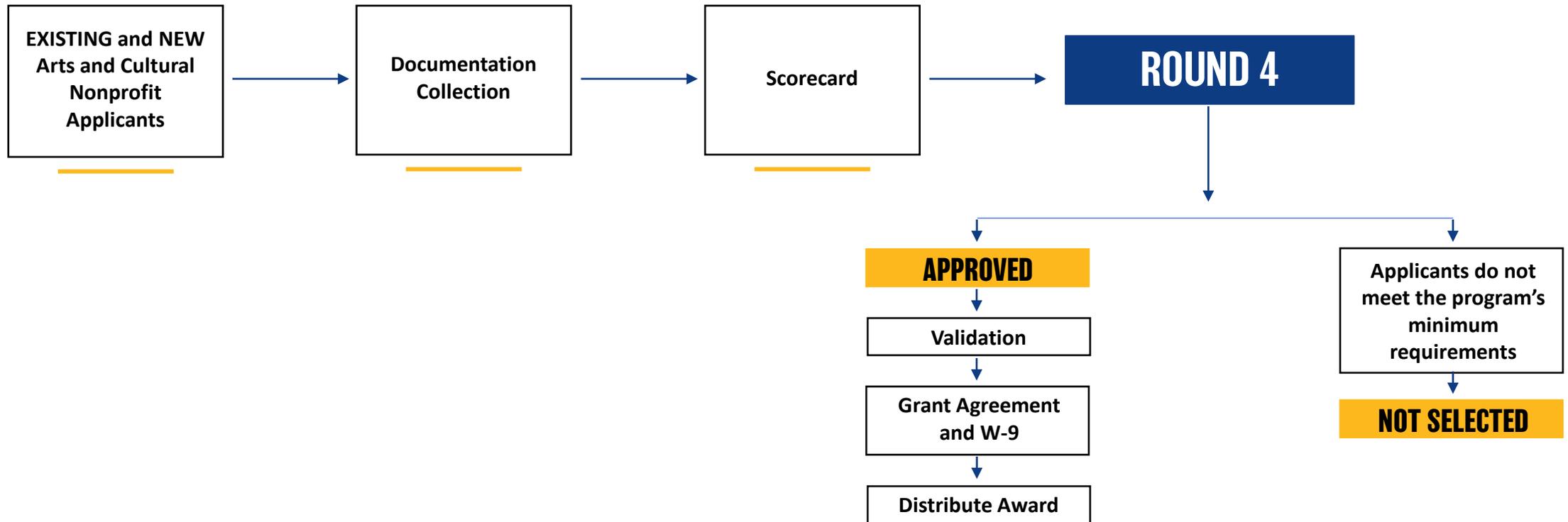
Based on eligibility and business type, there are multiple opportunities to be selected for grant funding. If an eligible applicant is waitlisted in one distribution round, they will automatically be rolled over into the next application opportunity. For example, if you are an existing applicant with a small business and have been waitlisted in Rounds 1 or 2, you will automatically be rolled over to Round 3 and so forth.

Nonprofit cultural institutions have an additional opportunity to be selected in the Arts & Cultural Program.

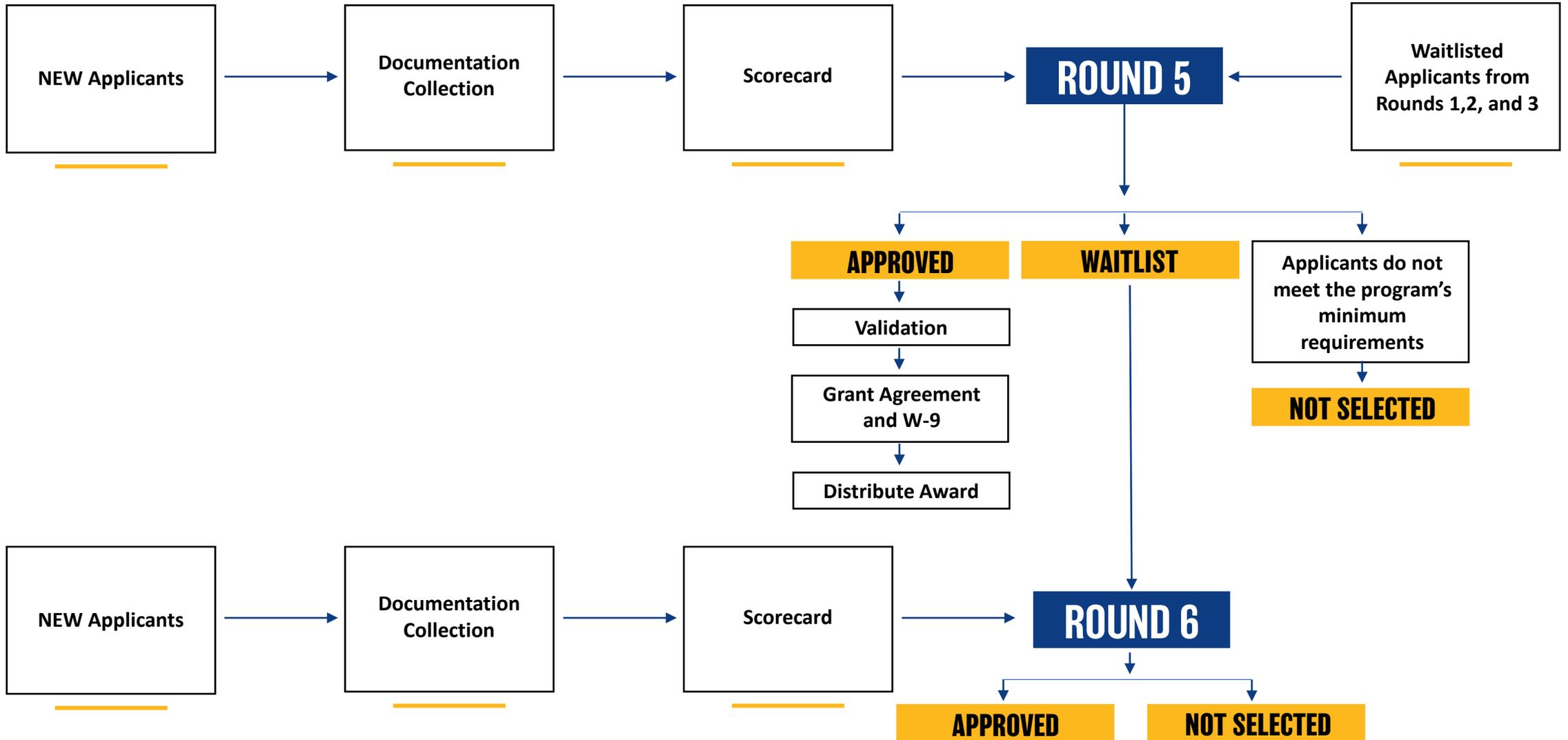
# ROUND 3 (WAITLISTED FROM ROUNDS 1 AND 2)



# ROUND 4 (ARTS & CULTURAL PROGRAM)



# ROUNDS 5 AND 6





# TIPS FOR APPLYING

# WHAT TO DO BEFORE APPLYING

1

## REVIEW THE PROGRAM AND APPLICATION GUIDE.

The Program and Application Guide details the entire application process, step-by-step, and provides tips on how to improve your application experience. It also includes screenshots of the application and Portal to help you familiarize yourself with the process.

2

## WATCH VIDEOS ON THE APPLICATION PROCESS.

To help you with the application process, we have prepared short videos that walk you through each step. To watch these videos, click [here](#). We will continuously update this page with more videos in multiple languages.

3

## PREPARE REQUIRED DOCUMENTS.

Review the “Program Overview” in the application guide for a list of required documents for the grant. The guide also provides tips and resources to help you properly scan your documents for upload.

4

## FIND AND APPLY THROUGH 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](http://www.CAReliefGrant.com). Please apply once and through one partner only.

## TIP #1 - USE GOOGLE CHROME.

Throughout the entire application process, please use Google Chrome only.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

## TIP #2 - 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.

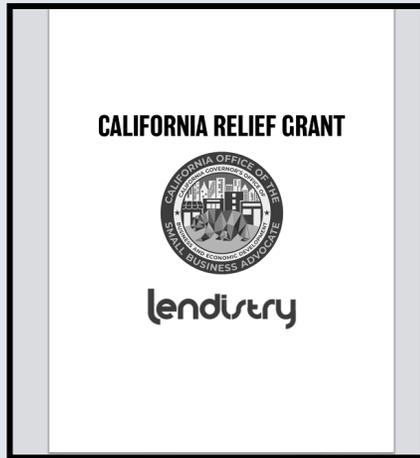
**IMPORTANT NOTE** - The following email addresses will not be accepted and recognized in our system:

1. Emails beginning with **info@**  
Example: info@mycompany.com
2. Emails ending with **@contact.com** or **@noreply.com**  
Example: example@contact.com  
Example: example@noreply.com

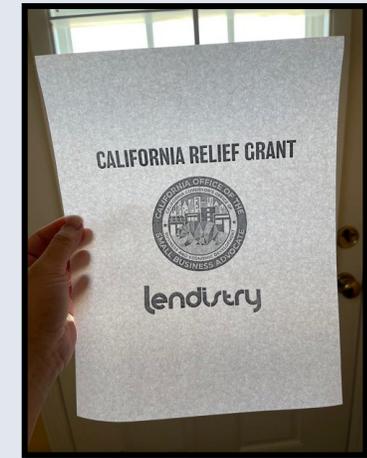
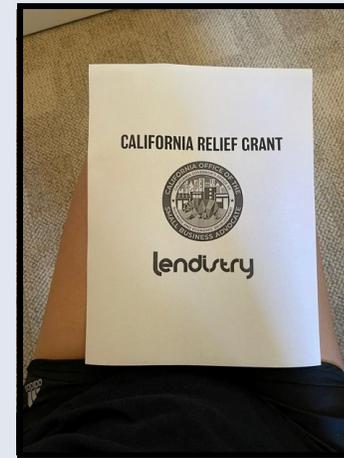
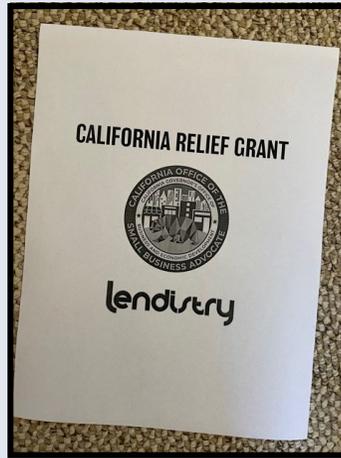
## TIP #3 - SUBMIT DOCUMENTS IN PROPER FORM.

