



Alameda County Small Business Recovery Grant Application

Version Date: 10/3/22

The **Alameda County Small Business Recovery Grant Program** ("Program") was authorized by the Alameda County Board of Supervisors when it appropriated American Rescue Plan Act (ARPA) funds for a small business grant program in response to and recovery from the public health emergency and negative economic impacts of the COVID-19 pandemic. In conjunction with a companion measure passed by the Board to provide \$1 million in ARPA funds to businesses operating in unincorporated areas of Alameda County, the total grant funding pool is \$11 million. The Program goal is to support small businesses in their economic recovery by providing one-time grant funding of up to \$10,000.

The Program is open to all eligible small businesses with a priority given to those located and operating in disproportionately impacted communities, with approximately half of all available funds being set aside for businesses located in Alameda County Community Resilience Priority Zip Codes and Qualified Census Tracts (QCTs). [Click here to view the map](#). The program is administered by the [East Bay Economic Development Alliance](#) and the [Alameda County Community Development Agency](#).

Eligible applicants can receive a one-time grant of \$5,000 for home-based businesses and \$10,000 for brick-and-mortar businesses. Grant funds will not require repayment and are limited; not everyone who applies is guaranteed to receive funding. If the total funding requests for all grant applications exceeds available funding levels, grants will be awarded by lottery.

Applications will be accepted online from Monday, October 3 through Monday, October 31. Applicants who receive grants will be contacted via email. Funding will be provided via check from Alameda County no later than December 30, 2022.

Required documentation: Please upload a copy of your SIGNED business IRS Form W-9. The W-9 must be filled out completely with a Tax Identification Number (TIN) and signed, no exceptions. It allows the County to issue payment to your business if you are awarded a grant. The check will be mailed to the address indicated on the IRS W-9 Form. You can download the form on the [IRS website](#).

For program guidelines and frequently asked questions, please visit: www.eastbayeda.org/grants.

Please e-mail questions to info@eastbayeda.org.

*Please note, all applications **must** be submitted online. This document was developed for applicants to review before submitting their responses. Paper applications will not be accepted.*

PROGRAM ELIGIBILITY

- **By checking this box, I certify that I own a for-profit business in Alameda County.**
- **By checking this box, I certify that I employ 25 or fewer employees (includes full and part time workers).**
- **By checking this box, I certify that the negative economic impacts of the COVID-19 pandemic have resulted in income loss to the business that meet or exceed the grant amount to be awarded, due to decreased revenue and/or increased costs.**
- **By checking this box, I certify that the negative economic impacts of the COVID-19 pandemic and resulting income loss to the business have not been reimbursed through insurance or another source.**
- **By checking this box, I certify that I am only applying for one business grant, regardless if my business has multiple locations in Alameda County.**
- **By checking this box, I certify that my business has not previously received American Rescue Plan Act funding from Alameda County (e.g., Alameda County Board of Supervisors' District Cash Aid Grants, Alameda County Social Services Agency licensed childcare grants.)**
- **By checking this box, I certify that my business is still in operation at the time of application, and is expected to remain operational for at least the next year.**
- **By checking this box, I certify that I have the required business licenses and permits necessary to operate in the City, County of Alameda, and/or State of California.**

APPLICANT INFORMATION

- 1. Applicant First Name**
- 2. Applicant Last Name**
- 3. Applicant Tax Identification Number (Social Security Number or Employer Identification Number is accepted)**
- 4. Applicant Phone Number**
- 5. Mailing Address**
- 6. Mailing City**
- 7. Mailing State**
- 8. Mailing ZIP Code**
- 9. Email Address**
- 10. Majority Business Ownership Gender (Majority business owner is defined as an individual owning more than 50%)**
 - Female
 - Male
 - Transgender
 - Non-Binary
 - Decline to State
- 11. Majority Business Ownership Race/Ethnicity (Majority business owner is defined as an individual owning more than 50%)**

- African American or Black
- American Indian/Alaskan Native
- Hispanic/Latino
- Pacific Islander
- East Asian
- Middle Eastern
- South Asian
- Southeast Asian
- White
- Decline to State
- Other (please specify)

BUSINESS INFORMATION

12. Business Name (include “doing business name” if applicable)

13. Business Physical Address (Physical Business Address. No P.O. Box)

14. Business Location

You can check if your business is located in Unincorporated Alameda County here:

<http://communitylocator.acgov.org/> <http://communitylocator.acgov.org/>

- Alameda
- Albany
- Berkeley
- Dublin
- Emeryville
- Fremont
- Hayward
- Livermore
- Newark
- Oakland
- Piedmont
- Pleasanton
- San Leandro
- Union City
- Unincorporated Alameda County (Ashland)
- Unincorporated Alameda County (Castro Valley)
- Unincorporated Alameda County (Cherryland)
- Unincorporated Alameda County (Fairview)
- Unincorporated Alameda County (Livermore)
- Unincorporated Alameda County (San Lorenzo)
- Unincorporated Alameda County (Sunol)

15. Business License Number

Your business must be in possession of a valid business license. If you do not know your business license number, please leave this blank.

