

CITY OF HIGHLAND

# Coronavirus Recovery Fund

## Small Business Grant Program



### ELIGIBLE BUSINESSES:

- Must Have Physical Location In The City Of Highland
- Must Be In Good Standing With The City Of Highland
- Must Have No More Than 100 Employees
- Business Must Be In Existence As Of August 24, 2021

### ELIGIBLE USE OF FUNDS:

- Adopt Safer Operating Procedures
- Weather Periods Of Closure
- Mitigate Financial Hardships Resulting From The COVID-19 Public Health Emergency

**\$7500 GRANTS**  
**Apply Now!**

**APPLICATIONS ACCEPTED ON A FIRST-COME, FIRST-SERVED BASIS.  
FUNDS WILL BE ISSUED UNTIL EXHAUSTED.**

TO LEARN MORE AND APPLY  
CONTACT US AT  
909-864-6861 EXT. 203 or  
[dmoreno@cityofhighland.org](mailto:dmoreno@cityofhighland.org)



# CITY OF HIGHLAND CORONAVIRUS RECOVERY FUND

## Grant Program Information

The purpose of the City of Highland Coronavirus Recovery Fund Grant Program is to provide financial assistance to City-based small businesses impacted by the COVID-19 pandemic. The Coronavirus Recovery Fund Grant Program is sponsored by the Coronavirus State and Local Recovery Funds (CSFRF/CLFRF).

### How to Qualify

Businesses that meet specific criteria including those listed below are eligible for consideration:

1. Must have a physical location within the City of Highland.
  - a. Store Front, Office Space, or Commercial Structure
  - b. This program does not apply to home occupation businesses
2. Must be in good standing with the City of Highland.
  - a. Current, valid Business License
  - b. No outstanding Code Enforcement actions or violations of any applicable law, ordinance, etc.
3. Must have no more than 100 employees (part-time employees count as one employee)
4. Business must be in existence as of August 24, 2021

### Grant Assistance Provided

Successful grant recipients will receive a one-time \$7500 disbursement. Use of these funds is restricted to the following direct business-related needs:

1. Adopt safer operating procedures
2. Weather periods of closure
3. Mitigate financial hardship resulting from the COVID-19 public health emergency

### What Must Be Submitted

The following items must be submitted for an application to be considered complete and eligible for consideration:

1. **Completed Grant Application with Signature(s)**
2. **Provide Copy of Current City of Highland Business License**
3. **Completed W-9 IRS Request for Taxpayer Identification Number and Certification Form**
4. **Upon Request Only**, Provide Other Documentation/Evidence:
  - a. Payroll Verification
  - b. Revenue Losses
  - c. Grant Fund Expenditures Proof

### Grant Award Information

The City will disburse the grant funding to the business after all the following have been completed:

1. Grant application has received final approval
2. All required documentation has been provided to the City
3. All required documents have been verified

### Information/Questions?

Contact Denise Moreno at 909-864-6861 ext. 203 or [dmoreno@cityofhighland.org](mailto:dmoreno@cityofhighland.org)



CORONAVIRUS RECOVERY FUND  
Grant Program  
**APPLICATION**

Date Submitted: \_\_\_\_\_

**BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Physical Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**OWNERSHIP INFORMATION**

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**QUESTIONS**

Please reply to each question below. By providing an affirmative response to any of these questions, you signify that you can verify the corresponding information for the City of Highland Coronavirus Recovery Grant Program.

- What is the current status of your business?
  - Open – no restrictions
  - Open with restrictions, please explain: \_\_\_\_\_
  - Closed, please explain: \_\_\_\_\_
- What date was the business established? \_\_\_\_\_
- What date did the business establish a physical location within Highland? \_\_\_\_\_
- Does the business have a valid Highland Business License?  Yes  No (City Use: \_\_\_\_\_)  
License#: \_\_\_\_\_ Expiration: \_\_\_\_\_
- Is the business in good standing with the City of Highland?  Yes  No (City Use: \_\_\_\_\_)  
(No outstanding code violations, compliance orders, etc.)
- How many employees does the business have as of the date of this application? \_\_\_\_\_

**APPLICATION CERTIFICATION**

I declare under penalty of perjury under the laws of the State of California that funding received from the program will be utilized to adopt safer operating procedures, weather periods of closure or mitigate financial hardship resulting from the COVID-19 public health emergency.

I declare that I am the owner of the business applying for this grant. I have read the foregoing City of Highland Coronavirus Recovery Grant Program Application and understand the questions and requirements. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I acknowledge that the completion of this application does not in any way indicate eligibility or approval. I acknowledge that, due to the limited funds available for the program, some qualifying applications including this one may not be funded.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Sponsored by the Coronavirus State and Local Recovery Funds (CSFRF/CLFRF).*