All documentation must be provided as a **PDF**. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

**CORRECT**



**INCORRECT**



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](#)

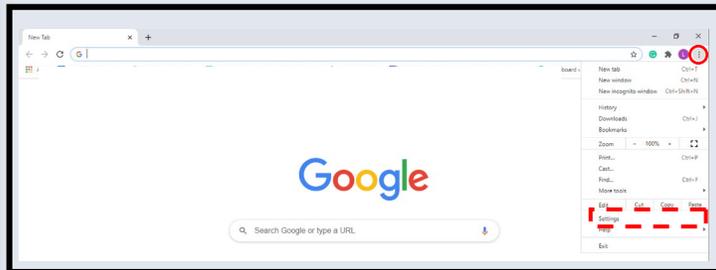
Android | [Click Here to Download](#)

## TIP #4 - CLEAR YOUR CACHE.

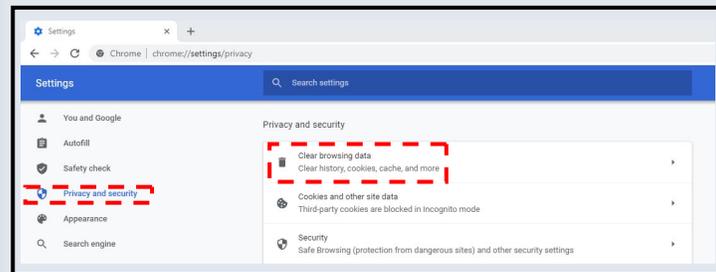
Your browser contains cookies, which may remember data that was previously used to complete the application and old passwords. This may cause errors such as “User not found” or “Incorrect Password” when logging into the Portal.

Clear your cache to delete old data from your web browser.

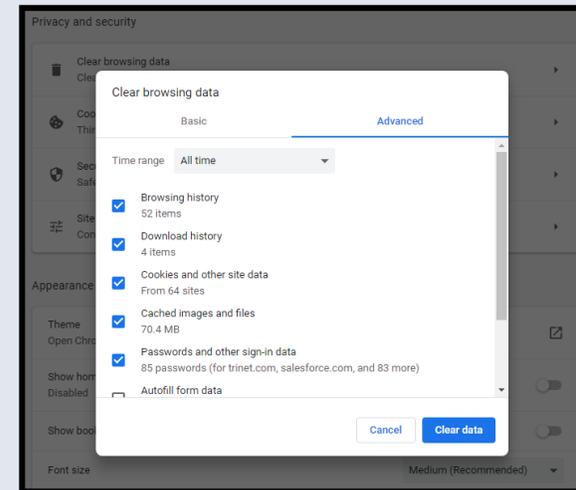
### HOW TO CLEAR YOUR CACHE



1. Go to your web browser settings by 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”.



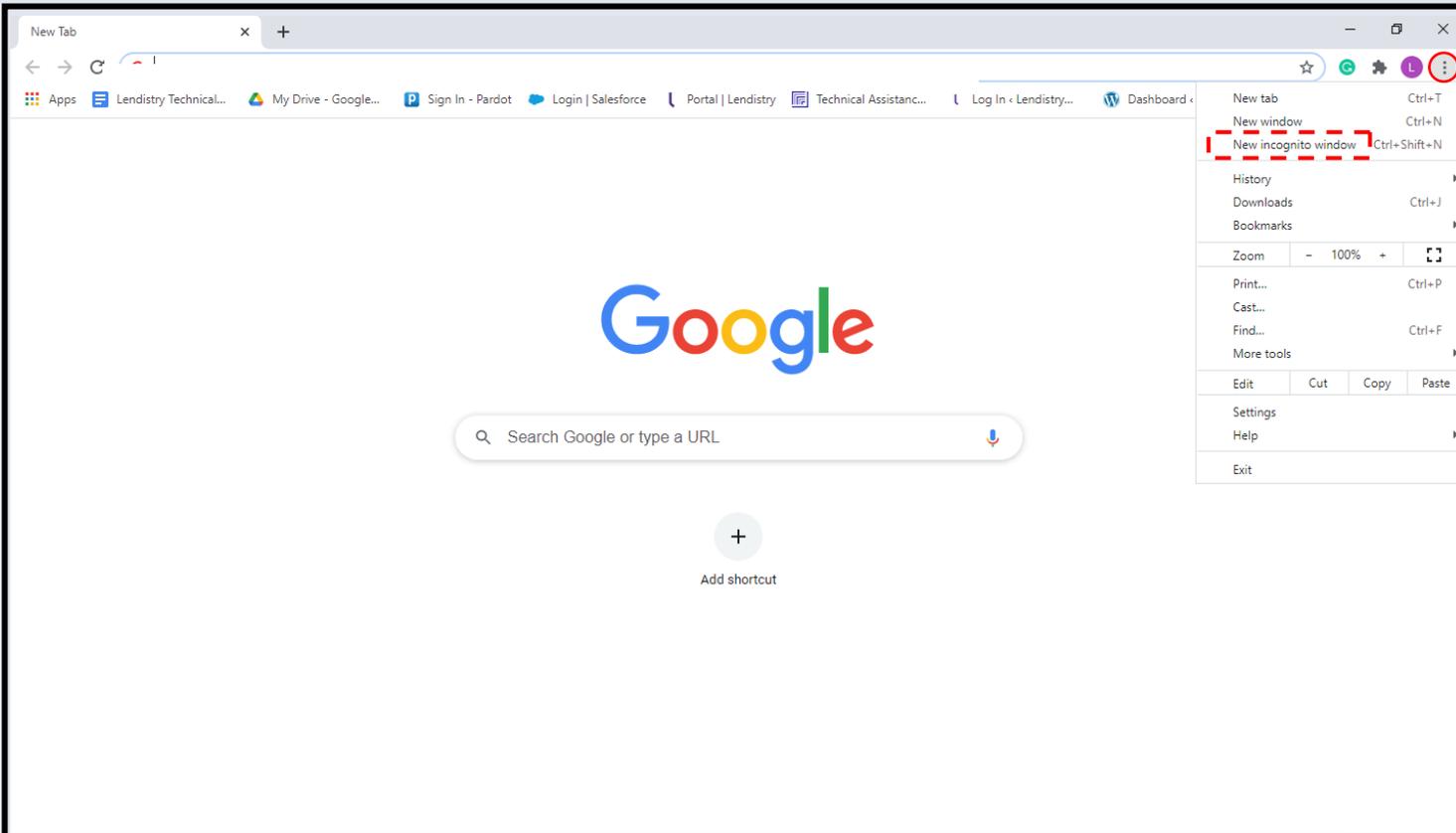
3. Select “Clear Data”.

## TIP #5 - USE INCOGNITO MODE.

To prevent your web browser from remembering old data, use Incognito or Private Mode

### HOW TO SET YOUR BROWER TO INCOGNITO MODE

Click the three dots in the upper right corner of your web browser, and then select “New incognito mode”. Your browser will open a new window.





# SMALL BUSINESSES

**\* Go to page 58 for information about submitting an application for nonprofit organizations.**



# HOW TO SUBMIT AN APPLICATION

# FIND A PARTNER

## HOW TO SELECT A PARTNER

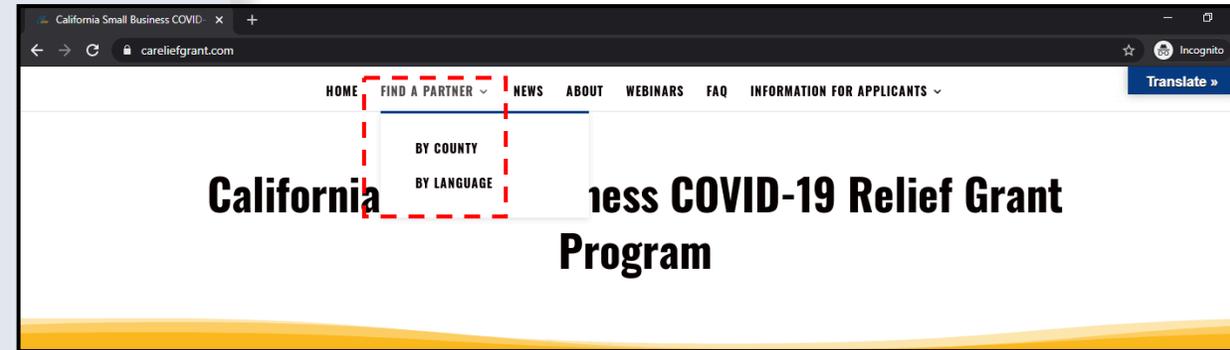
To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at [www.CAReliefGrant.com](http://www.CAReliefGrant.com).

- 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 are able to 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](http://www.partnername.mylendistry.com)



# FIND A GRANT

## INSTRUCTIONS

1. Once you have selected a partner at [www.CAReliefGrant.com](http://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”.

The screenshot displays the Lendistry portal interface. At the top, there are two buttons: a white button with a blue border labeled "LEARN MORE ABOUT THIS PARTNER" and a solid blue button labeled "APPLY NOW". Below this is a grey header bar with the text "In Partnership with The Center By Lendistry". The main content area is divided into two columns. The left column contains the text "Find the right Grant that fits your business needs" and a red dashed box around a blue button labeled "CLICK HERE TO APPLY". The right column is titled "EXISTING CUSTOMERS SIGN INTO YOUR ACCOUNT" and features a sign-in form with fields for "E-Mail" and "Password" (with a "Show/Hide" link). Below the form is a "Forgot Password?" link and a "SIGN IN" button. A "New dates and deadlines" section provides the following information: "Update and upload documents for in-process applications - January 6th, 2021 - January 13th, 2021 at 11:59 p.m." and "The new closing date for Round 1 is January 13th, 2021 at 11:59 pm."

# SELECT A GRANT BASED ON BUSINESS CLASS

## INSTRUCTIONS

There are two different grant applications:

1. For-Profit Businesses
2. Non-Profit Businesses

Select “**Grant Program For-Profit Businesses**”.

### Important Notes:

- You may only submit one application. Submitting multiple applications for one business may disrupt your application process.
- 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.



