



COVID-19 Relief Grants Available to Small Businesses Located in Yerba Buena

Grant Information

Small businesses located within the boundaries of the Yerba Buena Community Benefit District (YBCBD) are eligible to apply for a COVID-19 relief grant of up to \$2,500. In response to the pandemic, the nonprofit YBCBD has established a Small Business Support Fund to help the small, ground-level, neighborhood storefront businesses that are so important to the health, vitality, and character of the Yerba Buena neighborhood. The granted funds may be used for rental assistance, employee wages, general operations, personal protective equipment, and other necessary adaptations to operations. More details on eligibility, grant requirements, and an application are included in this packet, and can be found at www.ycbcd.org.

Other Resources

The YBCBD is also providing other resources to neighborhood businesses whether or not they secure a grant, such as free personal protective equipment, additional sidewalk cleaning services, and marketing opportunities. For cleaning services, contact our Dispatch Center at 415-543-9223, text 415-559-1362, email dispatch@ycbcd.org, or download our free app, District Connect. For PPE or other assistance, please email info@ycbcd.org.

The YBCBD is dedicated to improving the quality of life in our district with a range of services to make it cleaner, safer and more inviting, and to doing what we can to support safely re-opening Yerba Buena. Please let us know how we can help.

The YBCBD is a nonprofit community-based organization that works to improve the quality of life for residents and visitors in Yerba Buena by fostering a safe and secure community, enhancing environmental quality and beauty, and reinforcing the viability of the economic base.

Please contact us if you have any questions.

Your YBCBD Team

- Cathy Maupin, Executive Director, cmaupin@ycbcd.org
- Constance Cavallas, Director of Neighborhood Services and Projects, ccavallas@ycbcd.org
- Richard Ciccarone, Director of Branding, Activation, and Marketing, rciccarone@ycbcd.org
- Sophia Cross, Operations Manager, scross@ycbcd.org

YBCBD Small Business Support

Purpose/Objective

The Yerba Buena business community has been hit hard by the COVID-19 pandemic. Just about everything has closed, and the symbiotic relationship between guests and patrons of the convention center, museums, hotels, restaurants, and shops is making survival for our small businesses very challenging. The YBCBD is committed to doing what we can to support the re-opening of Yerba Buena as everyone works to adapt and succeed in the new normal.

In response to the COVID-19 pandemic, the YBCBD has established a temporary Small Business Support Fund to support small ground-level, storefront businesses – primarily restaurants, bars, and retail – that are key to the health, vitality and character of our neighborhood. The granted funds may be used for rental assistance, employee wages, general operations, personal protective equipment (PPE) and supplies to ensure proper social distancing protocols and employee/customer safety, and any other necessary adaptations to operations. Priority will be given to local, small, neighborhood storefront businesses versus chains or formula retail as well as businesses that have been disproportionately affected by the pandemic.

Eligibility/Grant Requirements

- For-profit ground level, storefront small business within the YBCBD boundaries (District boundary map below)



- Must have a current San Francisco business license or permit
- Must adhere to the City and County of San Francisco's Public Health Order, Shelter-in-Place, and social distancing recommendations
- Must be current with YBCBD assessment payments, if applicable
- Commitment to spend grant funds within 90 days of receipt

Application Process/Selection Criteria

- Complete the Application Form
- Submit a 1-2 page grant request letter that includes:
 - A description and budget of how you plan to use the grant funds
 - Why you need the support, i.e. demonstrated need

Grant Amount

Grants of up to \$2,500 may be requested. A total of \$50,000 has been allocated to support for-profit ground level, storefront small businesses in Yerba Buena.

Submission Directions

Email requests and required attachments to info@ycbd.org. There is no application deadline. Requests are accepted on a first-come, first-served basis until all funds have been granted. Please allow up to 4-5 weeks for a decision on requests.

Review Process

The YCBD Small Business Support Committee will review applications in the order they're received.

Other Resources

Other resources are available to neighborhood business whether or not they apply or secure a grant. See below for details.

The YCBD is making **personal protective equipment (PPE)** available to neighborhood businesses free of charge, including face masks and hand sanitizer. Please email info@ycbd.org with your PPE needs, including quantities and number of your staff. There is a limited amount of items available per business based on the number of employees.

The YCBD also provides **additional cleaning services**, including steam cleaning, sidewalk sweeping, litter removal, and graffiti abatement. All other YCBD cleaning services can be accessed by calling our Dispatch Center at 415-543-9223, texting 415-559-1362, emailing dispatch@ycbd.org, or by downloading our free app, District Connect.

The YCBD also offers assistance to **support and promote your business**. We can offer a special mention in our monthly e-newsletter for sales or deals, the creation of a video highlighting your business, and a written feature on your business posted on the "To Do" section of the neighborhood website – www.visityerbabuena.org. We're also happy to discuss other promotional ideas to support your business – just let us know! Contact us at info@ycbd.org.



YBCBD Small Business Support Fund

Please answer all questions

| | |
|--|--|
| Business Name | |
| Street Address | |
| City, State, Zip Code | |
| Website | |
| Owner/Manager Name | |
| Owner/Manager Phone | |
| Owner/Manager Email | |
| Contact Person Name/Title <i>(if other than Owner/Manager)</i> | |
| Contact Person Phone | |
| Contact Person Email | |
| Amount Requested <i>(maximum grant is \$2,500)</i> | |
| Tax ID Number | |
| San Francisco Business License/Permit Number | |
| Years in Business at Current Location | |
| Number of Locations in San Francisco | |
| Number of Locations in the Bay Area, <i>if applicable</i> | |

| | |
|--|--|
| Number of Locations Nationally, <i>if applicable</i> | |
|--|--|

Gross revenue for 2019

- Less than \$250,000
- \$250,000 - \$500,000
- \$500,000 – \$1,000,000
- \$1,000,000 - \$2,000,000
- More than \$2,000,000

Number of full-time equivalent employees on December 31, 2019

- 0-5
- 6-10
- 11+

Number of full-time equivalent employees on April 30, 2020

- 0-5
- 6-10
- 11+

Other support received (check all that apply)

- SBA Loan
- Payroll Protection Program
- City Funding
- Private Funding; please provide general details
- Other Funding; please specify

Type of business

- Retail
- Restaurant
- Bar/Nightclub
- Other; please specify

I agree to spend grant funds within 90 days of receipt

- Yes
- No

If no, please explain why

Request Letter

In no more than two (2) pages, provide the following information:

- 1) A description and budget of how you plan to use the grant funds
- 2) Why you need the support, i.e. please demonstrate your need for support

Items to Submit

- Request Letter
- Budget with description
- Copy of your current San Francisco business license/permit

Submission Directions

Email requests and required attachments to info@ybcbd.org. There is no application deadline. Requests are accepted on a first-come, first-served basis until all funds have been granted. Please allow up to 4-5 weeks for a decision on requests.

Please sign and date your application below.

Name/Signature

Date

August 2020

Print Name

Title