



## CITY OF WEST SACRAMENTO SMALL BUSINESS ACCELERATOR PROGRAM- TENANT AND FAÇADE IMPROVEMENT PROGRAMS

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The purpose of the City of West Sacramento (City) Small Business Accelerator Program (Program) is to help reduce barriers for small businesses by absorbing many start-up/improvement costs and create visible community improvements. This program encourages small businesses to invest in their business and make meaningful improvements that otherwise would be difficult financially.

### **GRANT APPLICATION**

#### **Submit Completed Applications to Meaghan Stiles:**

- **Email:** Meaghan Stiles at [Meaghans@cityofwestsacramento.org](mailto:Meaghans@cityofwestsacramento.org)
- **Mail:** 1110 West Capitol Ave West Sacramento, CA 95691
- **Deliver in Person:** 825 Tower Bridge Gateway West Sacramento, CA 95691

***The business MUST be located within (or moving into) the City of West Sacramento. Please type or complete in ink, applications in pencil will be returned. Do not leave any blank spaces and answer "N/A" if a question does not apply to your business.***

PLEASE SELECT **ONE** OF THE FOLLOWING:

**Façade Improvement Program**

This Program component is designed for small businesses with less than 15 FTE employees and less than \$3M in annual revenue who own a business or commercial property located in a geographically disadvantaged area or is a minority- or women-owned business located within the City. The Program provides up to \$50,000 to the commercial property owner or business owner for eligible expenses associated with renovation or installation of exterior improvements.

**Tenant Improvement Program**

This Program component is designed for small businesses with less than 15 FTE employees and less than \$3M in annual revenue who own a business located in a geographically disadvantaged area or is a minority- or women-owned business located within the City. The Program provides up to \$75,000 for tenant improvements and/or off-site and accessibility improvements needed to comply with California and West Sacramento building codes.

**APPLICANT INFORMATION**

**Business Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Property Owner** OR  **Storefront Operator**

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website (if applicable):** \_\_\_\_\_

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**Project Title:** \_\_\_\_\_

**Project Summary:**

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**Project Description:** [Goals and Objectives of the Project]

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## **BUDGET OVERVIEW**

- Anticipated Total Project Cost: \$
- Requested Grant Amount: \$
- Other Funding Sources: \$

<b>Item</b>	<b>Cost</b>
Design and Planning	\$ _____
Demolition and Construction	\$ _____
Permits and Fees	\$ _____
Materials and Fixtures	\$ _____
Labor	\$ _____
Contingency	\$ _____
Total	\$ _____

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## **PROPOSED TIMELINE**

- Planning and Design: [start date] to [end date]
- Construction/Improvements: [start date] to [end date]
- Completion: [date]

## **NOTES**

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**SUPPORTING DOCUMENTS (please include in application packet):**

- Proof of ownership/lease agreement
- Current photographs of the space
- Budget and cost estimates
- West Sacramento Business License
- Payroll reports, tax documents, or other official documents noting the number of staff employed by the business.
- Financial documents demonstrating the business has annual revenues of less than \$3M.

**Certification and Signature:** I certify that the information provided is accurate and complete. I understand that false or misleading information may disqualify this application.

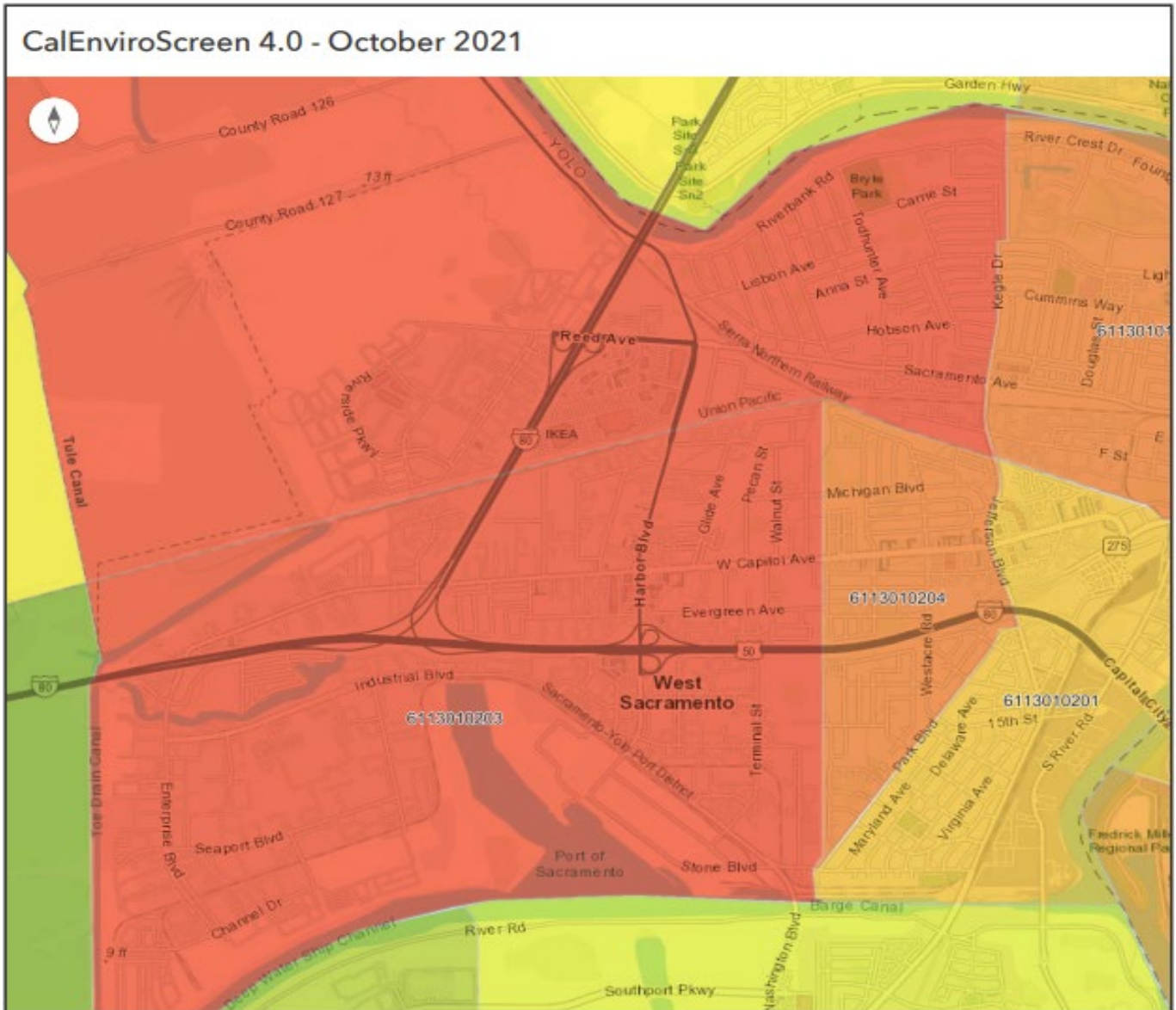
**Signature:**

**Name:**

**Title:**

**Date:**

**\*\*Disadvantaged areas are defined as areas within the city that are >60 on the CalEnviroScreen map\*\***



County of Sacramento, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, USGS, MET/NASA, EPA, USDA

**Legend**

CalEnviroScreen 4.0 Results