This Program is funded by the State of California

CALIFORNIA SMALL BUSINESS RELIEF GRANT PROGRAM	
IMPORTANT INFORMATION	
<b>Grant Program for For-Profits</b> Round 2 Application Start Date: February 2nd, 2021 – February 8th, 2021 <a href="#">APPLY NOW</a>  Contact Information: Lynn Fernandez careliefgrant@lendistry.com 888-612-4370	<b>REQUIRED DOCUMENTATION TO APPLY</b> - Application certification ( <a href="#">Download Here</a> *) - Government issued photo ID - Most recently filed tax returns (2019 or 2018) <b>ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT</b> - (One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-issued Business License. - Bank verification
<b>Grant Program for Non-Profits</b> Round 2 Application Start Date: February 2nd, 2021 – February 8th, 2021 <a href="#">APPLY NOW</a>  Contact Information: Lynn Fernandez careliefgrant@lendistry.com 888-612-4370	<b>REQUIRED DOCUMENTATION TO APPLY</b> - Application Certification ( <a href="#">Download Form Here</a> *) - Most recently filed tax return (2019 or 2018) - Government issued ID <b>ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT</b> - (One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-issued Business License. - Bank verification

**SELECT “FOR-PROFIT BUSINESSES”**



# THE APPLICATION

WHAT INFORMATION YOU WILL NEED AND HOW TO COMPLETE IT

# SECTION 1: GET STARTED WITH YOUR APPLICATION

## 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.

The screenshot shows the Lendistry application form for the California Small Business Relief Grant Program. The form includes the following fields: First Name (Marisol), Last Name (Testcase), Email Address (test-careiefgrant@yopmail.com), Confirm Email Address (test-careiefgrant@yopmail.com), Owner cell Phone (123-456-7890), Confirm owner cell Phone (123-456-7890), Business Name (Test Company), and Zip Code of Business (92821). There is a checkbox for "I accept the SMS/Text Policy" which is checked. A "CONTINUE" button is located at the bottom right.

## CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES:

This screenshot shows the same application form as above, but with a modal dialog box overlaid. The dialog box contains the following text: "CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES: I expressly consent to receive marketing and other calls and messages, to landline, wireless or similar devices, including auto-dialed and pre-recorded message calls, and SMS messages (including text messages) from Recipients, at telephone numbers that you have provided. Consent is not a condition of submitting an application. Message and data rates may apply." Below the text, it states "LENDISTRY is a licensed California Financial Lender, License # 60DBO66872". There are "Okay" and "CONTINUE" buttons at the bottom of the dialog box.

# 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.

Owner Details

Owner First Name * Marisol	Owner Last Name * Testcase
Owner Email * crgdemo@yopmail.com	Owner Cellphone * 123-456-7890
Owner Address (Please do not enter PO Box) * 220 Locust Ave	Owner Address 2 (Please do not enter PO Box)
Owner City * Anthill	Owner State * Missouri
Owner Zip * 65488	Owner County * Adair County
Owner date of birth (mm/dd/yyyy) * 12/3/1991	Owner Social Security (SSN) * 000-00-0001
% of Ownership * 100	

I accept the [Terms and Conditions](#)

This is utilized to confirm that the representative is not on the OFAC list.

SAVE & AGREE

## TERMS AND CONDITIONS

By checking the box I acknowledge that I have read and agree to the following:

1. [Terms of Use](#)
2. [Additional Authorizations](#)
3. [Privacy Policy](#)

LENDISTRY is a licensed California Financial Lender, License # 60DBO66872

Okay

# SECTION 3: BUSINESS INFORMATION

## 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
- 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.**

Business information

Business Name *	Test Company	DBA (Doing Business As)-(Note-If No DBA type <b>NONE</b> ) *	none
Business EIN (Only digits, cannot contain special character or spaces) *	000000001	Business Phone # *	123-456-7890
Business Type *	Corporation	State of Incorporation *	California
Business Address [Please do not enter PO Box] *	123 Test Street	Address 2 [Please do not enter PO Box]	
City *	Brea	State *	California
County *	Orange County	Zip *	92821
Date Business Established (mm/dd/yyyy) *	4/23/2012	Business Website URL - (If no website please type <b>none.com</b> ) *	none.com

# SECTION 4: HOW CAN WE HELP YOU?

## 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.**

Purpose of grant \*  
Payroll

Amount Requested \*  
\$ 15000

Check Eligibility

Will this grant create new jobs?  
 Yes  No

\$ Annual Revenue for 2019 (this should match your tax return) \*

# of Full-time Employees (2020) \*

# of Part-time Employees (2020) \*

# of jobs created (2020) \*

# of jobs retained (2020) \*

How can we help you

Annual Revenue	Eligible Amount
\$1,000 - \$100,000	\$5,000
\$100,001 - \$1,000,000	\$15,000
\$1,000,001 - \$2,500,000	\$25,000

Check Eligibility

Okay

# SECTION 5: BUSINESS DEMOGRAPHICS

## 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?

Business demographics

Who is your customer base?  
 B2B ⓘ  B2C ⓘ  Both

What type of business is it? \*  
Retail Trade ▼

NAICS Code \*  
000000

Women-Owned Business \*  
YES ▼

Disabled \*  
NO ▼

Ethnicity \*  
Not Disclosed ▼

Rural \*  
NO ▼

What does your business do? \*  
Sells Products ▼

Tell us more. \*  
Apparel and accessory ▼

[Click here](#) to find your NAICS code

Veteran \*  
NO ▼

Race \*  
Not Disclosed ▼

Franchise \*  
NO ▼

# SECTION 6: DISCLOSURES

## INSTRUCTIONS

Once you have completed all fields for the Disclosures, click “Submit” to complete your application.

### Disclosures

- 1) Is your business 51% Minority or veteran-owned? (Minority/Person of Color-Owned Small Business” means the following racial or ethnic groups (as identified by the applicant): African-American/Black, Asian, Native American or Alaska Native, Native Hawaiian or Pacific Islander, or LatinX/Hispanic.)  
Please select an answer \*  
NO
- 2) What was the gross revenue for your business for April 1st, 2019 - September 30th, 2019?  
Total Income for Quarter 2 and Quarter 3 (2019)  
Please enter your answer in numeric value \*  
\$ 11450
- 3) What was the gross revenue for your business for April 1st, 2020 - September 30th, 2020?  
Total Income for Quarter 2 and Quarter 3 (2020)  
Please enter your answer in numeric value \*  
\$ 0
- 4) Is your business currently in need of business advising or technical assistance services?  
Please select an answer \*  
NO
- 5) Is your business currently in need of a business loan?  
Please select an answer \*  
YES
- 6) During the last 9 months, has your business received any COVID-19 related emergency funding?  
Please select an answer \*  
NO

**SUBMIT**

# SECTION 7: CONFIRMATION

## 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”**.
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 AND CONTINUE YOUR APPLICATION LATER

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type **Yes** to continue.

↑  
**Leave blank.**

**Save & Continue Later** Continue

## OPTION 2: COMPLETE AND SUBMIT YOUR APPLICATION

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type **Yes** to continue.

Yes|

↑  
**Type “Yes”.**

Save & Continue Later **Continue**

# SECTION 8: CONFIRMATION MESSAGE

## INSTRUCTIONS

You will receive the following message when your application has been successfully submitted.

**You will need to activate your partner's Portal account using the assigned login credentials in order to upload the required documents for your grant application.**

**lendistry**

Questions? Contact Us 888-612-4370

This grant program was funded by the State of California and administered by the Office of the Small Business Advocate's (CalOSBA).

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

Please use [this link](#) to add additional information or upload requested documentation.

# SECTION 9: FIND YOUR USERNAME AND PASSWORD

## 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.

Hi Marisol,

Thank you for applying for the California Relief Grant.

The link below will take you to the portal and the new account created for Test Company.

Please use this link to add additional information or upload requested documentation.

**Clicking the button will activate your account.**

[Click here to log in](#)

New username and password:

Username: crgdemo@yopmail.com

Password: K@z(VonlOLe

888-612-4370

careliefgrant@lendistry.com

Lendistry CRG Demo V. All Rights

Reserved

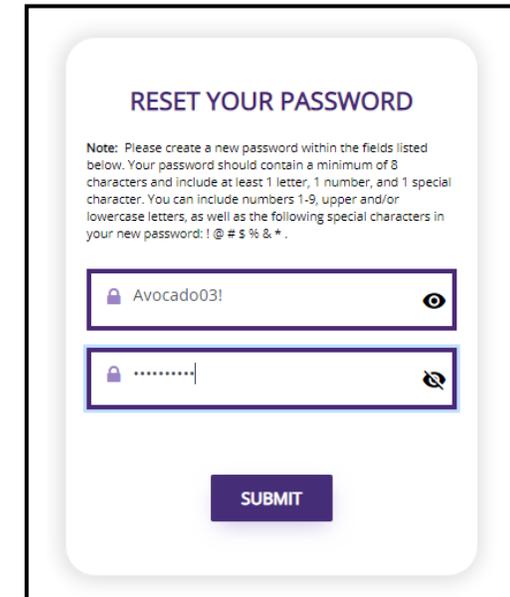
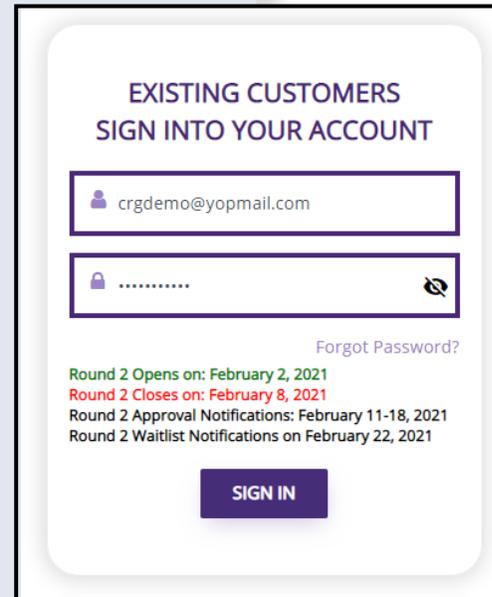
# SECTION 10: SIGN INTO YOUR PARTNER'S PORTAL

