

City of Tustin Temporary Outdoor Expansion Grant Program

July 17, 2020



The City has launched a Temporary Outdoor Expansion Grant Program to provide financial assistance to businesses to offset some of the costs of expanding outdoors due to State and County health orders that have limited indoor activities.

Restaurants and retail businesses (including gyms) that have an approved Temporary Use Permit issued since 6/2/20 are eligible to apply. The grant (up to \$2,000) may be used to cover costs of purchases or rental agreements for outdoor equipment, decor, barricades, etc.

Applications will be taken on a first-come, first serve basis until funds have been expended. Applications will only be accepted electronically and must be submitted to: TustinEconDevDept@tustinca.org

APPLICANT/BUSINESS OWNER

Name of Applicant _____

Street _____

City _____ State _____ ZIP _____

Phone Number _____ Email Address _____

BUSINESS

Name of the Business _____

Legal Entity Name _____

Business Employer Identification Number (EIN) _____

Street _____

City _____ State _____ ZIP _____

Phone Number _____ Email Address _____

Year Business Started _____ Website _____

Type of Business

What is your for-profit business structure? (Non-profits are ineligible).

- Sole Proprietor Partnership Limited Liability Company
 S-Corporation C-Corporation

Total Grant Amount Requested (**Up to** \$2,000) _____

Do you have an approved Temporary Use Permit issued since 6/2/2020?

- Yes (attach to this application) No (TUP required for grant application)

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COVID-19 BUSINESS INTERRUPTION INFORMATION

Check any of the following impacts to your business as a result of COVID-19:

- The business has been forced to shut down indoor activities by the State or County government due to Public Health Orders
- Sales from the business are down at least 25% due to reduced customers or membership
- The business has had to lay off one or more employees due to reduced sales or membership
- One or more of the employees in the business have contracted COVID-19 while at work

HOW WILL YOU USE THE TUSTIN GRANT FUNDS?

Please provide a brief summary or description of how your business plans to use any grant funds received.

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ACKNOWLEDGMENT, AGREEMENT AND CERTIFICATION

Acknowledgment: I/We understand that this grant is being provided by the City of Tustin based solely upon the information that I/we have provided in this application. I am also verifying that there are no outstanding tax liens or legal judgments against the business.

Certification: I/We also agree that this application authorizes the City to verify all expenditures outlined in the required Use of Grant Funds Report or potentially revoke a TUP for noncompliance. I/We certify that the business has not been suspended or debarred or otherwise excluded from receiving federal funding.

By signing below, I/we certify that the above statements are true and correct to the best of my/our knowledge. I/we understand that a false statement may disqualify me/us from benefits.

Owner Signature _____ Date _____

Co-Owner Signature _____ Date _____

DOCUMENTS TO BE SUBMITTED

- Approved and Active Temporary Use Permit (TUP) issued after June 2, 2020. **TUP must be submitted with application.** Applications without approved and active TUPs will not be accepted or eligible for grant funds.
- W-9 Form. **Completed W-9 must be submitted with application to receive funding.** Applications without a completed W-9 form will not be accepted. A blank W-9 form is available on the grant webpage.
- Grant Funds Report (3 weeks from funding). A sample Use of Grant Funds Report is attached for reference. If Use of Grant Funds Report is not received within three (3) weeks from funding, the business may have its TUP revoked.

SAMPLE Use of Grant Funds Report - Tustin Temporary Outdoor Expansion Grant Program

*Sections filled in below are provided as examples only.
Applicants should use a blank form and fill in their own specific itemizations under each category.*

This Use of Funds Report is due to the City 3 weeks following receipt of the grant funds.

Please submit to tustinecondevdept@tustinca.org

Expense Type (Purchase or Rental)	Item	Quantity	Cost (with tax)	Total Cost	Use	Notes
Purchase	Hanging solar powered light fixture	3	\$68.30	\$204.90	Light outdoor dining area	
Rental	Canopy	2	\$107.75	\$1,724.00	Cover outdoor dining area	Rental agreement is \$100 per canopy, per week for 8 weeks
Purchase	Outdoor use plates	40	\$5.30	\$212.00	Plates for use outdoors	
Total Expenditures				\$2,140.90		
Total Grant Funds Used				\$2,000.00		
Total Grant Funds Remaining				\$0.00		