

# California Relief Grant Program

## PROGRAM AND APPLICATION GUIDE NON-PROFIT BUSINESSES



This Program is funded by the State of California



# ABOUT THE PROGRAM

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# SECTION 1: PROGRAM OVERVIEW

- \$475 million of funding administered by the California Office of the Small Business Advocate will be distributed by Lendistry as the Intermediary, with certain third-parties designated by Lendistry to provide additional support (“Partners”).
  - Anticipate issuing grants in the following two (2) rounds of distributions:
    - Round 1 – approximately \$237.5 million
    - Round 2 – approximately \$237.5 million
  - The program is **not** on a “first come, first served” basis.
  - The application portal for each round will open for applicants for a designated period of time determined by Lendistry.
  - Partners will conduct outreach and marketing to ensure small, vulnerable and disadvantaged businesses and nonprofits have access to the grant application platform.
  - Partners will provide technical assistance to business owners and nonprofits (to include translation/interpretation services) during application preparation and online submission.
  - Once applications are received, Lendistry will process for eligibility. Once rounds close, grant awards will be distributed based on the program priority factors.
- A committee of internal Lendistry team members will confirm the scorecard creation and geographical distribution based on program priority factors, including the COVID health and safety restrictions following California’s Blueprint for a Safer Economy, local county status and the new Regional Stay At Home Order which can be found at: <https://covid19.ca.gov/safer-economy/>.
  - If demand for grants from small businesses and nonprofits meeting the prioritization criteria exceeds available funding, priority factors will be assessed.
  - Applications received in each round will be processed in two (2) stages:
    - Stage 1: Applicants upload selected financial documents, identification documents and a business certification regarding accuracy and truthfulness of information submitted.
    - Stage 2: Eligible applicants will be requested to provide additional documentation for grant disbursement.
  - Lendistry will distribute grants on behalf of the State of California to approved small businesses and nonprofits.
  - Lendistry will arrange to deliver applicable tax forms to grantees.

# SECTION 2: GRANTEE ELIGIBILITY

**Eligible businesses must have a physical address and operate in California.**

A small business or small nonprofit must satisfy the following criteria to be eligible to receive a grant award:

- Must meet the definition of an “eligible small business” (see Definitions and Other Information)
- Active businesses or nonprofits operating since at least June 1, 2019
  - Businesses must currently be operating or have a clear plan to re-open once the State of California permits re-opening of the business
- Business must be impacted by COVID-19 and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic
- Business must be able to provide organizing documents including 2018 or 2019 tax returns or Form 990s, copy of official filing with the California Secretary of State, if applicable, or local municipality for the business such as one of the following: Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration or Government-Issued Business License
- Business must be able to provide acceptable form of government-issued photo ID
- Applicants with multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible small business with the highest revenue.

## DEFINITIONS AND ADDITIONAL INFORMATION

- “eligible small business” means small businesses and small nonprofits operating in California
- “small businesses” means sole proprietors, independent contractors, 1099 workers, and/or registered “for-profit” business entities (e.g., C-corporations, S-corporations, limited liability companies, partnerships) that have yearly gross revenue of \$2.5 million or less based on most recent available tax return (2018 or 2019); must have minimum yearly gross revenue of \$1,000
- “small nonprofits” means registered 501(c)(3) or 501(c)(6) nonprofit entities that have yearly gross revenue of \$2.5 million or less based on most recent available Form 990 (2018 or 2019); must have minimum yearly gross revenue of \$1,000; nonprofit entities types include corporation, limited liability company, trust, or unincorporated association
- Applicants will be required to certify eligibility, including that the grant will be used for the specific applicant and that such applicant is the business with the highest revenue
- Non-US owners are subject to ITIN verification through IRS Form CP565
- Revenue determined based on IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; Line 1.c on Form 1065, for partnerships; Line 1.c and Line 2 on Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.



# SECTION 3: INELIGIBLE BUSINESSES

- Businesses without a physical location in California
- Nonprofit businesses not registered as either a 501(c)(3) or 501(c)(6)
- Government entities (other than Native American tribes) or elected official offices
- Businesses primarily engaged in political or lobbying activities (regardless of whether such entities qualify as a 501(c)(3) or 501(c)(6))
- Passive businesses, investment companies and investors who file a Schedule E on their personal tax returns
- Churches and other religious institutions (regardless of whether such entities qualify as a 501(c)(3) or 501(c)(6))
- Financial businesses primarily engaged in the business of lending, such as banks, finance companies and factoring companies
- Businesses engaged in any activity that is illegal under federal, state or local law
- Businesses of a prurient sexual nature, including businesses which present live performances of a prurient sexual nature and businesses which derive directly or indirectly more than de minimis gross revenue through the sale of products or services, or the presentation of any depictions or displays, of a prurient sexual nature
- Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature such as rent-to-own businesses and check cashing businesses
- Businesses that restrict patronage for any reason other than capacity
- Speculative businesses
- Businesses of which any owner of greater than 10% of the equity interest in it (i) has within the prior three-years been convicted of or had a civil judgment rendered against such owner, or has had commenced any form of parole or probation (including probation before judgment), for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state anti-trust or procurement statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property, or (ii) is presently indicted for or otherwise criminally or civilly charged by a government entity, (federal, state or local) with commission of any of the offenses enumerated in subparagraph (i) above
- “Affiliated” companies (as such term is defined in 13 C.F.R. § 121.103)
- Multiple business entities, franchises, locations, etc. are not eligible for multiple grants and are only allowed to apply once using their eligible small business with the highest revenue

# SECTION 4: USES OF FUNDS

## ELIGIBLE USE OF FUNDS

- Only those costs incurred due to the COVID-19 pandemic and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic. The following are the eligible uses of grant funds:
  - All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums
  - Working capital, overhead (including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments)), debt payments (principal and interest) incurred before March 1, 2020
  - Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures
  - Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses
  - Any other COVID-19 related expenses not already covered (for the same period) through grants, forgivable loans or other relief through federal, state, county or city programs

## INELIGIBLE USES OF FUNDS

- Human resource expenses for the State share of Medicaid;
- Employee bonuses or severance pay;
- Taxes;
- Legal settlements;
- Personal expenses or other expenses unrelated to COVID-19 impacts;
- Expenses for repairs from damages already covered by insurance
- Reimbursement to donors for donated items or services.

# SECTION 5: HOW RECIPIENTS WILL BE DETERMINED

## GRANT RECIPIENTS WILL BE DETERMINED BASED ON:

1. Businesses located in areas impacted the most by the effects of COVID-19, based on COVID health and safety restrictions following California's Blueprint for a Safer Economy, local county status, and Regional Stay At Home orders available at: <https://covid19.ca.gov/safer-economy/>.
2. Businesses impacted the most financially based on gross revenue losses.
3. Certain impacted industries including retail, food and hospitality, health and wellness, and personal care (beauty/nail salons, spas, and barbershops).
4. "Underserved small business groups" meaning (I) women-owned, Minority/Person of Color-Owned, or veteran-owned businesses where at least 51% of the business is owned and run on a daily basis by said group(s), and (II) businesses located in Low-to-Moderate Income (LMI) and Rural communities.
  - "Minority/Person of Color-Owned Small Business" means the following racial or ethnic groups (as identified by the applicant): African-American/Black, Asian, Native American or Alaska Native, Native Hawaiian or Pacific Islander, or LatinX/Hispanic.
  - "Low-to-Moderate Income (LMI)" means any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income less than 60 percent of the Area Median Gross Income (AMGI), or which has a poverty rate of at least 25%.
  - "Rural areas" means all territory, populations, and housing units that are located outside of urban areas (50,000 or more people) and urban clusters (at least 2,500 and less than 50,000 people). Urban areas and clusters are determined by population density and size available per the most recently updated data available from the U.S. Census Bureau's American Community Survey 5-year estimates thirty days prior to the first day of the applicable application period.

