

# #Palmdale CARES

## City of Palmdale

Checklist for Microenterprise Business Grant Program Application

June 2021

# Checklist for Microenterprise Business Grant Program Application

## Application Process

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Applications can be submitted online at [www.CityofPalmdale.org/BusinessGrants](http://www.CityofPalmdale.org/BusinessGrants) or by printing and hand delivering applications to the Economic Development Division at 38250 Sierra Highway, Palmdale, CA during regular hours of operation of Monday through Thursday from 7:30 am to 6:00 pm. Applications WILL NOT be accepted by email or fax. Applications will be time stamped and reviewed on a first-come, first-serve basis. The application period will open on June 7, 2021 and close on September 9, 2021 or when all funds are granted, whichever comes sooner. If interest persists and funds are still available, the City may extend the application period.

*Questions about the application process? For the fastest response, please contact Economic Development Division at (661) 267-5125 or at [businessgrants@cityofpalmdale.org](mailto:businessgrants@cityofpalmdale.org).*

## Eligibility Checklist

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The checklist below assists businesses to determine eligibility via the microbusiness or small business assistance programs. For more guidance, please view the program guidelines [www.cityofpalmdale.org/businessgrants](http://www.cityofpalmdale.org/businessgrants)

Is your business located within Palmdale City boundaries?	Yes ___ No ___
Does your business have 5 or fewer employees (including owner(s))?	Yes ___ No ___
Does the business owner have a family income at or below 80% of area median income (see page 7)?	Yes ___ No ___
Are you able to document that your business was adversely impacted by COVID-19?	Yes ___ No ___
Does your business have a current City of Palmdale business license?	Yes ___ No ___
Was your business open on or before February 29, 2020?	Yes ___ No ___
Does your business meet the eligibility requirements outlined in the program guidelines? <ul style="list-style-type: none"> <li>• Owner is 18 years or older</li> <li>• Business or owner has a DUNS number, or has applied for one?</li> <li>• Business has a valid federal employer identification number (EIN)</li> <li>• Business has a bank account</li> <li>• Business is not subject to City Conflict of Interest Code</li> </ul>	Yes ___ No ___
Can confirm that my business is <b>not</b> one of the following: <ul style="list-style-type: none"> <li>• Nonprofit entity (e.g. 501 (c)(3), 501 (c)(6), etc.)</li> <li>• Passive business (i.e. rental property or other business in which one does not actively participate)</li> <li>• Home-based business</li> <li>• Government organization</li> <li>• Business that limit patrons to 18 and older</li> </ul>	Yes ___ No ___

*If you answered yes to these questions, you may be eligible for the Microenterprise Assistance Program and should apply for this program. If you answered no to any question, you may not be eligible for the Palmdale Microenterprise Business Assistance Program. If you have any questions regarding your business' eligibility, please contact the Economic Development Division at 661-267-5125.*

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**NOTE:**

- **HAND DELIVERY SUBMITTAL** REQUIRES THAT THE BELOW **REQUIRED DOCUMENTS BE ATTACHED** TO THE APPLICATION AT TIME OF DELIVERY OF THE APPLICATION.

**Required Attachments (all applicants)**

1. City of Palmdale Business License;
2. State Identification Card or Driver's License;
3. IRS Form W-9 (Request for Taxpayer Identification Number and Certification);
4. Most recent California Employment Development Department form DE-9 (Quarterly Contribution Return and Report of Wages Form), OR statement certifying the reason the business does not file a DE-9;
5. Documentation of COVID-19 Impact;
6. Other documentation/ explanations, as required;
7. Owner/ family income documentation;
8. Most recent federal tax return (Form 1040 or Form 1040 EZ).