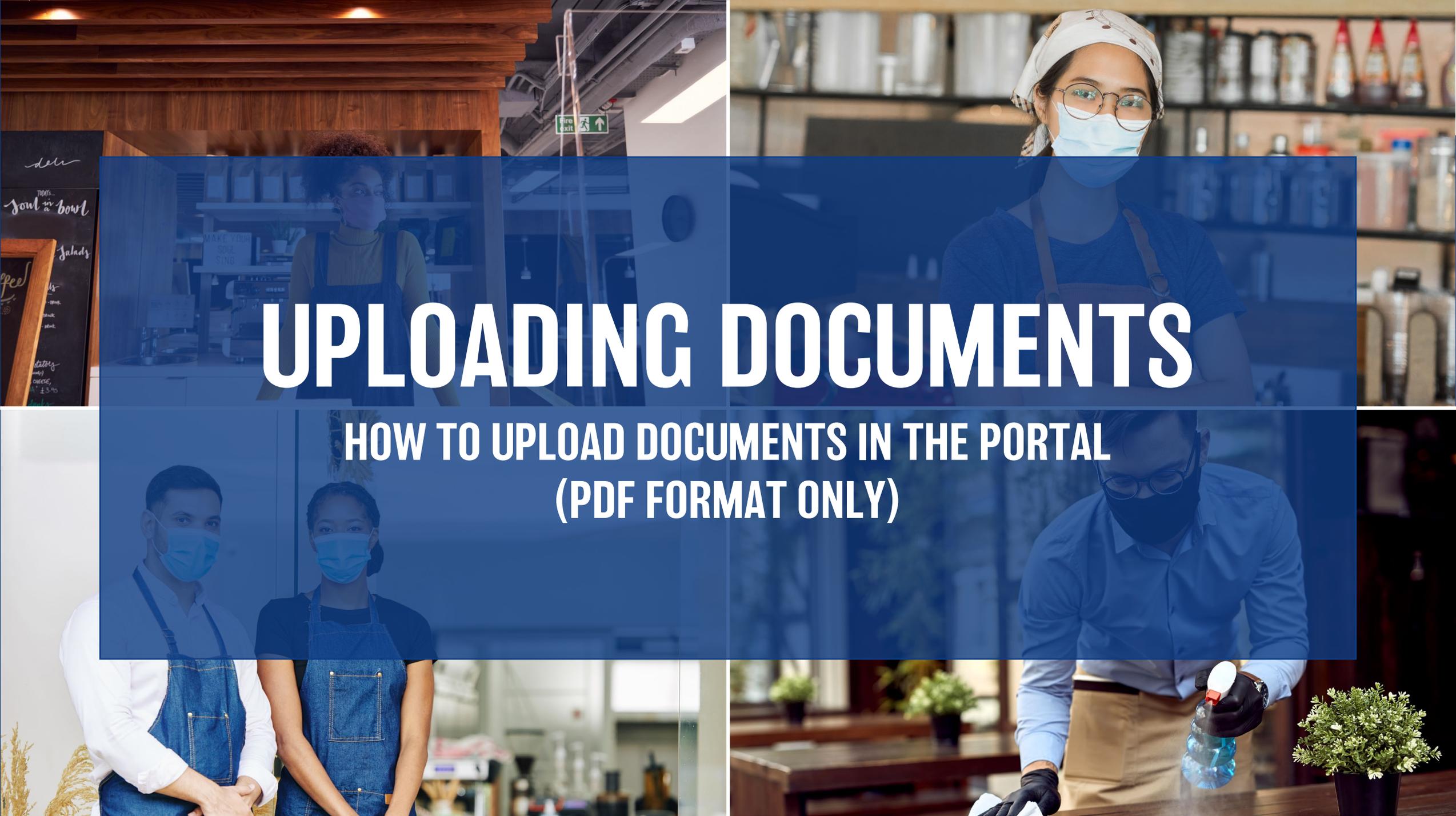
## INSTRUCTIONS

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)

# THE PORTAL AT-A-GLANCE

Make sure your business type is listed correctly.

1

Your Business type is **Corporation**

Change Business Type: Business Type  
Corporation

Upload ALL pages of your Federal Tax Returns.

2

**IMPORTANT NOTE:**

Please upload your complete Federal Tax Return (all pages are required).

Please upload each document under the corresponding category listed below.

3

Application Certification

Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Application Certification	Certification_8522		
Application Certification	Certification_8523		

Browse Files

Note: file size should be less than 15MB.

Government issued ID

N/A

Pending

Most recently filed 2018 or 2019 tax returns

N/A

Not Applicable

Each document will be listed in separate folders. Click the down arrow to expand the folder and upload the corresponding document to the Portal. Once you have uploaded a document to the Portal, it will appear in its designated folder.

After you upload a document, its status will change from PENDING to COMPLETED. If a document is not applicable to your business, check the box labeled N/A.

# HOW TO UPLOAD DOCUMENTS TO THE PORTAL

## INSTRUCTIONS

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

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

2. Click “Browse Files” to locate the document on your device. The file size must be under 15MB. If your file is larger than 15MB, you may split the document and upload multiple files for it.

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

Note: file size should be less than 15MB.

3. After you have selected a file from your device, it will appear in the folder. If your document is password protected, enter the password so that it can be viewed. If no password is required, leave the field blank. Click “Upload Documents” to upload the file to the Portal.

Government issued ID N/A Pending

[Browse Files](#)

Note: file size should be less than 15MB.

New Documents

S.No.	Document Name	Password (if required)	Delete
1	Government-Issued ID.pdf	<input type="password"/>	

[Upload Documents](#)

4. Once the file has been successfully uploaded to the Portal, the status for your document will change from **PENDING** to **COMPLETED**.

Government issued ID Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Government-Issued ID	Government-Issued ID.pdf		
Government-Issued ID	Government-Issued ID.pdf		

[Browse Files](#)

Note: file size should be less than 15MB.



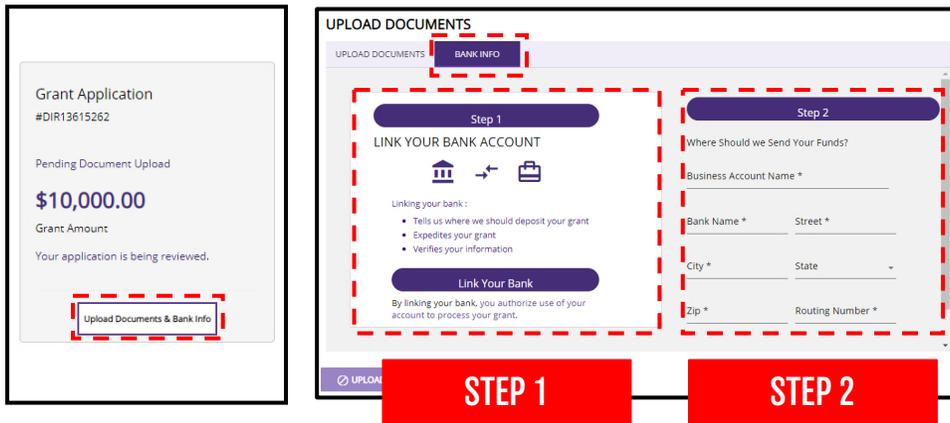
# LINKING YOUR BANK INFO

FOR APPROVED APPLICANTS ONLY

# SECTION 1: LINK YOUR BANK ACCOUNT

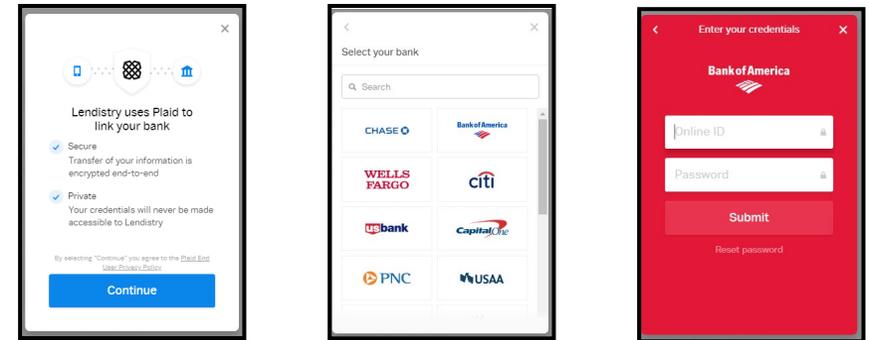
Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. 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.



# NONPROFIT ORGANIZATIONS



# HOW TO SUBMIT AN APPLICATION

# FIND A PARTNER

## HOW TO SELECT A PARTNER

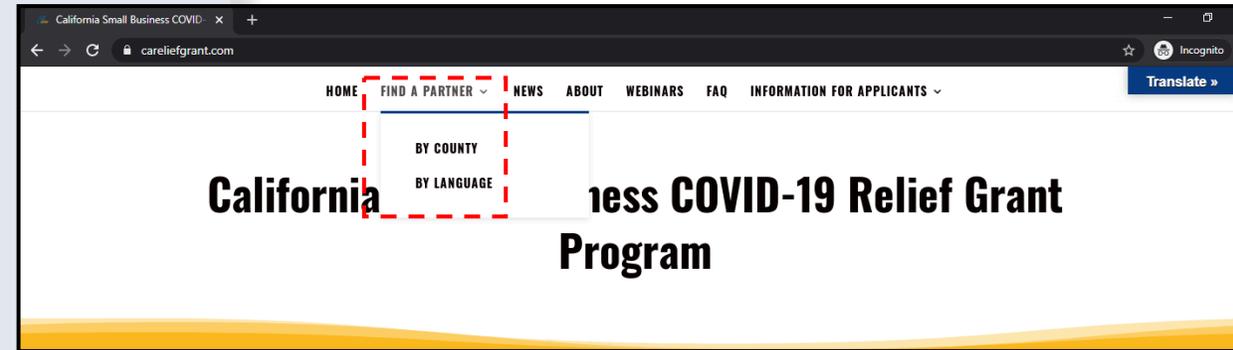
To apply for a grant, you will need to do so through a partner. You can find a partner by language or by county at [www.CAReliefGrant.com](http://www.CAReliefGrant.com).

- 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 are able to 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.