# SECTION 6: GRANT FUNDING STRUCTURE

ELIGIBLE BUSINESS GROSS REVENUE	GRANT AWARD AVAILABLE PER BUSINESS
Annual gross revenue \$1,000 to \$100,000	<b>\$5,000</b> grant
Annual gross revenue greater than \$100,000 up to \$1,000,000	<b>\$15,000</b> grant
Annual gross revenue greater than \$1,000,000 up to \$2,500,000	<b>\$25,000</b> grant



# SECTION 7: REQUIRED DOCUMENTATION

## STAGE 1

### Application Requirements

Businesses will need to:

1. Complete a grant application (made available through an online portal by Lendistry);
2. Upload selected financial and organizational documents; and
3. Self-certify the accuracy of information by signing an Application Certification.

The following information is required from all applicants in Stage 1:

1. A copy of the signed certification form referenced above.
2. Most recent tax return filed (2019 or 2018) – provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
3. An acceptable form of government-issued photo ID, provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
4. Acceptable evidence of minimum gross annual revenue of no less than \$1,000 per year.

## STAGE 2

### Additional Requirements for Businesses Determined to be Eligible

Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:

1. Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided in electronic format for upload, such as PDF/JPEG or other approved upload format:
  - Articles of Incorporation
  - Certificate of Organization
  - Fictitious Name of Registration
  - Government-issued Business License (sole proprietors without fictitious name)
2. For eligible nonprofit entity applicants, a copy of the entity's most recent IRS tax exemption letter.
3. Verification of bank account via electronic registration or other approved review process.



# TIPS FOR APPLYING

# TIPS FOR A BETTER APPLICATION PROCESS

## TIP #1: WEB BROWSER

Throughout the entire application process, please use **Google Chrome only**.

Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

[Click Here to Download Google Chrome](#)

## TIP #2: ACCEPTABLE EMAIL ADDRESSES

Please make sure you are using a valid email address when applying. You will receive updates and additional instructions at the email address you provide.

**IMPORTANT NOTE** - The following email addresses will **not** be accepted and recognized in our system:

1. Emails beginning with **info@**  
Example: info@mycompany.com
2. Emails ending with **@contact.com** or **@noreply.com**  
Example: example@contact.com  
Example: example@noreply.com

## TIP #3: SCAN YOUR DOCUMENTS PROPERLY

All documentation must be provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format. The electronic form must be clear, aligned straight, and contain no disruptive backgrounds.

If you do not have a scanner, we recommend using the following free mobile apps:

### Genius Scan

Apple | [Click Here to Download](#)

Android | [Click Here to Download](#)

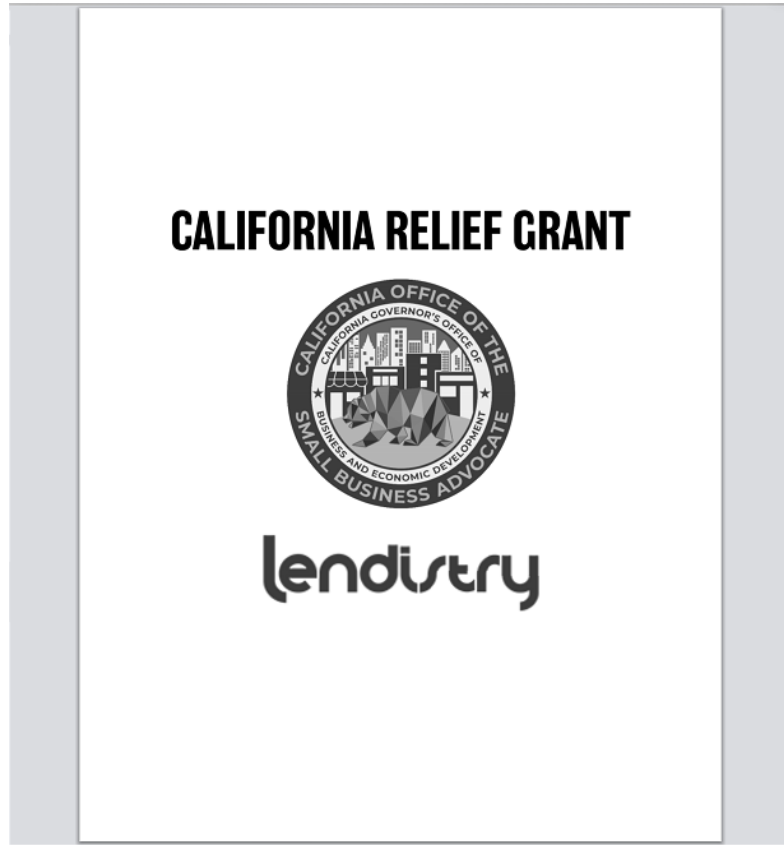
### Adobe Scan

Apple | [Click Here to Download](#)

Android | [Click Here to Download](#)

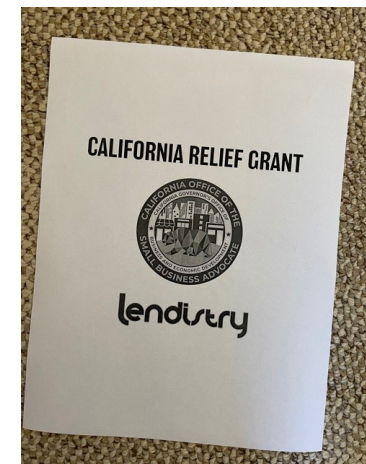
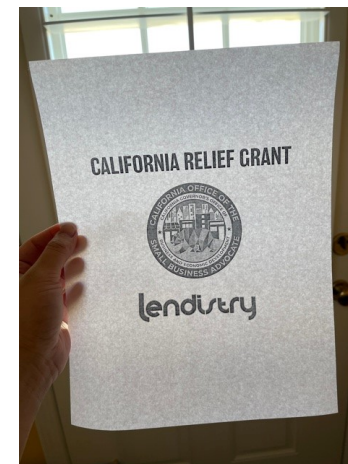
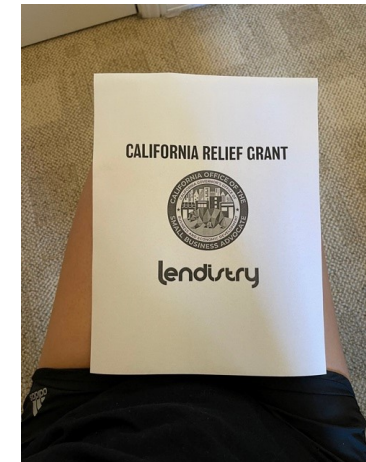
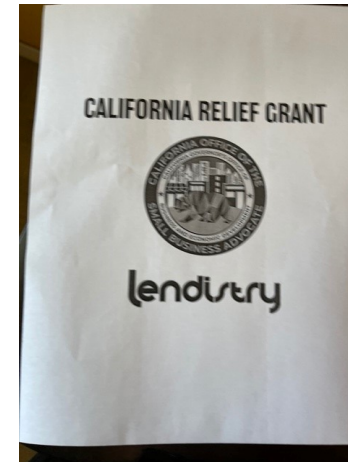
# TIPS FOR A BETTER APPLICATION PROCESS

## ACCEPTABLE ELECTRONIC SUBMISSIONS



## UNUSABLE ELECTRONIC SUBMISSIONS

Unusable electronic submissions **will not be accepted** for your application.







