

# SMALL BUSINESS GRANT PROGRAM

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## Program Guidelines

### City of Carson

701 East Carson Street  
Carson, CA 90745

310-830-7600  
Email

# City of Carson Small Business Grant Program

The City of Carson has developed a Small Business Grant Program which is designed to contribute to the overall economic health of City. The Program features grants with of **up to \$25,000** to assist businesses in the City of Carson based on the guidelines below.

- Businesses are required to state their number of full-time equivalent employees. No business with more than 50 full-time equivalent employees is eligible for this program and those with 20 or fewer employees will have preference.
- How long the company has been in business in Carson shall be a consideration and factored into the scoring.
- Bonus points be awarded for business owners belonging to underserved small business groups. “Underserved small business groups” includes women, minorities (people of color), or veteran-owned businesses where the majority (at least 51 percent) of the business is owned and run on a daily basis by said group(s).
- Award Determination Scoring Matrix. Using the criteria from the previous section, the City could develop a scoring matrix that assigns a score based on the type of business in the City and how affected it was by COVID-19, with bonus points for other key factors.
  1. Basic Eligibility (Open prior to March 15, 2020, meets size criteria, meets location criteria, demonstrates pandemic losses, and not a previous Program participant) – 10 points
  2. Business has fewer than 20 employees – 4 points
  3. Business located in Carson more than 5 years – 3 points
  4. Business located in Carson more than 10 years – 6 points
  5. Business located in Carson more than 20 years – 9 points
  6. Business demonstrates 50%+ revenue decline – 15 points
  7. 41-50% revenue decline – 10 points
  8. 31-40% revenue decline – 8 points
  9. 21-30% revenue decline – 5 points
  10. 11-20% revenue decline – 3 points
  11. 1-10% revenue decline – 1 point
  12. Meets diversity criteria – 2 points
  - 13-15 Points – \$ 5,000
  - 16-20 Points – \$10,000
  - 21-25 Points – \$15,000
  - 26-30 Points – \$20,000
  - Over 30 Points – \$25,000

## SMALL BUSINESS GRANT PROGRAM APPLICATION

### SECTION I - GRANT APPLICATION

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax I.D. #: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Date Business Established: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Ownership Structure: (check one)

Sole Proprietorship \_\_\_\_\_  
Corporation: \_\_\_\_\_

Partnership \_\_\_\_\_  
Sub-Chapter S: \_\_\_\_\_

Does the business qualify as minority/woman/veteran-owned? Yes \_\_\_\_\_ No \_\_\_\_\_  
Principal(s) in the business who own 10% or more of the company:

| Name and Title | Home Phone | % Owned | Salary |
|----------------|------------|---------|--------|
| 1. _____       |            |         |        |
| 2. _____       |            |         |        |

Have you applied for a City of Carson Small Business Loan or grant since February 1, 2020?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, how much? \$ \_\_\_\_\_

**SECTION II - GRANT REQUEST**

Amount of Grant Request:

\$ \_\_\_\_\_

Purpose of Grant Request:

\_\_\_\_\_

**SECTION III - PUBLIC BENEFIT AND ECONOMIC IMPACT**

As a result of this proposed loan will the company:

A. Maintain and/or Increase employment opportunities? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, number of jobs created: \_\_\_\_\_

Will this project save jobs in the Carson?

YES \_\_\_\_\_ NO \_\_\_\_\_ How many? \_\_\_\_\_

B. Provide needed goods and services presently unavailable within the community?

YES \_\_\_\_\_ NO \_\_\_\_\_

C. Did the business suffer a decline in revenue during the pandemic? YES \_\_\_\_ NO \_\_\_\_

D. If Yes, by what percent did business decline? \_\_\_\_\_

**SECTION V - CERTIFICATION**

I \_\_\_\_\_, or we \_\_\_\_\_,

certify as principals of \_\_\_\_\_,

that all information in this application and its attachments are true, correct and complete to the best of my/our knowledge and are submitted to the City of Carson, California in connection with my/our grant request as noted in the application.

APPLICANT: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPLICATION CHECKLIST**

All applicants must provide:

- ☐ Application (Completed and Signed by Applicant)
- ☐ If incorporated, evidence that applicant has authorization to apply for program
- ☐ Copy of Valid Carson Business License (Applicant)
- ☐ Provide clear photo copy of a driver license/state ID for ALL Applicants
- ☐ Business Tax Returns for 2019 (if available)
- ☐ Business Tax Returns for 2020/2021 ( if available)
- ☐ Interim Financial Statement (prepared within the last three (3) months)

I hereby declare that the foregoing information is true and correct to the best of my knowledge. I authorize the City of Carson to verify the information to determine my eligibility.

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date

Mail or deliver completed application with copies of required documents to:  
 City of Carson – Department of Community Development  
 701 E. Carson Street, Carson, CA 90745  
 or email: