



DEPARTMENT of  
**ECONOMIC**  
**DEVELOPMENT**

**COMMUNITY GRANT PROGRAM**

*Salt Lake City*

451 South State, PO Box 145590, Salt Lake City, UT, 84111-5590

ED@slc.gov.com



**Grant funding is available for limited, one-time financial assistance to eligible small businesses and artists in Salt Lake City that were negatively impacted by the COVID-19 pandemic or related shutdowns.**



**How Much Can I Apply For?**

- Small Businesses, artists/artisans, and musicians can apply for grants up to \$50,000
- Nonprofits offering arts or small business- specific COVID-19 recovery programming can apply for grants up to \$100,000



**Who Is Eligible to Apply?**

Small businesses, home-based businesses, food trucks, artists and musicians are eligible to apply. Eligibility requirements to apply include, but are not limited to:

- Business is physically located and licensed to do business in Salt Lake City since January 1, 2020 (if you are a home-based business, artist or musician, a business license is not required)
- Business has less than 50 full-time employees.
- Business can show it was negatively impacted by the COVID-19 pandemic or related shutdowns.
- Nonprofit organizations are eligible if offering programming for arts or small business- specific COVID-19 recovery.



**Eligible uses of grant funding**

- Wages (payroll or benefits)
- Costs to retain employees
- Mortgage, rent, or utilities costs
- COVID-19 prevention procedures (enhanced cleaning, barriers/dividers, COVID-19 vaccinations/testing)
- One-on-one business counseling, or other business planning services
- Other operating costs



**Requirements to Apply:**

- Submit your completed application
- Submit Federal Income Tax Returns (pre- and post-pandemic)
- Submit your W-9
- Submit a current copy of your Salt Lake City Business License (unless you are a home-based business, artist or musician)
- Submit a Photo ID
- Additional documentation is required if you are a sole owner/proprietor, requesting funding for employee wages/benefits, or received additional federal, state, or local COVID-19 financial assistance



**Where to submit your completed application:** mail completed application and all supporting documents to: SLC Economic Development, PO Box 145590, Salt Lake City, UT 84114-5590; or drop off completed application and all supporting documents at our offices: SLC Economic Development, 451 South State Street, Room 128, Salt Lake City, Utah 84114



**Help/Assistance: For questions, contact:**

Todd Andersen, SLC ARPA Program Coordinator  
todd.andersen@slcgov.com (385) 258-4582

**If you need assistance in Spanish, please contact:**

Cathie Rigby, SLC ARPA Program Manager  
cathie.rigby@slcgov.com (801) 940-9010  
Habla Español



## Program Summary

### How Much Funding is Available?

- \$2 million in grant funding is available for limited, one-time financial assistance to eligible small businesses and artists in Salt Lake City that were negatively impacted by the COVID-19 Pandemic or related shutdowns.

### How Much Can I Apply For?

- Small Businesses, artists/artisans, and musicians can apply for grants up to \$50,000
- Small Businesses in the Travel, Tourism, and Hospitality Sector can apply for grants up to \$50,000
- Nonprofits offering arts or small business- specific COVID-19 recovery programming can apply for grants up to \$100,000

### Who Is Eligible to Apply?

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### Eligible uses of grant funding

- Wages (payroll or benefits)
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- One-on-one business counseling, or other business planning services
- Other operating costs

### Ineligible/prohibited uses of grant funding

- Deposits into pension funds
- Debt servicing
- Replenishing financial reserves (stabilization or "rainy day" funds)
- Other personal enrichment activities

### Timeline for Use of Funds:

Grant funding may only be used for costs incurred after March 3, 2021. All funds must be spent by December 31, 2024, with receipts provided no later than December 31, 2026.

**How do I apply?**

The application portal will open for a 30-day window from September 1st to September 30th, 2022.

- During the application period, applications can be submitted online at [www.slc.gov/ed](http://www.slc.gov/ed), by mail, or in-person. Applications received online or in-person after the deadline will be considered late and will not be accepted.

**Required Documents**

In addition to the application, the following documentation will be required for grant consideration.

- Federal Income Tax Returns (pre and post-pandemic)
- W-9
- A current copy of your Salt Lake City Business License (if you are a home-based business, artist, or musician, a business license is NOT required)
- Photo ID

Additional documentation is required if you are a sole owner/proprietor, requesting funding for employee wages/benefits, or received additional federal, state, or local COVID-19 financial assistance

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**Part 1: Eligibility Check**