# APPLICATION PROCESS

## STEP-BY-STEP GUIDE NON-PROFIT BUSINESSES



# FIND A GRANT

## BEFORE YOU BEGIN

Throughout the entire application process, please use **Google Chrome** **only**. Using other web browsers, such as Internet Explorer, Firefox, Safari, and Bing, may disrupt your application process.

**Important Note:** The State of California has designated **Lendistry** as the Intermediary to distribute grants under this grant program. Throughout the entire grant application process, you will receive updates and communication from Lendistry.

## INSTRUCTIONS

1. On the California Relief Grant Program homepage, click “**Find Grant Now**” to find a grant that your business may be eligible for.

# California Relief Grant Program





This Program is funded by the State of California

In partnership with The Center by Lendistry

Find the right Grant that fits your business needs

FIND GRANTS NOW

1

### SIGN INTO YOUR ACCOUNT

 E-Mail

 Password

Show/Hide

[Forgot Password?](#)

SIGN IN

DISCLOSURE

[Terms and Conditions](#)

This grant program was funded by the California Governor's Office of Business and Economic Development through the California Office of the Small Business Advocate.

# SELECT A GRANT BASED ON BUSINESS CLASS

## INSTRUCTIONS

There are two different grant applications:

1. For-Profit Businesses
2. Non-Profit Organizations

Select “Grant Program **Non-Profit** Businesses”.

### Important Notes:

- You may only submit one application. Submitting multiple applications for one business may disrupt your application process.
- Applicants with multiple businesses may only apply for one grant. If you apply for multiple grants, only one will be reviewed.

Click “**Apply Now**” to start your application.

## California Relief Grant Program

lendistry



CALIFORNIA SMALL BUSINESS RELIEF GRANT PROGRAM

Grant Program for For-Profits

Round 1

Application Start Date: December 29th, 2020 - January 6th, 2021

**APPLY NOW**

Contact Information:  
Lynn Fernandez  
info@lendistry.com  
213-555-1212

IMPORTANT INFORMATION

REQUIRED DOCUMENTATION TO APPLY

- Application Certification
- Government issued photo ID
- Most recently filed 990 tax returns (2019 or 2018)

ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT

- Bank verification
- (One of the following): Articles of Incorporation, Certificate of Organization, Previous Name of Registration, or Government issued Business License.

GRANT AMOUNTS

- \$1,000 - \$25,000

ELIGIBILITY REQUIREMENTS

- Any active non-profit registered as a 501(c)(3) or 501(c)(29)
- Must be in business on or before June 1st, 2019
- Gross annual revenue less than or equal to \$2,500,000
- Use of funds must be related to COVID-19

CALIFORNIA SMALL BUSINESS RELIEF GRANT PROGRAM

Grant Program for California Non-Profits

Round 1

Application Start Date: December 29th, 2020 - January 6th, 2021

**APPLY NOW**

Contact Information:  
Lynn Fernandez  
info@lendistry.com  
213-555-1212

IMPORTANT INFORMATION

REQUIRED DOCUMENTATION TO APPLY

- Application Certification
- Government issued photo ID
- Most recently filed 990 tax returns (2019 or 2018)

ADDITIONAL DOCUMENTATION FOR APPLICANTS CHOSEN FOR A GRANT

- Bank verification
- (One of the following): Articles of Incorporation, Certificate of Organization, Previous Name of Registration, or Government issued Business License.

GRANT AMOUNTS

- \$5,000 - \$25,000

ELIGIBILITY REQUIREMENTS

- Any active non-profit registered as a 501(c)(3) or 501(c)(29)
- Must be in business on or before June 1st, 2019
- Gross annual revenue less than or equal to \$2,500,000
- Use of funds must be related to COVID-19

**NON-PROFIT ORGANIZATIONS ONLY**

lendistry

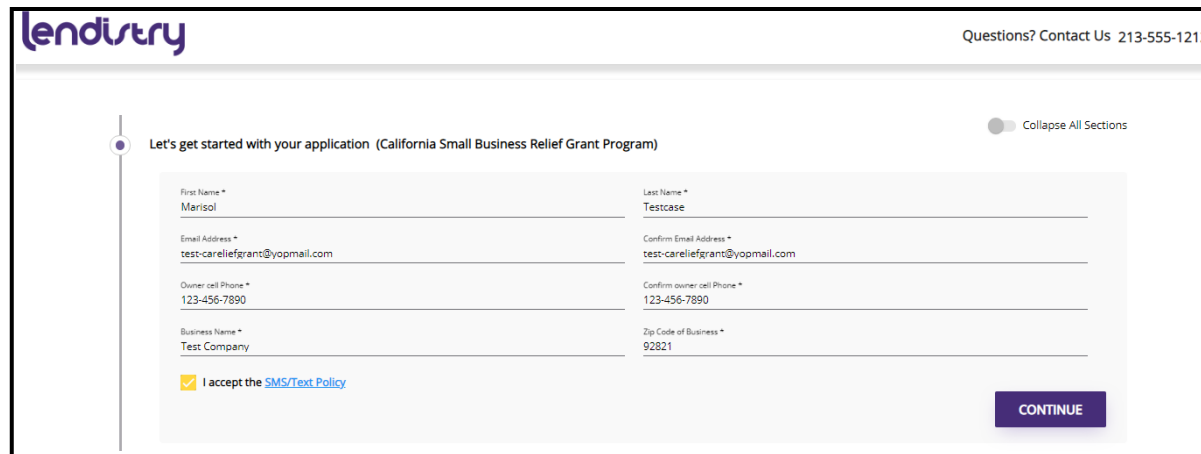
This Program is funded by  
the State of California

# SECTION 1: GET STARTED WITH YOUR APPLICATION

## WHAT INFORMATION IS NEEDED?

- First Name
- Last Name
- E-mail
- Phone Number
- Business Name
- Zip Code of Business

**Important Note:** Please be sure to use a valid email address in this section. Important updates and further instructions will be sent to the email address that you provide. Refer to **“Tips for Applying”** for a list of invalid email addresses.

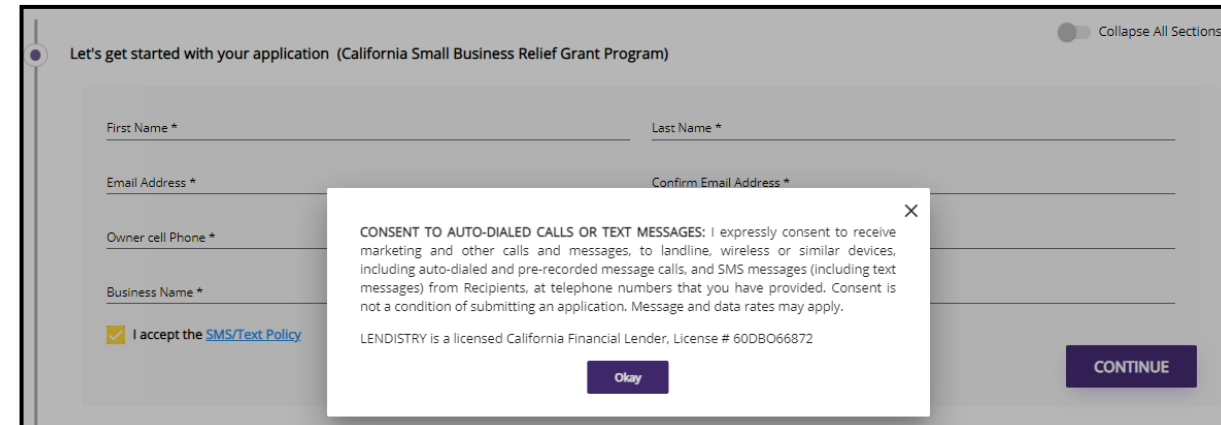


The screenshot shows the Lendistry application form. At the top left is the Lendistry logo. At the top right is a link for "Questions? Contact Us 213-555-1212". Below the header is a toggle for "Collapse All Sections". The main heading is "Let's get started with your application (California Small Business Relief Grant Program)". The form fields are arranged in two columns: First Name (Marisol), Last Name (Testcase), Email Address (test-careliefgrant@yopmail.com), Confirm Email Address (test-careliefgrant@yopmail.com), Owner cell Phone (123-456-7890), Confirm owner cell Phone (123-456-7890), Business Name (Test Company), and Zip Code of Business (92821). At the bottom left is a checkbox labeled "I accept the SMS/Text Policy" which is checked. At the bottom right is a purple "CONTINUE" button.

## SMS/TEXT POLICY

Status updates for your grant application will be available by SMS/Text. To receive updates by SMS/Text, please provide consent after reading the disclosure by checking the box. If you'd like to opt out of this feature, leave the box unchecked.

### CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES:



This screenshot shows the same application form as the previous one, but with a modal dialog box open in the center. The modal has a close button (X) in the top right corner. The text inside the modal reads: "CONSENT TO AUTO-DIALED CALLS OR TEXT MESSAGES: I expressly consent to receive marketing and other calls and messages, to landline, wireless or similar devices, including auto-dialed and pre-recorded message calls, and SMS messages (including text messages) from Recipients, at telephone numbers that you have provided. Consent is not a condition of submitting an application. Message and data rates may apply." Below this text is the Lendistry license information: "LENDISTRY is a licensed California Financial Lender, License # 60DBO66872". At the bottom of the modal are two buttons: "Okay" and "CONTINUE". The background form is dimmed.

# SECTION 2: OWNER DETAILS

## WHAT INFORMATION IS NEEDED?

- Owner First Name
- Owner Last Name
- Owner E-mail
- Owner Address City, State, Zip Code, and County
- Owner Birthday
- Owner Social Security
- % of Ownership

## TERMS AND CONDITIONS

Check the box to acknowledge that you have read and agree to the **Terms and Conditions**. You must agree in order to move forward with your grant application.

### TERMS AND CONDITIONS

**Owner details**

Owner First Name *	Owner Last Name *
Marisol	Testcase
Owner Email *	Owner Cellphone *
test-carelefgant@yopmail.com	123-456-7890
Owner Address (Please do not enter PO Box) *	Owner Address 2 (Please do not enter PO Box)
220 Locust Ave	
Owner City *	Owner State *
Anthill	Missouri
Owner Zip *	Owner County *
65488	Adair County
Owner date of birth (mm/dd/yyyy) *	Owner Social Security (#SSN) *
12/3/1991	000-00-0001
% of Ownership *	
100	

☒ I accept the [Terms and Conditions](#)

**SAVE & AGREE**

**Owner details**

Owner First Name *	Owner Last Name *
Marisol	
Owner Email *	
test-carelefgant@yopmail.com	
Owner Address (Please do not enter PO Box)	
220 Locust Ave	
Owner City *	
Anthill	
Owner Zip *	Owner State *
65488	Adair County
Owner date of birth (mm/dd/yyyy) *	Owner Social Security (#SSN) *
12/3/1991	
% of Ownership *	
100	

☒ I accept the [Terms and Conditions](#)

**SAVE & AGREE**

By checking the box I acknowledge that I have read and agree to the following:

1. [Terms of Use](#)
2. [Additional Authorizations](#)
3. [Privacy Policy](#)

LENDISTRY is a licensed California Financial Lender, License # 60DB066872

**Okay**

# SECTION 3: BUSINESS INFORMATION

## WHAT INFORMATION IS NEEDED?

- Business Name
- DBA (if applicable)  
**Note: If your business does not have a DBA, type “NONE” in this field.**
- Business EIN
- Business Phone Number
- Business Type
- State of Incorporation
- Non-Profit Status
- Confirm that your organization services is one of the top four program priorities.
- Business Address, City, State, Zip Code, and County
- Business Start Date
- Business Website  
**Note: If your business does not have a website, type “none.com” in this field.**

Business information

Business Name \*

Luu Test Non-Profit

Business EIN (Only digits, cannot contain special character or spaces) \*

00000000

Business Type \*

Non Profit

Please confirm your non-profit status \*

501c3

Business Address [Please do not enter PO Box] \*

330 E LAMBERT RD STE 275

City \*

BREA

County \*

Orange County

Date Business Established (mm/dd/yyyy) \*

1/1/2016

DBA (Doing Business As)-[Note: If No DBA type NONE] \*

NONE

Business Phone # \*

123-456-7890

State of Incorporation \*

California

Please confirm that your organization services one of the top four priorities \*

Emergency Food Provisions

Address 2 [Please do not enter PO Box]

State \*

California

Zip \*

92821

Business Website URL - (If no website please type none.com) \*

none.com



# SECTION 4: HOW CAN WE HELP YOU?

## WHAT INFORMATION IS NEEDED?

- Purpose of Grant
- Amount Requested

**Note: The grant amount you can request is based on your annual revenue.**

- Will this Grant create new jobs?
- Annual Revenue
- # of Full-Time Employees
- # of Part-Time Employees
- # of Jobs Created
- # of Jobs Retained

## HOW TO CHECK ELIGIBILITY FOR GRANT AMOUNT

The form field, **Amount Requested**, is based on your annual revenue.

To check the grant amount you are qualified for, click “**Check Eligibility**” and locate your eligible amount.

**You may only request the amount you are eligible for.**

The screenshot shows a form titled "How can we help you" with a modal window open for checking eligibility. The modal contains a table with the following data:

Annual Revenue	Eligible Amount
\$1,000 - \$100,000	\$5,000
\$100,001 - \$1,000,000	\$15,000
\$1,000,001 - \$2,500,000	\$25,000

Below the table is an "Okay" button. The background form shows the following fields:

- Purpose of grant \*: Payroll
- Amount Requested \*: \$ 5000
- Will this grant create new jobs?: ☒ Yes ☐ No
- # of Full Time Employees \*: 5
- # of Part Time Employees \*: 0
- # of jobs created \*: 0
- # of jobs retained \*: 5

A red dashed box highlights the "Check Eligibility" link in the top right corner of the form.

# SECTION 5: BUSINESS DEMOGRAPHICS

## WHAT INFORMATION IS NEEDED?

- Who is your customer base?
- What does your business do? What type of business is it?
- Tell us more.
- NAICS Code
- Women Owned Business?
- Veteran?
- Disabled?
- Race?
- Ethnicity?
- Franchise?
- Rural?

Business demographics

Who is your customer base?  
☒ B2B ☐ B2C ☐ Both

What type of business is it? \*  
Personal Services

NAICS Code \*  
000000

Women owned business \*  
YES

Disabled \*  
NO

Ethnicity \*  
Not Hispanic or Latino

Rural \*  
NO

What does your business do? \*  
Service Business

Tell us more. \*  
Beauty/Barber/Nail

[Click here](#) to find your NAICS code

Veteran \*  
NO

Race \*  
Asian

Franchise \*  
NO

# SECTION 6: DISCLOSURES

## INSTRUCTIONS

Once you have completed all fields for the Disclosures, click “Submit” to complete your application.

Disclosures

1) At least 25% of the non-profit's revenues are derived from services in the following categories - food security, housing security, childcare, workforce development.

Please select an answer \*

YES

2) During the last 9 months, has the non-profit received any COVID-19 related emergency grants?

Please select an answer \*

NO

3) The non-profit was in operations on or before June 1st, 2019.

Please select an answer \*

YES

4) The nonprofit serves >51% of clients that identify as low-to-moderate income, based HUD household income guidelines for California.

Please select an answer \*

YES

5) What was the gross revenue for the non-profit for April 1st, 2019 - September 30th, 2019?

Please enter your answer in numeric value \*

\$ 70000.00

6) What was the gross revenue for the non-profit for April 1st, 2020 - September 30th, 2020?

Please enter your answer in numeric value \*

\$ 50000.00

SUBMIT

# SECTION 8: CONFIRMATION

## INSTRUCTIONS

At the end of the application, you have two options:

1. Save your application and finish it later **or**
2. Complete your application and submit

Important Note: You will **not** be able to edit your application once it has been submitted.

### OPTION 1: SAVE AND CONTINUE YOUR APPLICATION LATER

If you would like to save and complete your application later, leave the field blank and click **“Save & Continue Later”**.

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type Yes to continue.

Yes|

↑  
Leave blank.

Save & Continue Later Continue

This screenshot shows a confirmation dialog box. At the top, it states: "Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type Yes to continue." Below this is a text input field with a purple cursor at the end, containing the text "Yes|". A red arrow points to the input field with the label "Leave blank." Below the input field are two buttons: "Save & Continue Later" (highlighted with a red dashed border) and "Continue" (a grey button).

### OPTION 2: COMPLETE AND SUBMIT YOUR APPLICATION

If all of the information provided is correct and you would like to complete your application submission, type in “Yes” and click **“Continue”**.

Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type Yes to continue.

Yes|

↑  
Type “Yes”

Save & Continue Later Continue

This screenshot shows a confirmation dialog box. At the top, it states: "Once you have submitted your application, you will no longer be able to edit your responses. You are agreeing that the information provided is accurate. Type Yes to continue." Below this is a text input field with a purple cursor at the end, containing the text "Yes|". A red arrow points to the input field with the label "Type “Yes”". Below the input field are two buttons: "Save & Continue Later" (a grey button) and "Continue" (highlighted with a red dashed border).

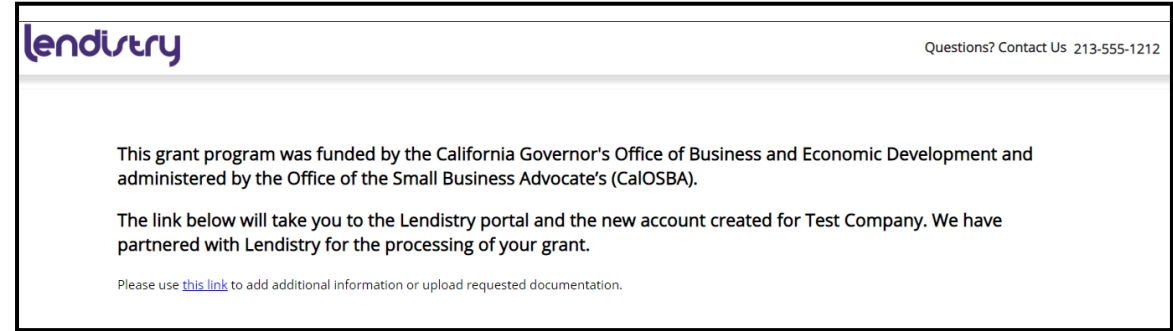
# SECTION 9: CONFIRMATION MESSAGE

## INSTRUCTIONS

You will receive the following message when your application has been successfully submitted.

Please check the email address that you entered in the “let’s get started with your application” section of the grant application for your username and password to our Portal.

**You will need to activate your account using the assigned login credentials in order to upload the required documents for your grant application.**



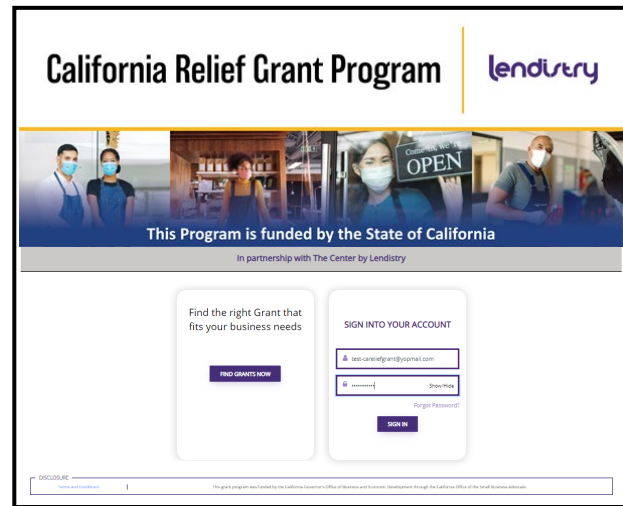
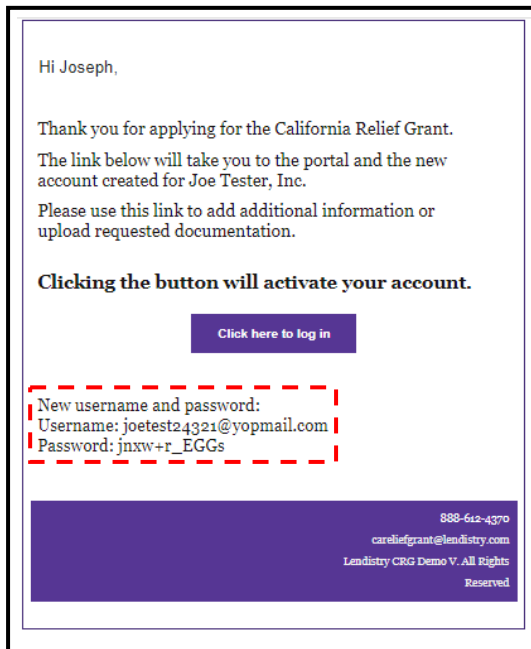


# SECTION 10: PORTAL ACCOUNT ACTIVATION

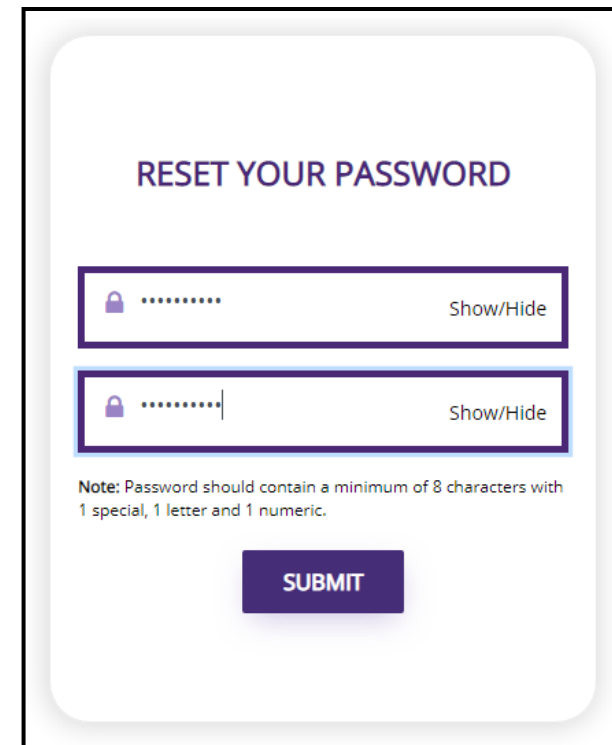
## INSTRUCTIONS

Activate your account by clicking **“Click here to log in”**. You will be redirected to the California Relief Grant Program application homepage.

Use the username and password that is assigned to you in the confirmation email in order to sign in and activate your account.



Once you login, you will be prompted to reset your password for your privacy. Your new password must have a minimum of eight characters (1-9, a-z, A-Z), which includes one special character (!@#\$%^&\*).