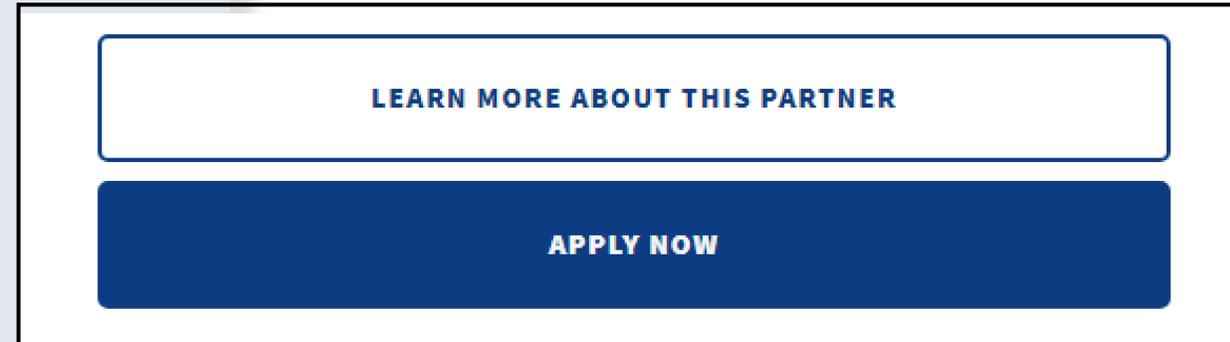
Example: [www.partnername.mylendistry.com](http://www.partnername.mylendistry.com)



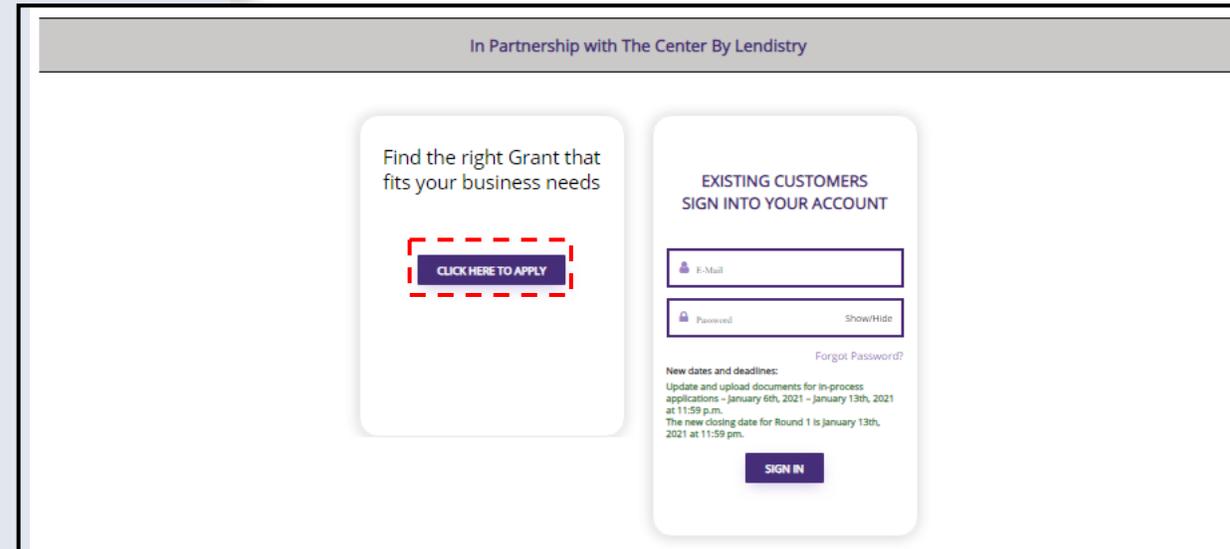
# FIND A GRANT

## INSTRUCTIONS

1. Once you have selected a partner at [www.CAReliefGrant.com](http://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”.



A screenshot of a web interface showing two buttons. The top button is white with a blue border and contains the text "LEARN MORE ABOUT THIS PARTNER". The bottom button is solid blue and contains the text "APPLY NOW".



A screenshot of a partner portal homepage. At the top, a grey bar reads "In Partnership with The Center By Lendistry". Below this, there are two main sections. The left section is titled "Find the right Grant that fits your business needs" and features a red dashed border around a blue button labeled "CLICK HERE TO APPLY". The right section is titled "EXISTING CUSTOMERS SIGN INTO YOUR ACCOUNT" and contains a login form with fields for "E-Mail" and "Password" (with a "Show/Hide" link), a "Forgot Password?" link, and a "SIGN IN" button. Below the login form, there is a "New dates and deadlines:" section with the following text: "Update and upload documents for in-process applications - January 6th, 2021 - January 13th, 2021 at 11:59 p.m. The new closing date for Round 1 is January 13th, 2021 at 11:59 pm."

# SELECT A GRANT BASED ON BUSINESS CLASS

## INSTRUCTIONS

There are two different grant applications:

1. For-Profit Businesses
2. Non-Profit Businesses

Select “Grant Program Non-Profit Businesses”.

### Important Notes:

- You may only submit one application. Submitting multiple applications for one business may disrupt your application process.
- 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.



This Program is funded by the State of California

CALIFORNIA SMALL BUSINESS RELIEF GRANT PROGRAM	
IMPORTANT INFORMATION	
<b>Grant Program for For-Profits</b> Round 2 Application Start Date: February 2nd, 2021 – February 8th, 2021 <a href="#">APPLY NOW</a>  Contact Information: Lynn Fernandez careliefgrant@lendistry.com 888-612-4370	<b>REQUIRED DOCUMENTATION TO APPLY</b> - Application certification ( <a href="#">Download Here</a> *) - Government issued photo ID - Most recently filed tax returns (2019 or 2018) <b>ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT</b> - (One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-issued Business License. - Bank verification
<b>Grant Program for Non-Profits</b> Round 2 Application Start Date: February 2nd, 2021 – February 8th, 2021 <a href="#">APPLY NOW</a>  Contact Information: Lynn Fernandez careliefgrant@lendistry.com 888-612-4370	<b>REQUIRED DOCUMENTATION TO APPLY</b> - Application Certification ( <a href="#">Download Form Here</a> *) - Most recently filed tax return (2019 or 2018) - Government issued ID <b>ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT</b> - Proof of federal tax exemption - (One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-issued Business License. - Bank verification

**SELECT “NON-PROFIT BUSINESSES”**



# THE APPLICATION

WHAT INFORMATION YOU WILL NEED AND HOW TO COMPLETE IT

# SECTION 1: GET STARTED WITH YOUR APPLICATION

## 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.

The screenshot shows the Lendistry application form for the California Small Business Relief Grant Program. The form includes the following fields: First Name (Marisol), Last Name (Testcase), Email Address (test-careliefrant@yopmail.com), Confirm Email Address (test-careliefrant@yopmail.com), Owner cell Phone (123-456-7890), Confirm owner cell Phone (123-456-7890), Business Name (Test Company), and Zip Code of Business (92821). There is a checkbox for "I accept the SMS/Text Policy" which is checked. A "CONTINUE" button is located at the bottom right.

## CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES:

This screenshot shows the same application form as above, but with a pop-up dialog box overlaid. The dialog box contains the following text: "CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES: I expressly consent to receive marketing and other calls and messages, to landline, wireless or similar devices, including auto-dialed and pre-recorded message calls, and SMS messages (including text messages) from Recipients, at telephone numbers that you have provided. Consent is not a condition of submitting an application. Message and data rates may apply." Below the text, it states "LENDISTRY is a licensed California Financial Lender, License # 60DBO66872". There are "Okay" and "CONTINUE" buttons in the dialog.

# SECTION 2: OWNER DETAILS (AUTHORIZED REPRESENTATIVE)

## 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.

Owner Details (Authorized Representative of the Non-Profit)

Owner First Name * Marisol	Owner Last Name * Testcase
Owner Email * crgdemo2@yopmail.com	Owner Cellphone * 123-456-7890
Owner Address (Please do not enter PO Box) * 220 Locust Ave	Owner Address 2 (Please do not enter PO Box)
Owner City * Anthill	Owner State * Missouri
Owner Zip * 92821	Owner County * Adair County
Owner date of birth (mm/dd/yyyy) * 12/3/1991	Owner Social Security (SSN) * 000-00-0001
% of Ownership * 100	

I accept the [Terms and Conditions](#)

SAVE & AGREE

## TERMS AND CONDITIONS

By checking the box I acknowledge that I have read and agree to the following:

1. [Terms of Use](#)
2. [Additional Authorizations](#)
3. [Privacy Policy](#)

LENDISTRY is a licensed California Financial Lender, License # 60DBO66872

Okay

# SECTION 3: BUSINESS INFORMATION

## 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
- Confirm that your organization services is one of the top four program priorities.
- 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.**

The screenshot shows a 'Business information' form with the following fields and values:

Business Name *	Test Company	DBA (Doing Business As)-(Note-if No DBA type NONE) *	none
Business EIN (Only digits, cannot contain special character or spaces) *	000000001	Business Phone # *	123-456-7890
Business Type *	Non Profit	State of Incorporation *	California
Please confirm your non-profit status *	501 c3	Please confirm that your organization services one of the top four priorities *	Workforce Development
Business Address [Please do not enter PO Box] *	123 Test Street	Address 2 [Please do not enter PO Box]	
City *	Brea	State *	California
County *	Orange County	Zip *	92821
Date Business Established (mm/dd/yyyy) *	12/3/1991	Business Website URL - (If no website please type none.com) *	none.com

# SECTION 4: HOW CAN WE HELP YOU?

## 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
- # 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.**

How can we help you

Purpose of grant \*  
Payroll

Amount Requested \*  
\$ 5000 [Check Eligibility](#)

Will this grant create new jobs?  
 Yes  No

Annual Revenue for 2018 or 2019 (this should match your tax return) \*  
\$ 50000

# of Full-time Employees (2020) \*  
5

# of Part-time Employees (2020) \*  
1

# of jobs created (2020) \*  
0

# of jobs retained (2020) \*  
0

How can we help you

Purpose of grant \*  
Payroll

Will this grant create new jobs?  
 Yes  No

# of Full-time Employees (2020) \*  
5

# of jobs created (2020) \*  
0

Annual Revenue	Eligible Amount
\$1,000 - \$100,000	\$5,000
\$100,001 - \$1,000,000	\$15,000
\$1,000,001 - \$2,500,000	\$25,000

[Check Eligibility](#)

Okay

# SECTION 5: BUSINESS DEMOGRAPHICS

## 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?

Business demographics

Who is your customer base?  
 B2B ⓘ  B2C ⓘ  Both

What does your business do? \*  
Sells Products

What type of business is it? \*  
Retail Trade

NAICS Code \*  
000000

Women-Led Business \*  
YES

Disabled \*  
NO

Ethnicity \*  
Not Disclosed

Rural \*  
NO

Tell us more. \*  
Apparel and accessory

Click [here](#) to find your NAICS code

Veteran \*  
NO

Race \*  
Not Disclosed

Franchise \*  
NO

# SECTION 6: DISCLOSURES

## INSTRUCTIONS

Once you have completed all fields for the Disclosures, click “Submit” to complete your application.

