

SMALL BUSINESS ASSISTANCE PROGRAM APPLICATION

PROGRAM INFORMATION

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

ELIGIBILITY CRITERIA

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

- Must be located in a commercial or mixed-used area of the City with priority for businesses near the San Fernando Mall that are adjacent to public parking lots and other businesses with a high incidence of graffiti.
- Must be existing for a minimum of 3 years, or have a minimum of a 2-year lease or mortgage on the commercial property where the business is located and operated.
- Have an active San Fernando business license.
- Have 50 or fewer employees.
- Provides goods or services to San Fernando residents.
- Applicant must have Citizenship/Non-Citizen with Eligible Immigration Status to receive federal grants.

APPLICANT INFORMATION

BUSINESS NAME

BUSINESS OWNER NAME

BUSINESS ADDRESS

PHONE NO.

EMAIL ADDRESS

REQUIRED DOCUMENTATION

- Complete and sign the Small Business Assistance Program Application.
- A list of work with cost estimate and timeline for completion of work.
- Before and after renderings demonstrating proposed work.
- A copy of an active business license issued by the City.
- A copy of the lease agreement/mortgage statement for the commercial space the business occupies; must be a minimum of a 2-year lease.
- A completed Citizenship/Non-Citizen with Eligible Immigration Status Declaration.
- All business owners with a 20% or greater ownership interest must submit a copy of a government issued identification. Examples include: driver's license with a photograph; State identification card with a photograph; Copy of applicant Social Security card; Immigration and Naturalization Service documents – must contain a photograph; Military identification with a photograph; Alien Registration Card with a photograph; valid passport.
- Unique Entity Identifier* (UE) number: _____

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

Submit your application and supporting documents to City Hall, Business & Community Resource Center, Attention Ron Garcia, 117 Macneil Street, San Fernando, CA 91340 or by email to Resources@sanfernando.gov.

CERTIFICATION

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

BUSINESS OWNER SIGNATURE

DATE

FOR OFFICE USE ONLY – DO NOT WRITE BELOW

CITY APPROVAL SIGNATURE

DATE