A screenshot of a "RESET YOUR PASSWORD" form. It has two input fields for password, each with a "Show/Hide" link. Below the fields is a note: "Note: Password should contain a minimum of 8 characters with 1 special, 1 letter and 1 numeric." At the bottom is a "SUBMIT" button.



# UPLOADING DOCUMENTS

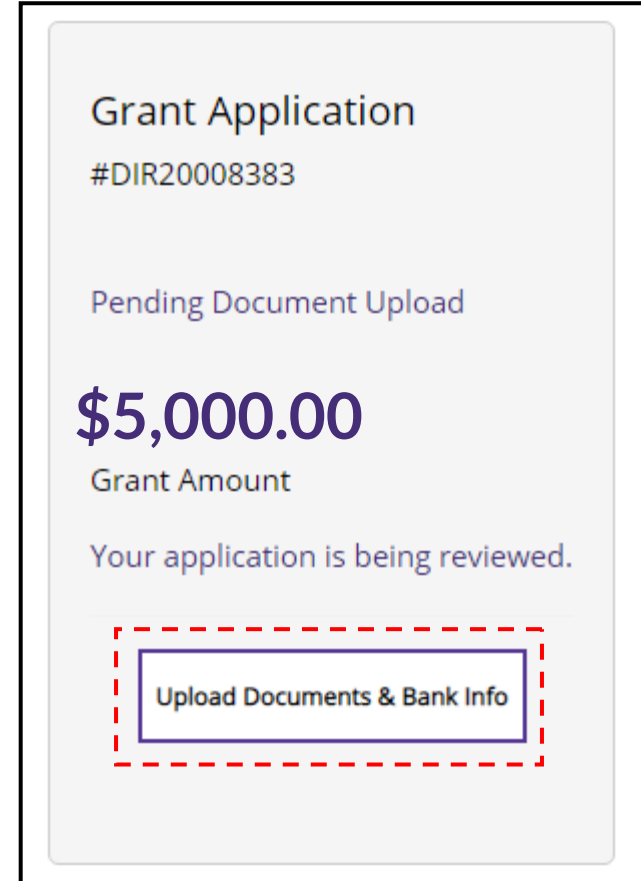
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## STEP-BY-STEP GUIDE

# SECTION 1: LOGIN INTO THE PORTAL

## INSTRUCTIONS

Once logged into the Portal, click “**Upload Documents & Bank Info**” to submit the required documents and link your bank account.



The screenshot shows a user interface for a grant application. At the top, it says "Grant Application" followed by the ID "#DIR20008383". Below that, it indicates the status "Pending Document Upload". The grant amount "\$5,000.00" is displayed in a large, bold, purple font, with "Grant Amount" written below it. A message states "Your application is being reviewed." At the bottom, there is a button labeled "Upload Documents & Bank Info" which is highlighted by a red dashed rectangular border.

Grant Application  
#DIR20008383

Pending Document Upload

**\$5,000.00**  
Grant Amount

Your application is being reviewed.

Upload Documents & Bank Info

# SECTION 2: UPLOADING DOCUMENTS

## INSTRUCTIONS

NOTE: Documents with an asterisk (\*) are mandatory and required to complete your application. If a document does not apply to your business, check the box next to it labeled “N/A”.

1. Select a document from the list.
2. Click “**Browse**” to locate the document on your device.
3. Once you’ve selected the document from your device, click “**Upload Documents**” to complete the upload.

**Important Note:** Enter the document password if one is required for access.

4. The status of the document will change from “**PENDING**” to “**COMPLETED**” once it has been successfully uploaded into the Portal.
5. Continue uploading documents until all the required and applicable documents are listed as “**COMPLETED**”.

### UPLOAD DOCUMENTS

UPLOAD DOCUMENTS

BANK INFO

Your business is a Non Profit

Change business type Non Profit

STEP 1

STEP 2

Please upload the items listed below:

501(c)(3) or 501(c)(6) tax exemption letter

COMPLETED

Application Certification \*

COMPLETED

Government issued ID \*

COMPLETED

Most recent 2018 or 2019 990 tax returns

☒ N/A

NOT APPLICABLE

(One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License.

☐ N/A

Pending

Bank Info

Pending

\* Indicates needed to apply

If a document does not apply to your business, check the box marked N/A.

Please upload document for (one of the following): articles of incorporation, certificate of organization, fictitious name of registration, or government-issued business license.

BROWSE...

S.No.	Document ...	Password(if ...	Delete
1	Business Lic...	<input type="password"/>	

UPLOAD DOCUMENTS

STEP 3

lendistry

This Program is funded by  
the State of California

# SECTION 2: UPLOADING DOCUMENTS

## INSTRUCTIONS

You will be able to see all the files that you have successfully uploaded. They will be listed below the upload field.

UPLOAD DOCUMENTS

UPLOAD DOCUMENTS

BANK INFO

Your business is a Non Profit

Change business type Non Profit

Please upload the items listed below:

501(c)(3) or 501(c)(6) tax exemption letter

COMPLETED

Application Certification \*

COMPLETED

Government issued ID \*

COMPLETED

Most recent 2018 or 2019 990 tax returns

☒ N/A NOT APPLICABLE

(One of the following): Articles of Incorporation, Certificate of Organization, Fictitious Name of Registration, or Government-Issued Business License.

COMPLETED

Bank Info

Pending

\* Indicates needed to apply

If a document does not apply to your business, check the box marked N/A.

Please upload document for 501(c)(3) or 501(c)(6) tax exemption letter

BROWSE...

S.No.

Document Name

Password(if required)

Delete

UPLOAD DOCUMENTS

Title	Document Name	Preview	Delete
Government issued ID	Government-Issued ID		
Application Certificati...	Application Certificati...		
(One of the following...	Business License		
501(c)(3) or 501(c)(6) ...	Tax Exemption Letter		

UPLOAD FILES WILL APPEAR HERE





# LINKING YOUR BANK INFO

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## STEP-BY-STEP GUIDE

# SECTION 1: LINK YOUR BANK ACCOUNT

Lendistry uses a third-party technology (Plaid) to set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies. Lendistry uses this technology only to verify your bank statements. This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. In this case, you can verify your bank account using the other proceeding methods.

## How to Verify Your Bank Account in Lendistry's Portal via Plaid

Grant Application  
#DIR13615262

Pending Document Upload

**\$10,000.00**

Grant Amount

Your application is being reviewed.

**Upload Documents & Bank Info**

UPLOAD DOCUMENTS

**BANK INFO**

**Step 1**

**LINK YOUR BANK ACCOUNT**

Linking your bank:

- Tells us where we should deposit your grant
- Expedites your grant
- Verifies your information

**Link Your Bank**

By linking your bank, you authorize use of your account to process your grant.

**Step 2**

Where Should we Send Your Funds?

Business Account Name \*

Bank Name \* Street \*

City \* State \*

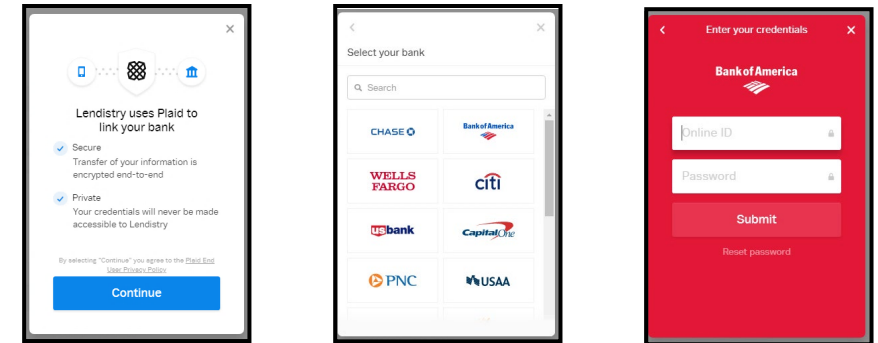
Zip \* Routing Number \*

**STEP 1**

**STEP 2**

## STEP 1

- Click on **“Link Your Bank Account”** to open a window for Plaid.
- Continue through Plaid and locate your banking institution.
- Sign into your online banking account and connect it to Lendistry's Portal.



