



City of Helotes Small Business Grant Program Guidelines

Public Purpose

The City of Helotes and Helotes Economic Development Corporation will allocate \$390,000 to provide rapid financial assistance to small businesses located in the City of Helotes that have been adversely affected by the COVID-19 pandemic and require financial assistance to meet all of their business needs. Local Helotes small businesses may be eligible to obtain grant funds up to \$20,000 of emergency relief to be used for business continuity.

- Immediate emergency relief to business interruptions due to COVID-19 pandemic
- Business Continuity

Administration

BCL will be responsible for collection of applicant documents, ensure applicant eligibility, secure verification/records to demonstrate need for funding.

Term of Grant

Grant applicants are only eligible to receive one grant award. Funds are provided as a grant for eligible uses caused by COVID-19 business interruption starting March 1, 2020. Repayment is only required if the grant agreement is violated or the City of Helotes determines duplication of benefits has occurred. Grantees are expected to make best efforts to keep business operating in Helotes for one year from execution of grant agreement.

Available Grant Amounts

Funding will be available on two tiers, based on number of employees:

- Applicants with up to 10 Full Time Equivalent (FTE) Employees may qualify up to \$10,000 in grant funding
- Applicants with 11-20 Full Time Equivalent (FTE) Employees may qualify up to \$20,000 in grant funding

Program Service Area

The program is available to eligible for-profit businesses located within the City of Helotes' full purpose jurisdictional boundaries. The location of the business will be validated and prohibit the distribution of funds for multiple locations for the same business.

Eligible Businesses

- For-Profit Business operating since May 1, 2019



- Businesses location within the City of Helotes city limits. This will be verified through application documents.
- Must be a sales tax producing business
- Certification of 20 or fewer full time equivalent (FTE) employees as of March 1, 2020
- Must have a Social Security Number (SSN), Employer Identification Number (EIN) or Individual Taxpayer Identification Number (ITIN).
- Must demonstrate 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
- Annual gross revenues of not more than \$1 million from all business activities

Ineligible Businesses

- Businesses operating location is outside of the City of Helotes incorporated limits
- Business started on or after May 2019
- Business with more than 20 employees as of March 1, 2020
- Non-profit organizations
- Businesses that have filed for bankruptcy as of January 2020 or are currently in bankruptcy
- Businesses who received Bexar County COVID-19 grant funds thru the Lift Fund Small Business Disaster Relief Programs
- Pyramid concerns
- Gambling concerns, including casinos, racing operations or other activities whose purpose involves gambling
- Pawn shops
- Real estate businesses (single family, multi-family, commercial, short term and long-term rentals)
- Investors
- Government entities/departments
- Hobby businesses
- Sexually oriented businesses (live performances, product sales, items, or materials)
- Concerns engaged in illegal activities
- Political and lobbying concerns
- Religious organizations
- Business suspended or debarred from doing work with the federal government
- Predatory lending businesses (businesses that provide loans for more than legal maximum or more than 10% per annum including all interest, fees and charges)
- Industries of professional services such as physicians, clinics, dentists, attorneys, engineers, architects, insurance agencies