16. Business Website

17. Business Location Type

- Commercial Brick and Mortar
- Home-Based Business with a valid business license

18. Describe your Business Entity

- Individual/sole proprietor or single-member LLC
- C Corporation
- Limited Partnership (LP)
- Limited liability company (LLC)
- Other (please specify)

19. Is the business currently open and operating?

- Yes
- No

20. Primary Business Type

- Arts, Entertainment, and Recreation (For-Profit)
- Accommodation
- Bar & Restaurants
- Construction
- Fitness
- Personal Care (Beauty Salon)
- Personal and Laundry Service
- Manufacturing
- Professional & Technical Services
- Retail
- Warehousing & Distribution
- Other, please specify:

21. Is the business a franchise?

- Yes
- No

22. If you answered “yes” to the previous question, is your franchise business corporate-owned or independently owned?

A franchise is a business where the owner licenses its operations—along with its products, branding, and knowledge—in exchange for a franchise fee.

- Corporate-Owned
- Independently Owned

23. How many years has the business been operating in Alameda County?

- Less than 5 Years
- 5 to 19 Years
- 20 to 49 Years
- More than 50 Years

24. How many current employees do you have?

- I am self-employed and have no employees.

- 1 to 4
- 5 to 9
- 10 to 19
- 20 to 25

25. How will you use the grant monies? (Select all that apply)

- Rent/lease/mortgage and utility payments for business facilities
- Payroll
- Operating Expenses such as supplies, materials, insurance.
- Personal Protective Equipment (PPE), sanitation or health & safety equipment
- Digital technology equipment and/or platforms
- Interior & exterior physical adaptations (e.g., partitions, signage, outdoor seating)

26. Does your business belong to a Chamber of Commerce, Business Improvement District, or other small business organization? If yes, please list them.

27. Are you interested in being contacted by Alameda County and its affiliated business-serving organizations on future business resources?

- Yes
- No

REQUIRED UPLOAD

28. Please upload a copy of your SIGNED business IRS form W-9. The W-9 must include a Tax Identification Number (TIN) and signed, no exceptions.

Not sure what a W-9 is? You can download the form on the IRS [website](#).

It allows the County to issue payment to your business if you are awarded.

TERMS AND CONDITIONS

29. By checking this box, I, as the Program Applicant, agree to the following Program Terms and Conditions:

- My business meets all the eligibility requirements for this grant program as outlined in the Program Guidelines.
- My business is in good standing with the City or County of Alameda (if my business is located in unincorporated Alameda County), and there are no open code enforcement, building or fire cases related to the business.
- I understand that I must adhere to all applicable federal, state and local laws as well as State of California and County of Alameda COVID-19 health and safety guidelines to receive grant funding.
- I acknowledge that some of the information submitted through this application is a public record and may be subject to disclosure under the California Public Records Act.
- I acknowledge and agree that any and all federal, state, and/or local taxes resulting from program are my responsibility and shall not be paid by the County of Alameda.

- I am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 CFR Part 180.800(a); or have had one or more public transactions (Federal, State, or local) terminated within the preceding three years or default.
- I am not presently excluded or disqualified from receiving funds, having been convicted within the preceding three years of any of the offenses listed in 2 CFR Part 180.800(a) or had a civil judgment for one of those offenses within that time period.
- I hereby certify that all of the information submitted in this application is true and correct, and is subject to audit by the County of Alameda.

SIGNED ACKNOWLEDGEMENT & AGREEMENT

By signing and submitting this application, the signatory warrants and represents that

- They are duly authorized to submit the application;
- All information in the application and the submitted materials is true and accurate;
- The application is executed on behalf of the business; and
- If any information is incorrect, false or in violation of any American Rescue Plan Act requirements, the business may be required to repay the funds to the County.

Please sign above the line

Thank You Screen:

Your Alameda County ARPA Small Business Recovery Grant Application was Received!

Your application has been received. You will be notified via email no later than December 30, 2022 if you will be awarded an Alameda County ARPA Small Business Recovery Grant. Please note that due to the substantial interest in this program, the timeline for processing and responding to applications and inquiries may be longer than usual. Thank you for your patience and understanding as we work to support our small business community.

Please submit questions using the "Contact Form" on the Alameda County Business Grants page. Due to the volume of emails, please expect a response within 1-2 business days.