

City of Helotes

Small Business Grant Program



Frequently Asked Questions

Income and Economic Injury

Do I have to demonstrate economic injury to qualify for this program?

Yes, you must show a loss of at least 15% of gross revenue for the period beginning March 1, 2020, due to negative impact related to the COVID-19 pandemic.

My business was on track to show big growth this year, but only grew slightly or did not grow at all. Am I eligible for this program?

In order to be eligible, you must show a 15% decrease in gross income for the period beginning March 1, 2020, due to negative impact related to the COVID-19 pandemic.

Is there a minimum or maximum annual revenue to qualify for this program?

Yes. In order to be eligible for this program, your business must have annual gross revenues of not more than \$1 million from all business activities. This will be calculated from profit and loss statements and taxes provided.

Geographic Eligibility

Where does my business need to be located to be eligible for this program?

Your business must be located and operating within the City of Helotes' full purpose jurisdictional boundaries.

My business is just outside Helotes, or my business is located in the Extraterritorial Jurisdiction of Helotes. Am I eligible?

No, your business must be located and operating within the City of Helotes' full purpose jurisdictional boundaries.

What if my business has a Helotes address but isn't in Helotes City Limits?

To qualify for this program, your business location must be within the City of Helotes' full purpose jurisdictional boundaries.

What if my home address is within the City of Helotes limits, but my business is not?

For the purposes of eligibility for this program, only the address where your business is physically located and operating is considered and it must be City of Helotes' full purpose jurisdictional boundaries. Your home address is not a factor for eligibility for this program.

What if I live outside of Helotes but my business is within the Helotes City limits?

For the purposes of eligibility for this program, only the address where your business is physically located and operating is considered and it must be within City of Helotes' full purpose jurisdictional boundaries. Your home address is not a factor for eligibility for this program.

What if my business address is in the eligible area, but my service area is outside of Helotes City Limits?

For the purposes of eligibility for this program, only the address where your business is physically located and operating is considered. Your service area is not a factor in eligibility.

Funding Questions

What is a maximum amount of funding my business may qualify to receive?

Applicants will be eligible for a grant of up to \$20,000.

How will I receive funding for this program if I am awarded a grant?

If awarded a grant, you will receive the full amount of your award directly from the City of Helotes and Economic Development Services.

Are there any restrictions on eligible expenses?

No. If awarded this grant, you may use the funds for business needs at your discretion.

Can I use grant funds to pay my employees?

Yes. If awarded this grant, you may use the funds for business needs at your discretion.

Can I use grant funds to pay for product and inventory?

Yes. If awarded this grant, you may use the funds for business needs at your discretion.

Other Grant Programs

Am I eligible if I've applied for another grant or loan program?

In order to qualify for this program, you must certify that you have not received Bexar County COVID-19 grant or loan funds thru the LiftFund Small Business Disaster Relief Programs.

Am I eligible if I've received funding from Bexar County Small Business Grant Fund administered by LiftFund?

Due to federal guidelines, each business owner can receive only one source of C.A.R.E.S. Act funding. Businesses who received Bexar County COVID-19 grant or loan funds thru the LiftFund Small Business Disaster Relief Programs are not eligible for this program.

Am I eligible if I've applied for the Paycheck Protection Program (PPP) or SBA Economic Injury Disaster Loan (EIDL)?

Yes, you are eligible if you received PPP or EIDL funding.

Eligibility – Number of Employees

How many employees must I have to be eligible for this program?

Your business must have had 20 or fewer full-time equivalent employees as of March 1, 2020.

I have more than 20 employees, but some are some part-time. How do they factor in to eligibility?

Full-time equivalency is calculated by the number of hours part-time employees work. For example, 2 part-time employees each working 20 hours per week would equal the equivalent of 1 full-time employee.

Am I required to keep the same number of employees that I had on March 1, 2020, in order to be eligible at time of this application?

No, employee retention is not a requirement for this program.

My business is a sole proprietorship. Am I eligible?

Yes, sole proprietorships are eligible.

Other Eligibility Questions

How long does my business need to have been open to qualify for this grant?

Eligible businesses must have been in operation since May 1, 2019.

Am I eligible with an Individual Taxpayer Identification Number?

It depends. The registered business must have an Individual Taxpayer Identification Number and the owner must be a permanent resident to qualify.

How do I apply if I have multiple businesses, or multiple locations for one business?

Each business owner may only submit one application, regardless of the number of locations or businesses. To be eligible, the business location that applies and must be located within Helotes City Limits.

My business has multiple locations. Can I submit an application for each location?

No, each business owner may only submit one application and it must be within the City of Helotes' full purpose jurisdictional boundaries.

Applications and Priority

Is this program a first-come, first-served program?

Yes, applications will be reviewed for completeness and compliance with the grant eligibility standards in the order they were received.

What will happen if I submit an incomplete application or have some documents or pages missing?

If any information is missing or incomplete, it will be incumbent upon you, as the applicant, to correct the missing or incomplete information – otherwise, your application will be determined incomplete and ineligible. Our team is not responsible to reaching out to you to correct an incomplete application.

What happens if I need to correct my application or add new documents?

Changes to an application will be allowed prior to the application close on September 30, 2020.

If you submit new or corrected documents, your application will be timestamped based on the time in which all required documentation is received. This may change your order in the first-come, first-served queue.