



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

## City of Toledo COVID-19 Small Business Assistance Grant Program Frequently Asked Questions (FAQ)

### What are the eligibility requirements?

- Applicant operates a for-profit or non-profit (limited to 501(c)(3) corporations) business within the City of Toledo limits including the 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 before April 1, 2020.
- Applicant submits a completed W-9 Form and other requested documentation listed on the application form

### 1. What constitutes a small business?

- Business has 0-20 employees. May be a sole proprietorship with no employees
- Sales-oriented retail: stores selling, leasing, or renting consumer, home, and business goods such as art galleries, art supplies, auto parts, bicycles, books, boutiques, clothing, cosmetics, dry goods, electronic equipment, furniture, gifts, groceries, household products, jewelry, music equipment, pet supplies, pharmaceuticals, plants, printed material, stationery, and vehicles
- Personal service-oriented: barber shops, child care services, cosmetic stores, day spas, hair salons, healthcare services, laundromats, loans, media services, museums, nail and tanning salons, non-medical massage therapy; pet grooming, photographic studios, printing services, tattoo parlors, and veterinary services
- Entertainment-oriented: arcades, bars, cafes, charter services, dance studios, health clubs, indoor party places, gyms, martial arts studios, restaurants, taverns, hotels, motels, theaters, wine bars and yoga studios
- Repair-oriented: Appliances, bicycles, clocks, electronics, locksmith, office equipment, recycling drop-off, tailor, and upholsterer
- Businesses that operate out of a dwelling (e.g. home-based businesses, vacation rentals, homeshares, Commercial property rentals etc.) **cannot** apply funding towards mortgage or rent

### 2. What can the grant be used for?

The grants may be used to pay for retail products (e.g. perishable foods, inventory), payroll, utilities and mortgage/rent (excluding home based businesses).

### 3. Why must I share my financial information?

The City of Toledo is committed to ensuring taxpayer dollars are equitably distributed to qualified applicants. A point system is being used to prioritize grant awards, which factors in the financial impact the pandemic has had on eligible businesses. Financials are needed to make those determinations. The information will not be made public.

### 4. What is the maximum award?

Grants will be made up to \$2,500. The City may prorate awards to expand the number of eligible recipients.

### 5. Do I have to pay back the City?

No.

### 6. When does the application period end?

September 15, 2020 at 5:00 pm

### 7. If approved, when do I receive the grant awards?

Once the application period closes, the City of Toledo is committed to getting the awards out as quickly as possible. The earliest awards will be provided is the week of September 28, 2020.