### Disclosures

- 1) At least 25% of the non-profit's revenues are derived from services in the following categories - food security, housing security, childcare, workforce development. Please select an answer \*  
YES
- 2) During the last 9 months, has the non-profit received any COVID-19 related emergency funding? Please select an answer \*  
NO
- 3) The non-profit was in operations on or before June 1st, 2019. Please select an answer \*  
YES
- 4) The nonprofit serves >51% of clients that identify as low-to-moderate income, based HUD household income guidelines for California. Please select an answer \*  
YES
- 5) What was the gross revenue for the non-profit for April 1st, 2019 - September 30th, 2019?  
[Total Income for Quarter 2 and Quarter 3 \(2019\)](#) Please enter your answer in numeric value \*  
\$ 0
- 6) What was the gross revenue for the non-profit for April 1st, 2020 - September 30th, 2020?  
[Total Income for Quarter 2 and Quarter 3 \(2020\)](#) Please enter your answer in numeric value \*  
\$ 5000

**SUBMIT**

# SECTION 7: CONFIRMATION

## 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”**.
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 AND CONTINUE YOUR APPLICATION LATER

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type **Yes** to continue.

\_\_\_\_\_

↑  
**Leave blank.**

**Save & Continue Later** Continue

## OPTION 2: COMPLETE AND SUBMIT YOUR APPLICATION

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type **Yes** to continue.

Yes|\_\_\_\_\_

↑  
**Type “Yes”.**

Save & Continue Later **Continue**

# SECTION 8: CONFIRMATION MESSAGE

## INSTRUCTIONS

You will receive the following message when your application has been successfully submitted.

**You will need to activate your partner's Portal account using the assigned login credentials in order to upload the required documents for your grant application.**

**lendistry**

Questions? Contact Us 888-612-4370

This grant program was funded by the State of California and administered by the Office of the Small Business Advocate's (CalOSBA).

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

Please use [this link](#) to add additional information or upload requested documentation.

# SECTION 9: FIND YOUR USERNAME AND PASSWORD

## 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.

Hi Marisol,

Thank you for applying for the California Relief Grant.

The link below will take you to the portal and the new account created for Test Company.

Please use this link to add additional information or upload requested documentation.

**Clicking the button will activate your account.**

[Click here to log in](#)

New username and password:

Username: crgdemo@yopmail.com

Password: K@z(VonlOLe

888-612-4370

careliefgrant@lendistry.com

Lendistry CRG Demo V. All Rights

Reserved

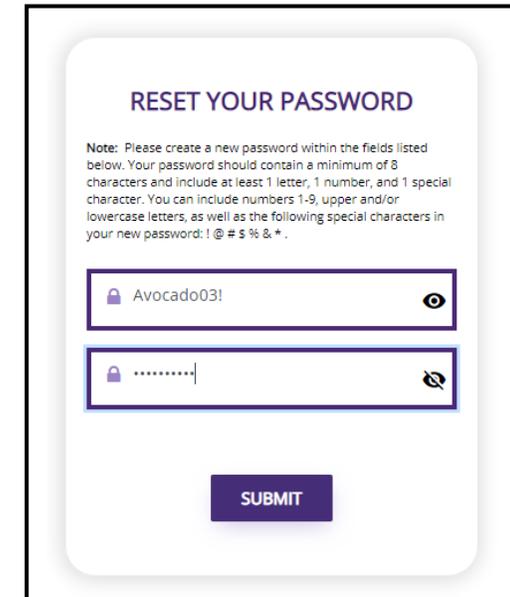
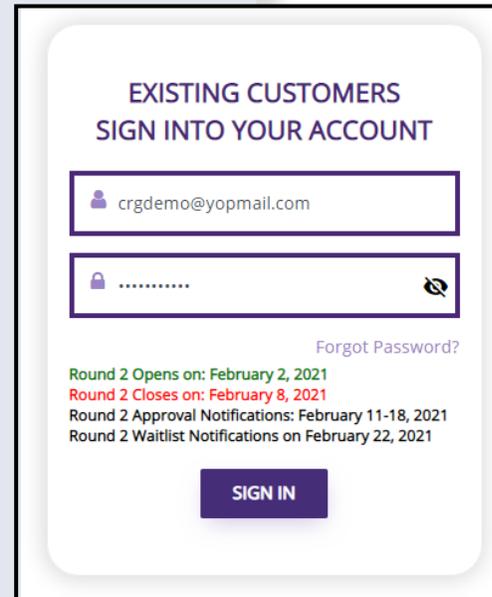
# SECTION 10: SIGN INTO YOUR PARTNER'S PORTAL

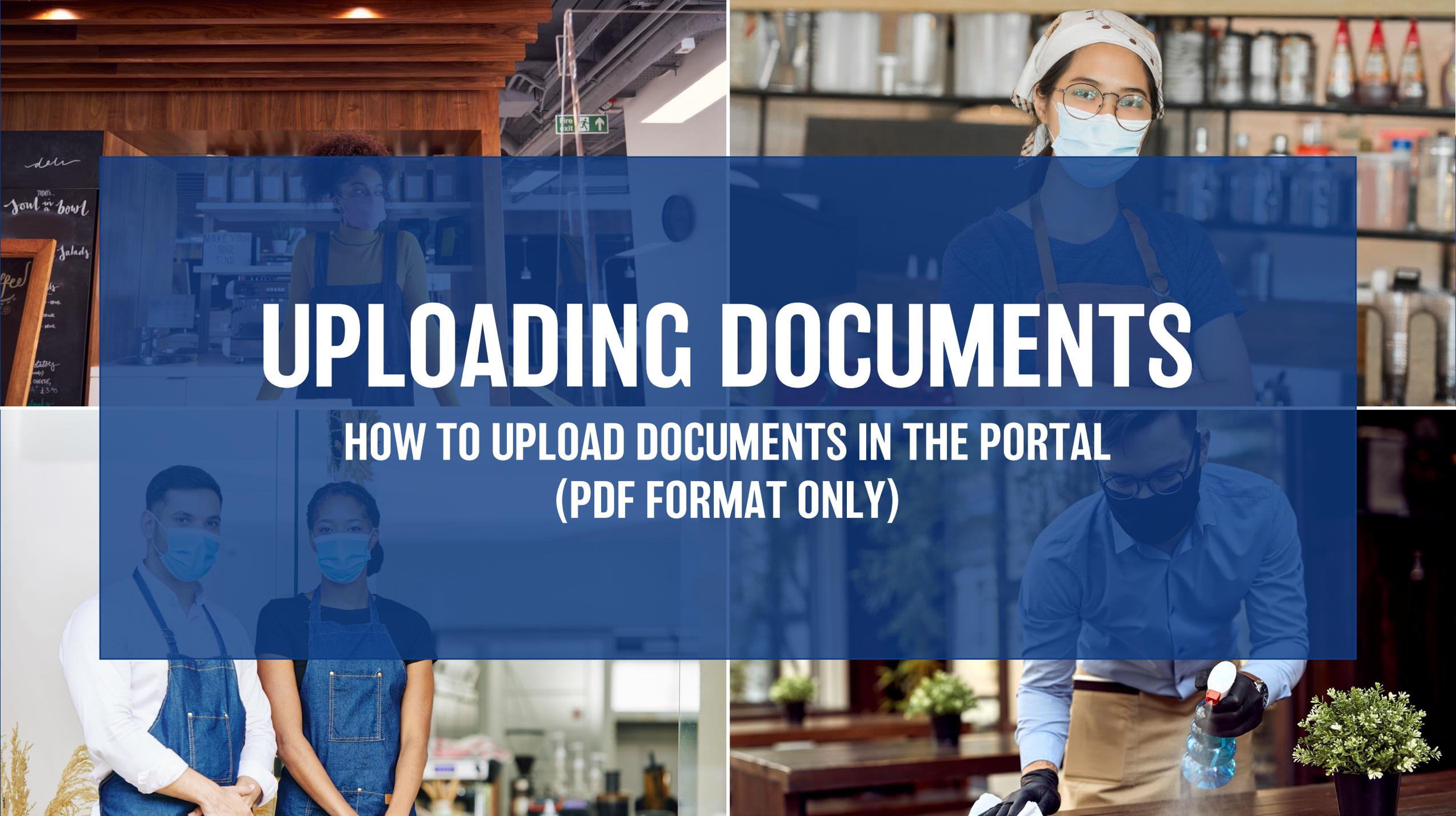
## INSTRUCTIONS

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)

# THE PORTAL AT-A-GLANCE

Make sure your business type is listed correctly.

1

Your Business type is **Corporation**

Change Business Type: Business Type  
Corporation

Upload ALL pages of your Federal Tax Returns.

2

**IMPORTANT NOTE:**

Please upload your complete Federal Tax Return (all pages are required).

Please upload each document under the corresponding category listed below.

3

Application Certification

Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Application Certification	Certification_8522		
Application Certification	Certification_8523		

Browse Files

Note: file size should be less than 15MB.

Government issued ID

N/A

Pending

Most recently filed 2018 or 2019 tax returns

N/A

Not Applicable

Each document will be listed in separate folders. Click the down arrow to expand the folder and upload the corresponding document to the Portal. Once you have uploaded a document to the Portal, it will appear in its designated folder.

After you upload a document, its status will change from PENDING to COMPLETED. If a document is not applicable to your business, check the box labeled N/A.

# HOW TO UPLOAD DOCUMENTS TO THE PORTAL

## INSTRUCTIONS

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

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

2. Click “Browse Files” to locate the document on your device. The file size must be under 15MB. If your file is larger than 15MB, you may split the document and upload multiple files for it.

Please upload each document under the corresponding category listed below.

- Application Certification Completed
- Government issued ID** N/A Pending
- Most recently filed 2018 or 2019 tax returns N/A Not Applicable

Note: file size should be less than 15MB.

3. After you have selected a file from your device, it will appear in the folder. If your document is password protected, enter the password so that it can be viewed. If no password is required, leave the field blank. Click “Upload Documents” to upload the file to the Portal.

Government issued ID N/A Pending

[Browse Files](#)

Note: file size should be less than 15MB.

New Documents

S.No.	Document Name	Password (if required)	Delete
1	Government-Issued ID.pdf	<input type="password"/>	

[Upload Documents](#)

4. Once the file has been successfully uploaded to the Portal, the status for your document will change from **PENDING** to **COMPLETED**.

Government issued ID Completed

Previously Uploaded Documents

Title	Document Name	Preview	Delete
Government-Issued ID	Government-Issued ID.pdf		
Government-Issued ID	Government-Issued ID.pdf		

[Browse Files](#)

Note: file size should be less than 15MB.



