

City of Paterson Non-Profit Business Assistance Grant Program Guidelines

1. OVERVIEW

The City of Patterson is providing direct financial assistance to non-profit businesses using \$120,000 from the American Rescue Plan Act (ARPA). The program provides funding of up to \$10,000 per non-profit business located in Patterson that need assistance recovering from the negative economic impact of the COVID-19 pandemic. This grant program is administered by HdL ECONsolutions, the Economic Development Consultant for the City of Patterson and is offered on a first come, first served basis for eligible non-profit businesses.

2. GRANT AMOUNT

The City has set aside \$120,000 of funding to provide grants up to \$10,000 each for the Non-profit Business Assistance program.

3. USE OF GRANT FUNDS

The Non-Profit Business Assistance Grant program funds can be used to provide individualized assistance to non-profit businesses in a variety of areas including (but not limited to) employee training, rehiring, financial training and program recovery.

ELIGIBILITY CRITERIA

A non-profit business must satisfy the following criteria to be eligible to receive a Non-Profit Business Assistance grant award:

- Eligible businesses must have a valid 501-C3 federal tax exemption status.
- Eligible businesses must be located within incorporated Patterson.
- Eligible businesses must have a valid City of Patterson business license.
- The business must demonstrate a reduction in workforce and/or loss of business revenue from March 16, 2020, to December 31, 2021, and that they received little to no financial assistance in response to the pandemic.

4. APPLICATION AND GRANT AWARD PROCESS

Required Documentation

For an application to be considered, the following documents must be submitted:

- Completed and signed application form: <https://forms.office.com/r/78uu7mA9gA>
- IRS Form 1023-EZ, 1023, or 990 for verification of 501(c)(3)
- 2019 and 2020 Federal tax filing for revenue information
- Document showing the number of employees from immediately before the pandemic and the same time in 2020.

If at any time you have any questions about the application and the documents needed, please call the Non-profit Business Assistance Program Support Center at (408) 343-8282 and indicate that you are calling about the City of Patterson Non-Profit Business Assistance Program and one of our specialists will assist you. You may also submit email inquiries to PattersonGrant@hdlgov.com.

Application

Businesses that meet the eligibility requirements and are interested in applying for a grant must submit a completed application with required supporting documentation. The City will accept applications from June 27 to September 22, 2023 by 5:00 p.m. Applications and supporting documents can be submitted through the following secure website or by email at the addresses listed below:

- Online at: <https://securefiles.hdlcompanies.com>
- Email: PattersonGrant@hdlgov.com

Eligibility Confirmation

HdL will screen each application to confirm the applicant's eligibility. Note that this will include verification with the City's Police Department and Code Enforcement Division records that the applicant is currently in compliance with City laws and has a current business license. The City will communicate to each applicant whether they were confirmed to be eligible or not. The City expects to review all applications for eligibility and let all applicants know whether they are eligible and what the award amount will be by September 29, 2023.

Award of Grants

The City has set aside \$120,000 to provide grants of up to \$10,000 each for the Non-profit Business Assistance program.

Disbursement

The City expects to disburse grants to recipients, in the form of a check. Recipients will need to have a City of Patterson business license for 2023 to receive their disbursement.