PROJECT HELPING HAND-APPLICATION

DESCRIPTION: Project Helping Hand is intended to help businesses who have experienced a reduction in income due to COVID-19 to maintain current staffing levels and prevent layoffs. The grant funds may not be used for some purposes (specified below), but are intended to create some relief through the purchase of other items or services. The grants issued under this program are NOT loans, and there is no requirement to repay any amounts awarded so long as it is utilized for an allowable activity. Allowable activities include the following:

- Cleaning and sanitization services related to COVID-19;
    - This can include cleaning supplies, cleaning equipment, cleaning services, gloves, masks or the purchase of supplies to allow for social distancing to safeguard employees and customers;
- Purchase of software or programs that would assist employees to work remotely to prevent layoffs; and,
- Purchase of remote access supplies, including laptop computers and/or smart phones for employees to work remotely.

Due to the source of funding for this project, certain activities are not an allowable use of the funding. The following is intended as a guideline, and is not an exhaustive list of disallowed costs:

- Payroll;
- Rent/mortgage payments;
- Utilities; and,
- Non-COVID-19 related purchases.

AWARD: Funding for this program is extremely limited. In order to spread the effect of the funding across Kings County, funding has been apportioned between the cities and unincorporated areas on a per capita basis. The maximum amount that may be awarded for any single grant under this program is $5,000, although an application may request less.

REQUIREMENTS: In order to qualify for this program, the applicant must be a small business with 50 or less employees, and cannot layoff any of their workforce for sixty days after grant funding has been issued. The applicant will be contacted 60 days after grant funding is issued to check compliance.

APPLICATION DEADLINE: Application submission will open on May 11, 2020 at 8:00 a.m., and applications will be received until all funding is obligated. A notification of the status of your application will be issued after it has been reviewed.

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In order to be considered for a grant, this application must be filed out in its entirety, and submitted as directed in this application. All information in this application is confidential unless permission in writing is obtained from the applicant. The maximum amount that may be requested is $5,000.

Business Name:	
Business Address:	
Number of Employees:	
Point of Contact-Name:	
Point of Contact-Phone Number:	
Point of Contact-Email:	

Brief Description of Need and the Planned Use for the Funds

DOCUMENTS REQUIRED FOR SUBMISSION:

- W-9 from Applicant; and,
- Completed Project Helping Hand Application.

SUBMISSION INSTRUCTIONS: All documents must be submitted electronically to info.KingsJTO@co.kings.ca.us.

AWARD: Awards will be made based on the priority that they are received. Application submission will open on May 11, 2020 at 8:00 a.m., and applications will be received until all funding is obligated. A notification of the status of your application will be issued after it has been reviewed.

_____	_____
Signature	Date