**Legal Business Name**

**Street Address**

**City**

**State & Zip Code**

**Email**

**Phone**

**Primary Contact Name**

<b>Was your business in operation on or before January 1, 2020?</b>	YES	NO
<b>Does your business have a valid Salt Lake City business license?</b>	YES	NO
<b>Are you a home-based business, artist, or musician?</b>	YES	NO
<b>Does your business have less than 50 full-time employees?</b>	YES	NO
<b>Do you own at least 50% of your business?</b>	YES	NO
<b>Do any of the following apply to your business? (check all that apply)</b>		
Facing pending litigation or legal action		
Suspended / restricted from use of federal lands		
Multinational or publicly traded business		
Franchise that is subsidiary of a larger corporation		
Chain that does NOT have a majority of locations in Salt Lake City		
Owned by a Salt Lake City Corp. employee, elected, or appointed official		
NONE of these apply to my business		
<b>Are you included in any of the following groups that were "disproportionately impacted" by the COVID-19 pandemic? (check all that apply)</b>		
100% female-owned or minority-owned business		
Business in the City Center (between North Temple and 400 South, and 200 East to I-15)		
Arts & Culture business (arts, musicians, etc.)		
NONE of these		

## Part 1: Required Documents

The following documents will be **REQUIRED** to submit with your application.

### **2019 AND 2020 or 2021 Federal Income Tax Returns**

- These should demonstrate negative economic impact or evidence of revenue reduction due to COVID-19 and related shutdowns

### **A signed copy of your IRS W-9**

### **A valid, unexpired copy of your Salt Lake City Business License**

- if you are a home-based business, artist or musician, a business license is not required. If you need a new copy of your business license, contact the SLC Business Licensing Division at (801) 535-6644 or [business.license@slcgov.com](mailto:business.license@slcgov.com)

### **Photo Identification; examples of eligible forms of ID include:**

- Valid Driver's License
- Passport or Passport Card
- Birth Certificate
- State-issued, Student or Military Identification Card

### **2019 AND 2020 or 2021 Schedule C** (only required if you are a sole owner/proprietor)

### **2019 AND 2020 or 2021 Form 941 (Payroll Taxes)** (only required if you are requesting wages, benefit or payroll reimbursement)

### **2020 or 2021 Form 33H -Employer Quarterly Wage List and Contributions Report** (only for businesses requesting funding for employee wages)

### **Copies of other Federal, State or local COVID-19 financial assistance received (PPP, EIDL, etc.)** (only required if additional funding received; information about the dollar amount and use of the funds received)

<b>Will your business need help preparing/gathering these documents?</b>	YES	NO
<b>Do you need help in a language other than English?</b>	YES	NO
<b>If yes, what language?</b> _____		
<i>If applicants need language help, our staff can work with the <b>SLC Mayor's Office of Equity &amp; Inclusion</b> to offer translation &amp; interpretation services.</i>		



**Part 2: Application**

**Provide a brief description of your business (products/services):**

<b>Business Type:</b>	Sole Owner	Joint Venture	S Corp	501 c3
	Partnership	LLC	C Corp	501 c19

**If there are multiple owners of the business, please give their names and percentage ownership of the business:**

\_\_\_\_\_ %  
\_\_\_\_\_ %

**Is your business located in a Qualified Census Tract (QCT)?** YES NO

To see if an address is in a QCT, go to <https://www.slc.gov/ed/> and enter your business address into QCT Map

**Employer Identification Number (EIN)**

**Total Grant Amount Requested (\$)**

## Impact Statement

Provide the following information on how your business has been impacted by COVID-19:

Shut down from \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yyyy)

<b>Number of Employees on December 31, 2019</b>	0-5	6-10	11-25	26-50
<b>Number of Employees on December 1, 2020</b>	0-5	6-10	11-25	26-50

<b>Cost of wages prior to March 2021:</b>	\$0 - \$10K	\$10K - \$50K	\$50K - \$100K	\$100K +
<b>Current cost of wages:</b>	\$0 - \$10K	\$10K - \$50K	\$50K - \$100K	\$100K +
<b>Revenue loss since March 2021:</b>	\$0 - \$10K	\$10K - \$50K	\$50K - \$100K	\$100K +

Please briefly explain how your business was impacted by the COVID-19 pandemic or related shutdowns:

## Use of Funds

How does your business intend to use grant funds, if awarded? (select all that apply)

Payroll	Amount \$ _____
Costs to retain employees	Amount \$ _____
Benefits	Amount \$ _____
Mortgage, Rent, or other Utility costs	Amount \$ _____
COVID-19 Prevention/mitigation tactics (enhanced cleaning, barriers, COVID-19 vaccinations, testing, etc)	Amount \$ _____
Technical Assistance, Counseling, or other Business Planning Services	Amount \$ _____
Other operating costs (briefly explain)	Amount \$ _____

**Eligible Uses ONLY for "disproportionately impacted" businesses**

Business Incubator	Amount \$ _____
Start-up or Expansion Costs	Amount \$ _____
Childcare Support	Amount \$ _____
Transportation Support	Amount \$ _____
Capital Investments* <small>*restrictions apply, please refer to program guidelines</small>	Amount \$ _____

**Eligible Uses ONLY for businesses in travel, tourism, and hospitality sector**

Maintenance of Existing Equipment and facilities	Amount \$ _____
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## Additional Info

Have you received any other federal, state, or local economic assistance for the COVID-19 pandemic? (PPP, EIDL, etc.) If yes, please give the award, amount, and how the funding was used. \*

Please briefly explain your business' timeline for using grant funding, including estimated dates of key milestones and when expenditures will be made.