## STEP 2

This step must always be completed regardless of the verification method you use.

- Enter your bank information.
- The **“Business Account Name”** field is NOT your account type. This field is your account name, which must be in the name of your business and listed on your bank statements.
- If your business is a sole proprietor, the bank account can be a personal account, but it must match your name.



# FAQ

# SECTION 1: CALIFORNIA RELIEF GRANT PROGRAM

## OVERVIEW

### What is the California Relief Grant Program?

The California Small Business COVID-19 Relief Grant Program (the “Program”) provides micro grants ranging from \$5,000 to \$25,000 to eligible small businesses and nonprofits impacted by COVID-19 and the related health and safety restrictions.

On November 30, 2020, Governor Newsom and the State Legislature announced the allocation of \$500 million to the Program to be administered by the California Office of the Small Business Advocate (CalOSBA) at the Governor’s Office of Business and Economic Development.

Lendistry has been designated by the state to act as the intermediary for the Program to disburse the grant funds.

### Who is Lendistry?

Lendistry is a technology partner that hosts and manages the portal for the Program’s grant application and will make grant payments to approved applicants. Applicants will receive notifications from Lendistry on the status of their application and requests for business information and supporting documents, including their business bank account information. Visit [www.lendistry.com](http://www.lendistry.com) to learn more about Lendistry.

### Who else can help me apply for the California Relief Grant Program?

Lendistry’s partners include mission-based lenders and small business advisory and technical assistance providers who are available to help small businesses with the application process. This includes many of the State of California supported small business centers who prioritize the expansion of technical assistance to underserved business groups. Our partners have been organized by location and by language services. You can find our list of partners by clicking [here](#).

### What are the key dates for application submissions and funding for the California Relief Grant Program?

#### Round 1

- Application Opens: December 30, 2020 at 6:00 AM
- Application Closes: January 8, 2021 at 11:59 PM
- Start of Approval Notification: January 13, 2021

We will review applications for eligibility and will start approving grant awards after the close of each application round. Applicants who submitted their application and submitted all documentation in the first round do not need to reapply; qualified applications for eligible businesses will be rolled over into the next funding round for consideration.



# SECTION 1: CALIFORNIA RELIEF GRANT PROGRAM

**What are the key dates for application submissions and funding for the California Relief Grant Program? (cont.)**

## Round 2

Application Opens: TBA

Application Closes: TBA

Start of Approval Notifications: TBA

We will review applications for eligibility and will start approving grant awards after the close of each application round. Round 2 is the final application window for the Program. Grant awards for businesses in the second application window will be made in two decision rounds for funding.

# SECTION 2: FUNDING ROUNDS

## OVERVIEW

### How many rounds are there?

There are two application rounds. We will review applications for eligibility and will start approving grant awards after the close of each application round.

### Do I need to apply in each round?

No. If you submitted a complete application during an application window, meet the eligibility requirements and are not awarded a grant in the first round, your application will be rolled over into the next round for consideration.

### How will grant recipients be determined?

First, applications will be reviewed to determine whether the applicant meets the eligibility requirements. Eligible businesses will then be scored based on COVID-19 impact factors incorporated into the Program's priority criteria. The Program will prioritize distribution based on priority key factors, including the following:

- Geographic distribution based on COVID-19 health and safety restrictions following California's Blueprint for a Safer Economy, county status and the new Regional Stay At Home Order which can be found at <https://covid19.ca.gov/safer-economy/>
- Industry sectors most impacted by the pandemic
- Underserved small business groups served by the State supported network of small business centers (i.e., businesses majority owned and run on a daily basis by women, minorities/persons of color, veterans and businesses located in low-to-moderate income and rural communities)

# SECTION 2: FUNDING ROUNDS

## When will I find out if I received an award?

Decisions will be made on a rolling basis following the close of each application period.

You will be notified directly by email if you are approved for an award, waitlisted or not selected. Lendistry intends to send approval notifications for the first round weekly starting on or around January 13, 2021. Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry. Once notified of approval, your application will be subject to additional verification requirements before grant funds will be disbursed. It is also recommended that you allow Lendistry to send you messages via text (this will be requested during the application process).

## Will everyone who applies receive a grant?

No. There are several million small businesses and nonprofits in California, and we anticipate an overwhelming demand for these grants. Eligible businesses will be scored based on COVID-19 impact factors incorporated into the Program's priority criteria. The Program will prioritize distribution based on priority key factors, including the following:

- Geographic distribution based on COVID-19 health and safety restrictions following California's Blueprint for a Safer Economy, local county status and the new Regional Stay At Home Order which can be found at <https://covid19.ca.gov/safer-economy/>;
- Industry sectors most impacted by the pandemic
- Underserved small business groups served by the State supported network of small business centers (i.e., businesses majority owned and run on a daily basis by women, minorities/persons of color, veterans and businesses located in low-to-moderate income and rural communities).

## Will I be notified if I am not selected?

You will be notified directly by email if you are approved for an award, waitlisted or not selected. Please add Lendistry to your safe-sender list in your email and check your spam for email messages from Lendistry.



# SECTION 3: APPLICATION GUIDANCE

**My application was started, but unfinished before the first application window closed at 11:59 PM on January 8th. Do I need to restart my application?**

If you started an application during the first application window and your application is incomplete, you can log into your account with Lendistry to submit a complete application during the second application window.

**How will I know you have all my information to be considered?**

You will receive a confirmation email from no-reply@mylendistry.com to confirm your application has been received. If more information or documents are needed, Lendistry may contact you by email, phone and/or text (if authorized) and assist you with completing your application and verifying the information you submitted. Lendistry is available to assist you in understanding what business information is needed and how to upload documents.

Confirmation emails come from Lendistry at no-reply@mylendistry.com. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from no-reply@mylendistry.com and add the email address to your email account's safe sender list.

TIP: Place "Lendistry" in your search bar.

**Does it matter which Partner organization services a grant application in my area?**

You may select any Partner that serves your area. Each county and all languages will have at least one Partner from which businesses can choose to apply. Some counties and languages will have more options than others. You can research Partners that serve your county at [CAREliefGrant.com](https://CAREliefGrant.com). You are able to select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, as well as technical assistance to help you and your business.

TIP: Only apply to one organization as this will help to reduce delays in the process. Applying multiple times will not improve your chances to secure a grant and will delay your application.

**I'm reviewing the list of partner institutions and looking for the one that would fit me best. There are several groups listed for my county. Can I apply through various organizations?**

No. Submitting through multiple organizations will only delay your application from being processed. Select the one that you think best fits your needs, as they can also provide other financing assistance for you, like working capital loans, equipment loans, and technical assistance to help you and your business.

# SECTION 3: APPLICATION GUIDANCE

## What are the eligible costs for which I can use the grant funds?

Eligible costs are only those costs incurred due to the COVID-19 pandemic and the health and safety restrictions such as business interruptions or business closures incurred as a result of the COVID-19 pandemic. The following are the eligible uses of grant funds:

- All employee expenses including payroll costs, health care benefits, paid sick, medical, or family leave, and insurance premiums;
- Working capital, overhead (including rent, utilities, mortgage principal and interest payments (excluding mortgage prepayments)), debt payments (principal and interest) incurred before March 1, 2020;
- Costs associated with re-opening business operations after being fully or partially closed due to state-mandated COVID-19 health and safety restrictions and business closures;
- Costs associated with complying with COVID-19 federal, state or local guidelines for reopening with required safety protocols, including but not limited to equipment, plexiglass barriers, outdoor dining, PPE supplies, testing, and employee training expenses; or
- Any other COVID-19 related expenses not already covered through grants, forgivable loans or other relief through federal, state, county or city programs.