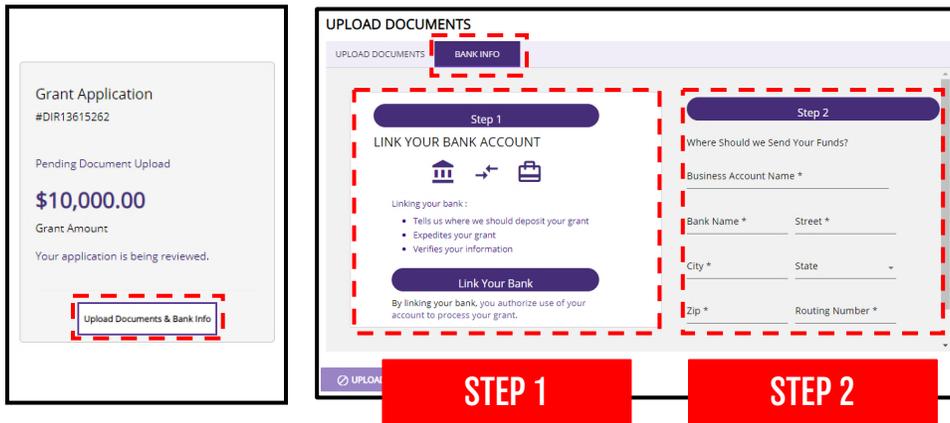
# LINKING YOUR BANK INFO

FOR APPROVED APPLICANTS ONLY

# SECTION 1: LINK YOUR BANK ACCOUNT

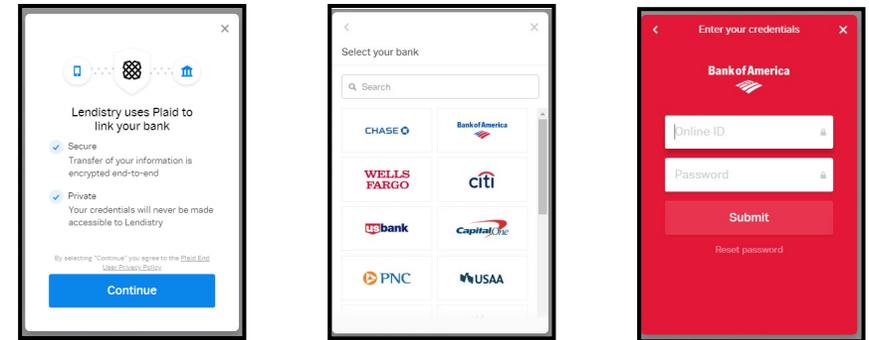
Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. 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 FIND 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**  
Example: Applied for California Relief Grant Arts & Cultural Nonprofit Organization (CRG AC NPO)
3. **Status of Your Application**  
Example: Awaiting Selection Process
4. **Grant Amount**  
Example: \$15,000

Grant Application

- 1 #DIR400022432
- 2 Applied for: CRG AC NPO
- 3 Awaiting Selection Process
- 4 \$15,000.00

Grant Amount

Upload Documents & Bank Info

# APPLICATION STATUSES

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
**Incomplete**  
\$0.00  
Grant Amount  
[Edit Application](#)

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
**Awaiting Selection Process**  
\$15,000.00  
Grant Amount  
[Upload Documents & Bank Info](#)

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
**Selected, Pending Validations**  
\$15,000.00  
Grant Amount  
[Upload Documents & Bank Info](#)

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
**In Closing, Docs Out/Pending for Funding**  
\$15,000.00  
Grant Amount  
[Upload Documents & Bank Info](#)

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
**Grant Funded, please allow 3-5 days for funds to appear.**  
\$15,000.00  
Grant Amount  
[Upload Documents & Bank Info](#)

**INCOMPLETE**  
Indicates that your application was not finished.  
  
You MUST complete your application in order to be considered for selection.

**AWAITING SELECTION PROCESS**  
You have submitted a complete application and are waiting for a selection decision.  
  
Selection Decisions:  
Selected  
Waitlisted  
Not Selected

**SELECTED, PENDING VALIDATIONS**  
\*Will vary depending on selection decision.\*  
  
See next page for descriptions of selection decisions.

**IN CLOSING, DOCS OUT/PENDING FOR FUNDING**  
You have been fully validated and have been sent a grantee agreement via DocuSign, which must be signed for funds to be released.

**GRANT FUNDED**  
We have received your signed grantee agreement and your funds have been released.

# SELECTION DECISIONS IN THE PORTAL

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
Selected, Pending Validations  
**\$15,000.00**  
Grant Amount  
[Upload Documents & Bank Info](#)

## SELECTED, PENDING VALIDATIONS

You have been selected to move forward.

You must be fully validated before you can be approved for funding.

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
Currently on the Waitlist  
**\$15,000.00**  
Grant Amount  
[Upload Documents & Bank Info](#)

## CURRENTLY ON THE WAITLIST

You have been preliminarily determined to meet the eligibility requirements for the grant and is in line for validation.

Grant Application  
#DIR400022432  
Applied for: CRG AC NPO  
Your application was not selected.  
**\$15,000.00**  
Grant Amount  
[Upload Documents & Bank Info](#)

## 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:

1. Sign into the Portal and upload all required documents.
2. 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.



# FAQ

# SECTION 1: PROGRAM OVERVIEW

## What is the California Relief Grant Program?

The California Small Business COVID-19 Relief Grant Program (the “Program”) provides micro grants ranging from \$5,000 to \$25,000 to eligible small businesses and nonprofits impacted by COVID-19 and the related health and safety restrictions.

Governor Newsom signed into law a comprehensive package providing urgent relief for the small businesses of CA. The package provides \$2 billion for grants up to \$25,000 for small businesses impacted by the pandemic. Part of the package will be allocated to a new program solely for certain qualified nonprofit cultural institutions (“Nonprofit Arts & Cultural Program”), which will be a separate application process.

Lendistry has been designated by the state to act as the intermediary for the Program to disburse the grant funds.

## Who is Lendistry?

Lendistry is a technology partner that hosts and manages the portal for the Program’s grant application and will make grant payments to approved applicants. Applicants will receive notifications from Lendistry on the status of their application and requests for business information and supporting documents, including their business bank account information.

Visit [www.lendistry.com](http://www.lendistry.com) to learn more about Lendistry.

## Who else can help me apply for the California relief grant program?

Lendistry’s partners include mission-based lenders and small business advisory and technical assistance providers who are available to help small businesses with the application process. This includes many of the State of California supported small business centers who prioritize the expansion of technical assistance to underserved business groups. Our partners have been organized by location and by language services.

You can find our list of partners by clicking [here](#).

# SECTION 1: PROGRAM OVERVIEW

**What are the key dates for application submissions and funding for the California Relief Grant Program?**

## **Round 3**

(Closed Round for waitlisted applicants in from Round 1 and Round 2 only, no need to reapply)

Application Opens: March 05, 2021

Application Closes: March 11, 2021

Start of Selection Notifications: March 05, 2021

## **Nonprofit Arts and Cultural Program (Round 4)**

Application Opens: March 16, 2021

Application Closes: March 26, 2021

Start of Selection Notifications: March 31, 2021

## **Round 5**

Application Opens: March 25, 2021

Application Closes: March 31, 2021

Start of Selection Notifications: TBD

## **Round 6**

Application Opens: TBD

Application Closes: TBD

Start of Selection Notifications: TBD

# SECTION 1: PROGRAM OVERVIEW

## What are the eligible costs for which I can use the grant funds?

Eligible costs are 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 through grants, forgivable loans or other relief through federal, state, county or city programs;
- Any other COVID-19 related costs that are not one of the ineligible uses of funds (see next question).

## What are the ineligible costs for which I am not permitted to use the grant funds?

- The following are the ineligible uses of grant 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

# SECTION 2: APPLICATION GUIDANCE

## How many rounds are there?

There are six (6) selection rounds. We will review applications for eligibility and will start approving grant awards after the close of each application round.

## Do I need to apply in each round?

Unless you are applying for the Nonprofit Arts & Cultural Program, you do not need to reapply in each round. If you submitted a complete application during an application window, meet the eligibility requirements and are waitlisted for that round, your application will be rolled over into the next round you are qualified for.

If you are an eligible nonprofit cultural institution that would like to apply for the separate Nonprofit Arts & Cultural Program, you will be required to complete a new application for this program to be considered, even if you have already applied in other rounds. However, you will not be eligible to receive a grant through the Nonprofit Arts & Cultural Program if you have otherwise been awarded a grant in a separate round and should not apply to this program. My application was started, but unfinished before the application window closed.

## Do I need to restart my application?

If you started an application during the application window and your application is incomplete, you can log into your account with Lendistry to submit a complete application. Doing this as early as possible increases your chances of being selected but does not guarantee you will be selected.

## How will I know you have all my information to be considered?

You will receive a confirmation email from [noreply@lendistry.com](mailto:noreply@lendistry.com) to confirm your application has been received. If more information or documents are needed, Lendistry may contact you by email, phone and/or text (if authorized) and assist you with completing your application and verifying the information you submitted. Lendistry is available to assist you in understanding what business information is needed and how to upload documents.

Confirmation emails come from Lendistry at [noreply@lendistry.com](mailto:noreply@lendistry.com). If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from [noreply@lendistry.com](mailto:noreply@lendistry.com) and add the email address to your email account's safe sender list.

TIP: Place "Lendistry" in your search bar.

# SECTION 2: APPLICATION GUIDANCE

## Does it matter which partner organization services a grant application in my area?

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 research Partners that serve your county at [CARElievGrant.com](https://www.carelievgrant.com). You are able to 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.

TIP: Only apply to one organization as this will help to reduce delays in the process. Applying multiple times will not improve your chances to secure a grant, and will delay your application.

## I'm reviewing the list of partner institutions and looking for the one that would fit me best. There are several groups listed for my county. Can I apply through various organizations?

No. Submitting through multiple organizations will only delay your application from being processed. 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, and technical assistance to help you and your business.

## Are the application questions posted on the website so that I can prepare to answer the questions before beginning the actual application?

You can refer to the Application Instructions, which takes you step-by-step through the application process. Application Instructions can be found at [CARElievGrant.com](https://www.carelievgrant.com).

## How much can my business apply for?

Grant amounts will range from \$5,000 to \$25,000. The grant amount for which a business is eligible is based on its gross annual revenue, as documented on its most recent tax return.

Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue.