Please briefly explain how your intended use of grant funds will help your business' economic recovery?

**How did you hear about this grant program?**

Friend / Colleague

In - Person visit from SLC Employee

E-Mail

SLC Website

Phone

Flyer / Brochure

Other (briefly explain) \_\_\_\_\_

## Certification

I/We hereby certify that all statements in this application are true and complete and are made for the purpose of applying for a grant. I/We fully understand that it is a federal crime punishable by fine or imprisonment or both to knowingly make any false statements concerning any of the above facts, as applicable under the provision of Title 18, United States Code, Section 101.

**Applicant (Print)**

**Signature**

**Title**

**Date**

**Submit all paperwork to our office: 451 South State, PO Box 145590, Salt Lake City, UT, 84111-5590  
Or electronically: ED@slcgov.com**



## Eligibility

**My business already received funds from the Paycheck Protection Program (PPP), the Economic Injury Disaster Loan (EIDL), or a similar COVID-19 relief program. Can I apply for this grant?**

Yes. However, businesses that have not received any prior funding from COVID-19 relief programs will receive weighted scoring during the evaluation process.

**Is U.S. citizenship required to apply?**

No.

**My business is home-based or a mobile vendor (i.e. food truck). Can I apply for this grant?**

Yes. Businesses that are home-based are encouraged to apply, as long as they reside in Salt Lake City. Mobile vendors (i.e. food trucks) are also encouraged to apply, as long as the business owner resides in Salt Lake City OR the business uses a commissary kitchen located in Salt Lake City.

**Can nonprofits or religious organizations apply for this grant?**

Yes, but organizations must offer programming that assists artists/artisans or small businesses with COVID-19 economic recovery. If you are a nonprofit or religious organization that offers social services or assistance, you might be eligible for a similar grant program being administered by Salt Lake City's Community & Neighborhoods Department. Visit the following webpage for more information: <https://www.slc.gov/can/>

## Application

**What is the maximum grant amount my business can apply for?**

- Small Businesses can apply for a grant up to \$50,000
- Small Businesses in the Travel, Tourism, and Hospitality Sector can apply for grants up to \$50,000
- Artist-Artisan Businesses can apply for grants up to \$50,000
- Nonprofits with arts or small business-related programming can apply for grants up to \$100,000

### **How long will I have to apply once the application portal opens?**

Once the application portal opens, you will have 30 days to send in a completed application.

Several months later, there will be a second 30-day window where the application portal will be open. This second stage will allow for equitable access to funding to communities who may be engaged in one-on-one business assistance, need longer lead times to get through the application process, or were unsuccessful in the first stage and would like to apply again.

### **Are there translation/interpretation services for other languages available?**

If applicants need assistance in languages other than English, our staff can work with the SLC Mayor's Office of Equity & Inclusion to coordinate translation & interpretation services.

### **How do I send in my completed application?**

Send your completed application (along with required business documents) in by one of the following options:

**Online:** Applicants can visit [www.slc.gov/ed](http://www.slc.gov/ed) to complete an online application.  
**Mail:** SLC Economic Development, PO Box 145590, SLC, UT 84114-5590  
**Drop-off:** 451 South State Street, Room 128, SLC, UT 84114  
**E-Mail:** [ED@slcgov.com](mailto:ED@slcgov.com)

### **Will I be able to edit my submission after applying, if I have made an error?**

No. However, if you need to correct an error, please get in touch with City staff and our team can work with you to correct information on your application.

## **Grant Awards**

### **How will I be notified if I am awarded a grant?**

You will receive an email from City staff notifying you if you have been awarded a grant and included in the email will be next steps for your business.

### **How long will it take for a successful applicant to receive an award?**

Once your business completes several requirements outlined in the award email, the City will seek to release funds within 2 weeks, or create a budget for each approved applicant to request funds at a future date. If your business does not receive funding after 2 weeks, please contact City staff for assistance.

### **Does anything need to be repaid?**

No, these grants do not need to be repaid.

## **Contact**

### **Who can I contact for help?**

If you have questions about the Program guidelines, the application, or application status once submitted, please contact:

**Todd Andersen, SLC ARPA Program Coordinator**  
**todd.andersen@slcgov.com**  
**(385) 258-4582**

If your business has been awarded funding and have questions about ongoing reporting requirements or need general assistance in Spanish, please contact:

**Cathie Rigby, SLC ARPA Program Manager**  
**cathie.rigby@slcgov.com**  
**801-940-9010**