## What are the ineligible costs for which I am not permitted to use the grant funds?

The following are the ineligible uses of grant funds:

- Human resource expenses for the State share of Medicaid
- Employee bonuses or severance pay
- Taxes
- Legal settlements
- Personal expenses or other expenses unrelated to COVID-19 impacts
- Expenses for repairs from damages already covered by insurance
- Reimbursement to donors for donated items or services

# SECTION 3: APPLICATION GUIDANCE

## What documents will I need to submit as part of my application?

Businesses will need to provide the following items at different stages of the application process. For step-by-step instructions of all information needed for the application, please refer to the Application Instructions. Application Instructions can be found at [CaReliefGrant.com](https://CaReliefGrant.com).

- Complete a grant application (made available through an online portal);
- Upload selected financial and organizational documents; and
- Self-certify the accuracy of information by signing a certification.

The following information is required from all applicants in Stage 1:

- A copy of the signed certification form referenced above.
- Most recent tax return filed, or for nonprofit entities, IRS Form 990 filed (2019 or 2018) – provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.
- An acceptable form of government-issued photo ID, provided in an electronic form for online upload, such as PDF/JPEG or other approved upload format.

Once selected for funding, applicants will be required to provide additional documentation as set forth below and re-certify to the accuracy of information provided.

The following information is required from all applicants in Stage 2:

- Copy of official filing with the California Secretary of State (which must be active), if applicable or local municipality for your business such as one of the following, which must be provided in electronic format for upload, such as PDF/JPEG or other approved upload format:
  - Articles of Incorporation
  - Certificate of Organization
  - Fictitious Name of Registration
  - Government-issued Business License

For eligible nonprofit entity applicants, a copy of the entity's most recent IRS tax exemption letter.

- Verification of bank account via electronic registration or other approved review process.

# SECTION 3: APPLICATION GUIDANCE

## How much can my business apply for?

Grant amounts will range from \$5,000 to \$25,000. The grant amount for which a business is eligible is based on its gross annual revenue, as documented on its most recent tax return.

Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue.

ELIGIBLE BUSINESS GROSS REVENUEc	GRANT AWARD AVAILABLE PER BUSINESS
Annual gross revenue \$1,000 to \$100,000	\$5,000 grant
Annual gross revenue greater than \$100,000 up to \$1,000,000	\$15,000 grant
Annual gross revenue greater than \$1,000,000 up to \$2,500,000	\$25,000 grant

## Are the revenue thresholds for the grant amounts based on GROSS revenue?

Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

## I own multiple businesses. Can I apply for each business?

Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue.

## If my business is a partnership or has multiple owners, and some are low-wealth, and others are not, what is the % of ownership that must be low wealth?

51% of ownership to determine eligibility for Low-Wealth status and also to determine minority- or women- or veteran- ownership status.

# SECTION 3: APPLICATION GUIDANCE

## **Am I eligible for the program if my revenue for this year is less than \$2.5 million, but last year and the years before, it was more than \$2.5 million?**

Grants are available only for businesses and nonprofits with gross annual revenue of \$2.5 million or less (based on the most recent tax return or Form 990, as applicable). Revenue is determined based on the IRS tax form definition of “Gross Sales” (less any returns and allowances) as reported on Line 1.c. on both the 1120 (corporate return) or 1120S (S-Corp return); on Line 3 on IRS Schedule C for single member LLCs and sole proprietorships; on Line 1.c. on Form 1065, for partnerships; on Line 1.c. and Line 2 on Form Schedule F for farming businesses; and Line 12 on Form 990 for non-profits. Schedule E is not eligible.

## **My business is incorporated outside of CA, but I generate the majority of my business revenue in CA. Am I eligible to apply?**

Eligible businesses must have a physical address and operate in California.

## **Are real estate companies/brokers/sales agents eligible grantees?**

Real estate professionals who practice real estate as their operating business and file a Schedule C on their personal tax returns are eligible. Passive companies (including passive real estate companies) and investors who file a Schedule E on their personal tax returns are not eligible. Real estate businesses in which the majority (>51%) of their income is rental income are also not eligible.

## **A government-issued photo ID is a required document. Is a state ID allowed instead of a driver's license? Or would other forms of picture identification be allowed?**

Yes, any government issued Photo ID will be accepted. State ID or a passport would be other forms that are acceptable.

## **Do I have to submit documentation to verify ownership? Do multi-owner companies have to submit for one owner or all?**

An application must be submitted by the majority owner of the business. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant as a condition to receiving the grant. Only one business owner can apply.

## **Are recipients of county/city business relief funds eligible to apply, and will that be considered in any way in the process?**

Yes, county/city relief recipients may apply. However, funds from this grant cannot be used to cover the same expenses that the county/city relief funds covered.

# SECTION 3: APPLICATION GUIDANCE

## **Are Federal Paycheck Protection Program (PPP)/ or Economic Injury Disaster Loan (EIDL) recipients eligible to apply, and will that be considered in any way in the process?**

Yes, PPP and EIDL recipients may apply. However, funds cannot be used to cover the same expenses for the same period that the PPP/EIDL funds covered.

## **I have a franchise business with multiple locations. Can I apply for assistance for each location?**

No. Owners of multiple businesses, franchises, locations, etc. will be considered for only one grant and are required to apply for their business with the highest revenue. Applicants will need to certify that the application is being submitted on behalf of the applicant by the majority owner of the applicant and that the applicant is the owner's business with the highest revenue as a condition to receiving the grant.

## **If I receive an award, will I have to pay it back?**

No. The award is a grant and is not a loan that is required to be repaid. However, the State of California has the right to seek all available remedies for failing to comply with the terms and conditions of the grant, including, without limitation, if the grantee was ineligible, used funds for unauthorized purposes or made false statements in connection with the grant application.

## **Do I have to pay taxes on the grant proceeds?**

Yes. Prior to February 15, 2022, you will receive tax information related to the grant proceeds, which you will need to report on your tax returns. Please consult with a tax professional for additional information.

## **I do not own a computer. How can I apply?**

The grant application is mobile-friendly. However, we strongly recommend using Google Chrome on a computer for optimal experience.

## **I lost physical verification paperwork. Can I send a screenshot from the site (i.e., Secretary of State)?**

No. Screenshots will not be accepted as a form of receipt. We recommend contacting the California Secretary of State (<https://www.sos.ca.gov/business-programs/business-entities/service-options>) for information on how to obtain copies of certain documents. In the absence of copies of organizational documents, we may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.

# SECTION 3: APPLICATION GUIDANCE

## **Do I need to provide receipts of my purchases (i.e. PPE)?**

You do not need to provide receipts of purchase as part of the application process. However, we recommend that you retain all of your records related to the grant and the use of funds for at least three years.

## **I am undocumented. Can I apply for a grant?**

Yes. Non-US owners can apply for a grant but will be subject to ITIN verification through IRS Form CP565.

## **My business is active, however the Secretary of State's website is reflecting it as inactive. What documents can be provided to show that my business is active?**

We may require proof of payment of applicable Secretary of State fees and/or Franchise Tax Board payments evidencing active status in California. Required proof of payment may include cancelled check, email confirmation of payment or bank statement reflecting payment.