ELIGIBLE BUSINESS GROSS REVENUE	GRANT AWARD AVAILABLE PER BUSINESS
Annual gross revenue \$1,000 to \$100,000	\$5,000 grant
Annual gross revenue greater than \$100,000 up to \$1,000,000	\$15,000 grant
Annual gross revenue greater than \$1,000,000 up to \$2,500,000	\$25,000 grant

# SECTION 2: APPLICATION GUIDANCE

## What documents will I need to submit as part of my application?

Businesses will need to provide the following items at different stages of the application process. For step-by-step instructions of all information needed for the application, please refer to the Application Instructions. Application Instructions can be found at [CaReliefGrant.com](https://CaReliefGrant.com).

1. Complete a grant application (made available through an online portal);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing a certification.

The following information is required from all applicants in Stage 1:

- A copy of the signed certification form referenced above.
- Most recent tax return filed, or for nonprofit entities, IRS Form 990 filed (2019) – provided only as a PDF.
- An acceptable form of government-issued photo ID, provided only as a PDF.

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:

- Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided only in PDF format:
  1. Articles of Incorporation
  2. Certificate of Organization
  3. Fictitious Name of Registration
  4. Government-issued Business License
- For eligible nonprofit entity applicants, a copy of the entity's most recent IRS tax exemption letter.
- Verification of bank account via electronic registration or other approved review process.

# SECTION 2: APPLICATION GUIDANCE

## **Are the revenue thresholds for the grant amounts based on GROSS revenue?**

Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

## **I own multiple businesses. Can I apply for each business?**

Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for the business with the highest revenue.

## **If my business is a partnership or has multiple owners, and some are low-wealth, and others are not, what is the % of ownership that must be low wealth?**

51% of ownership to determine eligibility for Low-Wealth status.

## **Am I eligible for the program if my revenue for this year is less than \$2.5 million, but last year and the years before, it was more than \$2.5 million?**

Grants are available only for businesses and nonprofits with gross annual revenue of \$2.5 million or less (based on the most recent tax return or Form 990, as applicable). Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

## **My business is incorporated outside of CA, but I generate the majority of my business revenue in CA. Am I eligible to apply?**

Eligible businesses must have a physical address and operate in California.

## **Are real estate companies/brokers/sales agents eligible grantees?**

Real estate professionals who practice real estate as their operating business and file a Schedule C on their personal tax returns are eligible. Passive companies (including passive real estate companies) and investors who file a Schedule E on their personal tax returns are not eligible. Real estate businesses in which the majority (>51%) of their income is rental income are also not eligible.

# SECTION 2: APPLICATION GUIDANCE

**A government-issued photo ID is a required document. Is a state ID allowed instead of a driver's license? Or would other forms of picture identification be allowed?**

Yes, any government issued Photo ID will be accepted. State ID or a passport would be other forms that are acceptable.

**Do I have to submit documentation to verify ownership? Do multi-owner companies have to submit for one owner or all?**

An application must be submitted by the majority owner of the business. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant as a condition to receiving the grant. Only one business owner can apply.

**Are recipients of county/city business relief funds eligible to apply, and will that be considered in any way in the process?**

Yes, county/city relief recipients may apply. However, funds from this grant cannot be used to cover the same expenses that the county/city relief funds covered.

**Are Federal Paycheck Protection Program (PPP)/ or Economic Injury Disaster Loan (EIDL) recipients eligible to apply, and will that be considered in any way in the process?**

Yes, PPP and EIDL recipients may apply. However, funds cannot be used to cover the same expenses for the same period that the PPP/EIDL funds covered.

**I have a franchise business with multiple locations. Can I apply for assistance for each location?**

No. Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant and that the applicant is the owner's business with the highest revenue as a condition to receiving the grant.

**If I receive an award, will I have to pay it back?**

No. The award is a grant and is not a loan that is required to be repaid. However, the State of California has the right to seek all available remedies for failing to comply with the terms and conditions of the grant, including, without limitation, if the grantee was ineligible, used funds for unauthorized purposes or made false statements in connection with the grant application.

# SECTION 2: APPLICATION GUIDANCE

## **Do I have to pay taxes on the grant proceeds?**

Yes. Prior to February 15, 2022, you will receive tax information related to the grant proceeds, which you will need to report on your tax returns. Please consult with a tax professional for additional information.

## **I do not own a computer. How can I apply?**

The grant application is mobile-friendly. However, we strongly recommend using Google Chrome on a computer for optimal experience. If using a mobile device, you may need to view the application in landscape (horizontal) on your device to access all information and disclosures.

## **I lost physical verification paperwork. Can I send a screenshot from the site (i.e., Secretary of State)?**

No. Screenshots will not be accepted as a form of receipt. We recommend contacting the California Secretary of State (<https://www.sos.ca.gov/business-programs/business-entities/service-options>) for information on how to obtain copies of certain documents. In the absence of copies of organizational documents, we may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.

## **Do I need to provide receipts of my purchases (i.e. PPE)?**

You do not need to provide receipts of purchase as part of the application process. However, we recommend that you retain all of your records related to the grant and the use of funds for at least three years.

## **I am undocumented. Can I apply for a grant?**

Yes. Non-US owners can apply for a grant but will be subject to ITIN verification through IRS Form CP565.

## **My business is active, however the Secretary of State's website is reflecting it as inactive. What documents can be provided to show that my business is active?**

We may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.

## **Are wineries and breweries ineligible because they restrict patronage to individuals over 21 years old?**

No, wineries and breweries are generally eligible as long as they meet all other eligibility requirements. Ineligibility for businesses that restrict patronage for any reason other than capacity does not apply to a business that is required to restrict patronage solely to comply with applicable law, regulation and/or ordinance.

# SECTION 2: APPLICATION GUIDANCE

## **Are non-profits that use a fiscal sponsor eligible?**

Non-profits using a fiscal sponsor are only eligible if the nonprofit is separately registered as a tax-exempt organization pursuant to either Code Section 501(c)(3), 501(c)(6), or 501(c)(19) and meets all other eligibility requirements. Non-profits cannot rely on the fiscal sponsor's tax-exempt status for eligibility.

## **The application requests personal information from individuals involved in the business. I am concerned about how this information is being used.**

The security of your personal information is of the highest priority for us. Many of the categories of personal information that we collect are requested to assist us in determining and verifying your eligibility for a grant. We also request certain personal information for the purposes of compliance with Office of Foreign Assets Control requirements and other requirements related to the enforcement of economic and trade sanctions. As this is a grant program funded by the State of California and administered by its designated agencies, certain of your personal information and application materials may/will also be shared with the State of California and/or its designated authorized representatives, including without limitation the California Office of the Small Business Advocate and the California Governor's Office of Business and Economic Development. Any information and records in the possession or control of a California government agency or department is subject to disclosure pursuant to the California Public Records Act.

## **The application requests personal information from individuals involved in the business. I am concerned about how this information is being used. (CONTINUED)**

We do not sell your personal information to advertisers or other third-parties for financial gain. Any sharing of personal information with third-parties is done in accordance with Lendistry's privacy policy (available here) and is primarily for the purposes of making available and/or providing Lendistry's products and services to you, including this grant.

## **My non-profit's tax-exempt status is based on a group exemption based on a parent or supervising entity. Can I receive a grant based on this group exemption?**

Generally, a nonprofit entity that files under a group exemption is only eligible to receive a grant if (1) the applicant under the group exemption files a separate tax return tied to the applicant's separate tax-ID number and (2) the applicant meets all other eligibility requirements for the grant.

## **Who is a permissible "authorized representative" for executing a nonprofit's certification and grantee agreement?**

A nonprofit's business certification and grantee agreement must be executed by the organization's executive director or equivalent senior managing officer of the organization. This individual must be the same individual listed on the organization's Statement of Information filed with the state.

# SECTION 3: THE SELECTION PROCESS

## How will grant recipients be determined?

Lendistry will analyze for selection all applications entered into the Portal. Lendistry will consult with the California Office of the Small Business Advocate (CalOSBA or the “office”) and design the program selection for prioritization of impacted businesses. Grants will be prioritized, to the extent permissible under state and federal equal protection laws, in accordance with the following criteria:

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
  - 451 – Sporting Goods, Hobby, Musical Instrument, and Book 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 Publishers

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.

Grants to eligible nonprofit cultural institutions will be prioritized on documented percentage revenue declines based on a reporting period comparing Q2 and Q3 of 2020 versus Q2 and Q3 of 2019.

# SECTION 3: THE SELECTION PROCESS

## When will I find out if I received an award?

Decisions will be made on a rolling basis following the close of each application period.

You will be notified directly by email if you are selected to move forward, approved for funding, waitlisted or not selected. Lendistry intends to send selection notifications on the following dates for each round:

- Round 1: Start of Selection Notification: Businesses will start getting award notifications a couple days after close.
- Round 2: February 11, 2021
- Round 3 (Closed Round): March 05, 2021
- Round 4 (Arts & Cultural Program): March 26, 2021
- Round 5: TBD
- Round 6: TBD

Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry. Once notified of approval, your application will be subject to additional verification requirements before grant funds will be disbursed. It is also recommended that you allow Lendistry to send you messages via text (this will be requested during the application process).

## Will everyone who applies receive a grant?

No. There are several million small businesses and nonprofits in California, and we anticipate an overwhelming demand for these grants. Eligible businesses will be scored based on COVID-19 impact factors incorporated into the Program's priority criteria. The Program will prioritize distribution based on priority key factors (see above question on How Will Grant Recipients Be Determined?)

## Will I be notified if I am not selected?

You will be notified directly by email if you are approved for an award, waitlisted or not selected. Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry.

# SECTION 3: THE SELECTION PROCESS

## What are the different selection decisions?

**WAITLISTED:** Applicant is preliminarily determined to meet the eligibility requirements for the grant and is in line for validation. **This grant is not first come, first serve, but there is a limited amount of funding. Applying does not guarantee funding.**

**SELECTED:** Applicant has been selected for pre-approval, subject to further validation. Being selected does NOT guarantee funding.

**APPROVED FOR FUNDING:** Applicant has been fully validated and approved for funding. Applicants will be sent a grantee agreement via DocuSign, which must be signed for funds to be released.

**NOT SELECTED:** Applicant does not meet the program's eligibility requirements or is considered an ineligible business. Applicant will not receive a grant. If the program has ended, this means you were not selected.

## I have received an email with a waitlisted or selected decision. What should I do next?

If you have received a waitlisted communication, please be patient and wait for further communication. You will be notified if you are selected for a grant.

If you have received a selected decision, sign into the Portal and upload all requested documents AND complete the bank verification if you have not done so already.

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.

## My documents and bank information has been fully validated and I have been approved for funding. When will I receive 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.