



BUSINESS RECOVERY GRANT APPLICATION

BUSINESS NAME: _____

BUSINESS OWNER'S NAME (First and Last): _____

IS THE BUSINESS INDEPENDENTLY OWNED AND OPERATED? YES NO

BUSINESS ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

NUMBER OF EMPLOYEES (as of 3-1-22): _____ **AMOUNT REQUESTED (up to \$5,000):** _____

FEDERAL EMPLOYMENT ID NUMBER (FEIN) OR TAX ID NUMBER (TIN): _____

YOU MUST ATTACH A COMPLETED [IRS Form W-9](#). Is the form attached? YES NO

How was your business negatively impacted by the pandemic? Check the appropriate box(es) below and provide a written explanation (bullets are acceptable) and attach documentation or justification to support your claim. The more information provided, the better.

- Decreased revenue
- Increased costs
- Challenges covering payroll, rent or mortgage, utilities, and other operating costs
- Capacity to weather financial hardship

How will the grant funds be utilized? Check the appropriate box below.

- Costs associated with remaining open and meeting required safety protocols
- Costs for adjusting operations to respond to a new way of providing services
- Sick leave expenses
- Rent relief and payment of back utilities
- Costs to retain employees
- Marketing and promotional events

I hereby certify under penalty of perjury the truth of this application and acknowledge that inaccurate or misleading information may result in denial of my request or revocation of funds.

Signature of Applicant: _____ **Date:** _____

Questions: Planning@moraga.ca.us or 925-888-7040

TOWN OF MORAGA / ARPA BUSINESS RECOVERY GRANT PROGRAM OVERVIEW

The Town of Moraga's ARPA Business Recovery Grant Program will provide a one-time grant for up to \$5,000 to impacted small businesses that experienced economic hardship from the pandemic to assist with economic recovery. To qualify for a Business Recovery Grant, businesses must be independently owned and operated with a storefront or other physical space in Moraga and have no more than twenty (20) employees as of March 1, 2022. Businesses operating from the home (Home Occupations) are eligible for grant funding. Chain stores (three or more stores owned by one company and selling the same merchandise) not owned by an independent franchisee and corporations are not eligible for grant funding.

To qualify, small businesses must provide information on how they were impacted by the pandemic which could include: decreased revenue; increased costs; challenges covering payroll, rent or mortgage, utilities, and other operating costs; or capacity to weather financial hardship.

Reimbursement of the following costs incurred on or after March 3, 2021 are eligible expenses for up to a maximum of \$5,000 in grant funding:

- Costs associated with remaining open and meeting required safety protocols;
- Costs for adjusting operations to respond to a new way of providing services, such as capital costs to establish outdoor dining and new phone apps to enable hands-free ordering;
- Sick leave expenses related to time off due to COVID or caring for a family member with COVID or caring for a family member with COVID;
- Rent relief and payment of back utilities;
- Marketing and promotional events such as new signage, mailings and website updates.
- Costs to retain employees;
- Adjustments to operations to respond to a new way of providing services.

Business Recovery Grants shall be awarded on a first come, first served basis. Grant funding is limited and is due to expire on March 30, 2023. Please complete this application and submit it via email to Planning@Moraga.ca.us; or drop it off/mail it to: Town of Moraga, Planning Department, 329 Rheem Boulevard, Moraga CA 94556.

Contact the Town of Moraga Planning Department with questions 925-888-7040.

