



LAKE COUNTY  
ECONOMIC DEVELOPMENT  
CORPORATION

# Lake County Micro-Business



# COVID-19 RELIEF GRANT

[WWW.LAKECOUNTYCAEDC.ORG](http://WWW.LAKECOUNTYCAEDC.ORG)

Grant amount:  
**\$2500**

NICOLE FLORA  
*Executive Director*  
&  
JEN RICHARDSON  
*Project Manager*



**LAKE COUNTY**  

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Contact Information

Email: [lakecountycaedc2@gmail.com](mailto:lakecountycaedc2@gmail.com)

Website: [www.lakecountycaedc.org](http://www.lakecountycaedc.org)

Phone: 707.263.6217



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

# Eligibility

## The business must:

- Be verified as locally owned & operated (physically in Lake Co.)
- Currently active & operating;
- Open & operating prior to COVID-19 (prior to 12/31/2019);
- Currently have less than 5 full-time equivalent employees & had less than 5 full-time equivalent employees in 2019 and 2020;



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

# Eligibility

## The business must:

- Applicant is the majority-owner and manager of the microbusiness;
- The business was the applicant's primary means of income in the 2019 taxable year;
- Generated less than \$50,000 in business revenue in 2019 (verifiable by tax returns);



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Eligibility

- Significant negative impacts to operations as a result of COVID-19;
- Did not receive a grant from the California Small Business COVID-19 Relief Grant; and
- Not a business excluded from the participation in the California Small Business COVID-19 Relief Grant Program, as specified in paragraph (2) of subdivision (f) of Section 12100.82



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

# Eligibility

## Other requirements:

- The micro-business owner must provide a copy of a current government issued photo identification (state, domestic, or foreign)
- Documentation that includes the owner's name and may include, but not limited to:
  - A local business permit or license or
  - A bank statement or
  - A tax return or additional documentation to verify



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Eligible Purchases

- Purchase of new equipment including but not limited to, a cart;
- Investment in day to day operations;
- To pay for a permit to operate as a sidewalk vendor
- Business license or renewal of business license
- Pay off business debt built up during COVID-19 pandemic; or
- Costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures due to the pandemic;



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**



## Ineligible Businesses

- Businesses primarily engaged in political or lobbying activities
- Passive businesses, investment companies:
- Financial institutions or businesses primarily engaged in the business of lending, such as banks, finance companies;
- Businesses engaged in any activity that is unlawful under federal, state or local law
- Businesses that restrict patronage for any reason other than capacity, such as country clubs;



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Ineligible Businesses

- Businesses who were awarded from the California Small Business Grant
- Businesses with any owner who meets one or more of the following criteria:
  - Businesses with an owner who is incarcerated, on probation, parole or has been indicted for a felony or a crime of moral turpitude



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Understanding the FTEs

- A fulltime equivalent employee (including the Principal owner)
  - Full time (40 hours per week) = 1
  - Half time (20 hours per week) = 0.5
  - Quarter time (10 hours per week) = 0.25
- *Example:* If you have one full-time employee who works 40 hours per week and one part-time employee who works 10 hours per week, your full-time equivalent amount would be 1.25



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Documents to prepare prior to application

- A copy of a government-issued photo identification (state or foreign)

2019 Business Tax Returns:

*Acceptable types:*

- a. Sole Proprietorship: 2019 Schedule C on Form 1040, Profit and Loss
- b. Partnership: 2019 Form 1065, U.S. Return of Partnership Income
- c. Corporation: 2019 Form 1120, U.S. Corporation Income Tax Return
- d. LLC: 2019 business tax return filing, which may be any of the above



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

# Documents to prepare prior to application

2020 Business Tax Returns:

This document will be compared to the 2019 tax returns to show impact from the pandemic

Acceptable types:

- a. Sole Proprietorship: 2020 Schedule C on Form 1040, Profit and Loss
- b. Partnership: 2020 Form 1065, U.S. Return of Partnership Income
- c. Corporation: 2020 Form 1120, U.S. Corporation Income Tax Return
- d. LLC: 2020 business tax return filing, which may be any of the above



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Accessing the application on the website

- Once on the website, click on the blue box (bottom right corner) that states:  
*Microbusiness COVID-19 Relief Grant*
- This brings you to the eligibility criteria; scroll down and you will see the link to complete the application
- You must upload required documents in order for the application to be submitted



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## NAICS CODES:

Most frequently used codes

- 722330** - Street Food Vendor (this includes coffee cart, refreshment stand, and ice cream truck/vendor);
- 336999** - Small Food cart on wheels;
- 722515** - Coffee & Tea Shop (brewing on premises);
- 445230** - Fruit & Vegetable Vendor;
- 445291** - Baked Goods Vendor;
- 722515** - Donut Shop;
- 459420** - Gift shop, novelty;
- 541490** - Jewelry design;
- 812111** - Barber Shop;
- 812112** - Beauty Salon;
- 711510** - Independent Artist, Writer, Photographer, Performer;
- 711130** - Musician, Group or Solo;
- 459120** - Hobbies, Toys & Games Retailer;
- 456110** - Herbal Apothecaries;
- 811111** - Automotive Repair Shop (specialty areas will have sub-numbers);



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Frequently Asked Questions:

- **Are Federal Paycheck Protection Program (PPP) or Economic Injury Disaster Loans (EIDL) recipients eligible to apply?**

-Yes, however funds cannot be used to cover the same expenses that the PPP/EIDL funds covered.

- **Why is a federal tax return required for the program?**

-Your federal tax returns are used to compare the two years revenues and losses; the federal returns are also used to determine that the participant is in fact headquartered in Lake County, which helps prevent fraud and ensures the monies are going directly to Lake County micro-business owners.



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**



## Frequently Asked Questions:

- **Do I have to pay taxes on the grant proceeds?**

-You will receive tax information related to the grant proceeds in the form of a 1099; however, each tax situation is different, therefore, we suggest talking with your tax preparer.

- **What if I don't have employees? Can I still apply for the grant?**

-Yes, even if it is just the participant/owner running the business.



**LAKE COUNTY**  

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

# Frequently Asked Questions

- **When will I find out if I am awarded the grant?**

-You will be notified by email if you will be awarded the grant or not. Grants are reviewed on a first come, first serve basis and the process is expected to take 3-4 weeks.

- **Will everyone who applies receive the grant?**

-Eligibility is determined based on the COVID-19 impact factors.



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**

## Contact Information

Jen Richardson

*Project Manager*

Email:

[lakecountycaedc2@gmail.com](mailto:lakecountycaedc2@gmail.com)

Website:

[www.lakecountycaedc.org](http://www.lakecountycaedc.org)

Phone: 707.263.6217



**LAKE COUNTY**

---

**ECONOMIC DEVELOPMENT  
CORPORATION**