



## City of Cambridge Small Business Relief Grant – Paper Application

The Cambridge Small Relief Grant is a special grant program providing relief to local businesses heavily impacted by the ongoing COVID-19 pandemic. Eligible small businesses can receive up to \$10,000 for the business.

**Grant applications are available from May 9 until May 31, 2022 at 5:00 p.m. EDT.** There is no guarantee that you will secure a grant. Grant awards are based on a business's criteria points and documented proof of need (loss of sales). Grant funds will be awarded and distributed after the May 31, 2022, deadline.

The City of Cambridge funds the Small Business Relief Grant with American Recovery Plan Act (ARPA) funding from the federal government. Federal guidelines requires that we obtain the following information from all applicants to the Program. This information is used by the City to determine the eligibility of the applicant under ARPA guidelines and is not shared with an outside party.

**For more information on this grant, go to: [www.cambridgema.gov/covid19/business](http://www.cambridgema.gov/covid19/business)**

The information you provide on this form is kept in strict confidence. Please complete all applicable spaces on this document and be sure to sign and date it on the last page.

Before you start, here is what you need to have available:

1. Prepare bills. Provide copies of recent invoices, utility bills, or lease. If you do not have a lease, provide at least three (3) months of previous month's rent checks.
2. Have a list of all other COVID-19 grants/loans you received.
3. Have copies of the business 2019 (pre-pandemic), 2020, and 2021 business taxes, profit and loss statements or other business sales/revenue loss documentation. **You only need to provide 2021 data if you were not open in 2019.**

*If you were not open in 2019 or 2020, please provide documentation, such as business plan, to show what you expected your sales to be under regular business conditions.*

4. Provide proof of payroll (for example, a recent pay or wage statement, bank statement, or proof of paystubs) if there are more than two employees.

**Inability to provide the above documentation by the grant application deadline of May 31, 2022, will mean your application could be denied for incompleteness.**

If you need assistance completing this application or have questions about the DUNS number, please contact [psaffari@cambridgema.gov](mailto:psaffari@cambridgema.gov) or 617-349-4654 and someone will assist you.

## Small Business Relief Grant Paper Application

1. **Business Name:** \_\_\_\_\_
2. **Business Owner's Name:** \_\_\_\_\_
3. **Business Address:** \_\_\_\_\_
4. **Business Owner's Home Address:** \_\_\_\_\_
5. **Applicant's Phone (cell phone is preferred):** \_\_\_\_\_
6. **Applicant's email address:** \_\_\_\_\_

7. **What is the best way to reach you?**

- Text
- Email
- Phone
- In person at my business

8. **Have you received funding from any of the following City of Cambridge COVID-19 Grants/Loan Programs or any other programs (click all that apply)?**

- COVID-19 Relief Grant
- COVID-19 Recovery Grant
- COVID-19 Winter Grant
- MDRF Grant/CRA Loan
- Restaurant and Nightlife Relief Grant

9. **How many employees (full time or full time equivalent) do you have, including yourself?**  
\_\_\_\_\_ employees

10. **Are you concerned about laying off any employees in the next six months?** \_\_\_ Yes \_\_\_ No

12. **Proof of loss sales.** Attach to this application documentation that your business has had a loss of sales due to the COVID-19 pandemic. Example documentation includes: 2019, 2020 and 2021 profit and loss statements, business taxes, or other documents to show loss of sales. **You only need to provide 2021 data if your business was not open in 2019.**

*If you were not open in 2019 or 2020, please provide documentation, such as business plan, to show what you expected your sales to be under regular business conditions.*

**13. ETHNICITY:** Check **only the one** that applies to you:

- Hispanic or Latino
- Not Hispanic or Latino

**14. RACE:**

Check **one or more** that apply to you:

- American Indian or Alaska Native
- Asian and White
- Asian
- Black or African American and White
- Black or African American
- American Indian or Alaska Native
- White
- American Indian or Alaska Native and Black or African American
- Native Hawaiian or other Pacific Islander
- Other multi-racial

**15. Gender:**

Check one that applies to you:

- Male/man
- Female/woman
- Non-binary/gender non-conforming (Not exclusively female or male and/or does not fit into one gender category)
- Transgender (Sex assigned at birth is different than gender [Not cisgender])
- Self-describe: \_\_\_\_\_

**16. Business ownership**

Please check off one or more of the boxes if the business owner (a owner who owns at least 50% of the business) identifies as:

- Black, Indigenous, and People of Color (BIPOC)-owned
- Disable-owned
- Lesbian, Gay, Bisexual, Transgender (LGBTQ+) owned
- Women-owned
- Veteran-owned

**17. Please list all types of grants/loans you have received since the beginning of the COVID-19 pandemic in March 2020. In your list, including what program, how much you received, and what you are using the money for.**

Please note – businesses cannot use awarded funds for the same items. For example, if you received a loan/grant to help you pay for January rent, you cannot use the Small Business Relief Grant to also pay for

January rent. Each fund should cover a different cost for your business. The first line is an example of how to fill this table out.

Program/Agency	Date of Application	Amount of Application	Purpose	Amount Awarded
<i>Example: SBA PPP</i>	<i>4/10/2021</i>	<i>\$10,000</i>	<i>For September 2021 rent and payroll</i>	<i>\$2,000</i>

- 18. Do you owe property taxes to the City of Cambridge? \_\_\_ Yes \_\_\_ No
- 19. Are you involved in a political campaign? \_\_\_ Yes \_\_\_ No
- 20. Are you or a member of your family a candidate or public official? \_\_\_ Yes \_\_\_ No
- 21. Are you or a member of your family a foreign public official? \_\_\_ Yes \_\_\_ No
- 22. Are you a member of a local board or committee? \_\_\_ Yes \_\_\_ No
- 23. Are you or a family member expected to receive financial assistance from ARPA? \_\_\_ Yes \_\_\_ No
- 24. Does your business sell cannabis? \_\_\_ Yes \_\_\_ No

Please explain if you have said yes to any of the above questions. \_\_\_\_\_

**25. Is your business in one of the following industries?**

- o Recreation (e.g. gym, fitness, recreational classes)
- o Personal services (e.g. salon, dry cleaning)
- o Tourism and event planning

**26. Have you received a previous COVID-19 grant or loan from the City of Cambridge?**

- o Yes
- o No

**27. Are you concerned about closing your business in the next six-eight months?**

**28. Are you behind on any utilities, rent, inventory, or other business expenses (if yes, please describe below)?**

**29. Please use the space below to provide any other information regarding your business (optional).**

**30. What do you intend to use the money for?** For example, you could write: "I intend to use the money for March and April payroll."

To this application, please remember to include the following items. **Inability to provide these items may**

**result in denial of your grant application.**

Please add one or more of the following that you intend to use the money for:

- Most recent lease or mortgage payments
- Previous utility bills (bills must include the address of the business)
- Most recent payroll statements
- Hiring new staff and training staff
- Previous inventory bills (bills must include the address of the business)
- PPE equipment costs
- List of equipment purchases

**Certification.**

I certify that the information I have provided on this form is true and accurate to the best of my knowledge.

I understand that the information provided in this form is subject to verification by the City of Cambridge and the federal government.

I understand that should I receive a grant, someone will contact me for a required follow up survey and proof of grant use after I have completed the program.

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***PLEASE SIGN AND DATE***

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Print Owner's Name

**Application and documentation must be delivered to Cambridge Community Development Department, 344 Broadway, 3<sup>rd</sup> floor no later than May 31, 2022, 5:00 p.m.**

***There is no guarantee that you will receive a grant.***