



City of Toledo
 206 N. Main Street
 Toledo, OR 97391

Overview of City of Toledo COVID-19 Small Business Assistance Grant Program

In response to the COVID-19 pandemic, the City of Toledo has accessed CARES Act funds to fund a small business assistance grant program.

The Toledo City Council has appointed a committee to assist City staff with distribution of the funds. Grants will be awarded to qualifying businesses to assist with costs associated with the COVID-19 pandemic.

APPLICATION DEADLINE: Applications will be accepted no later than 5:00 p.m. on September 15, by email at manager@cityoftoledo.org. Or they may be dropped off, by appointment, at Toledo City Hall (206 N. Main Street). An appointment may be scheduled by contacting the City Manager's Office at 541-336-2247.

BUSINESS ELIGIBILITY: Businesses that meet the following criteria are eligible to apply:

- Applicant operates a for-profit or non-profit (limited to 501(c)(3) corporations) business within the City limits of the City of Toledo including Urban Growth Boundary
- Business is directly affected by a government-ordered mandatory change in service directive associated with the COVID-19 pandemic and has complied with the order
- Business has 20 or fewer full-time equivalent employees
- Business has a valid City of Toledo Business License
- Business is headquartered with principal operations in Toledo
- Business is not delinquent on local taxes that were due on or before April 1, 2020
- Applicant submits a completed W-9 Form and other requested documentation listed on the application form

QUALIFYING EXPENSES: Grant funds are to be used for the following:

Product (e.g. perishable foods)	Payroll
Utilities	Mortgage/Rent (excluding home based businesses)

PRIORITIZATION OF GRANT AWARDS: It is expected that funds will be insufficient to provide awards to all qualifying applicants. Therefore, the City has established a point system to prioritize the distribution of grants, with those with the highest points being awarded first. City may prorate amounts awarded to expand the number of qualified businesses receiving grants.

Select One:	Pts.	Economic Impact:	Pts.
Rent	10	First quartile (least impacted)	0
Mortgage	5	Second quartile	5
		Third quartile	10
		Fourth quartile (most impacted)	15
Number of employees (3 or more):	Pts.	Years in operation:	Pts.
Yes	5	1 year or less	0
No	0	2-5 years	10
		5 or more	15
Received other assistance:	Pts.	Select One:	Pts.
Yes	0	Currently operating	5
No	10	Currently closed	0