

Butte Business Stabilization Small Business Grant Program II

Supporting Documents List

Updated 4/21/2022

Applicants will be asked to upload supporting documents depending on their answers:

1. Current/unexpired Business License (if located within the city limits of Chico, Gridley, Biggs, Oroville and Paradise).
2. Government Issued ID of all owners of 20% or more of the business.
3. Credit Authorization Form (completed and signed by all owners of 20% or more of the business).
4. Proof that the applicant has been in business since March 1, 2020.
5. If business has unpaid local, state, or federal tax liens, a payment plan is required to be uploaded.

Applicants will be required to upload one or more documents supporting the expenses they plan to reimburse with the grant.

- A. Commercial rent/lease:
 - Please upload statement or billing showing amounts due, including lease and landlord information for payment.
 - **Examples:** Past due bills/statements; written statement from landlord; copy of lease
- B. Commercial utilities:
 - Please upload statement or billing showing amounts due, including utility company information for payment.
 - **Examples:** Past due bills/statements showing amounts due and incurred after 3/03/21.
- C. Increased Supply Cost:
 - Please upload billing or statements showing amounts due, including vendor information for payment.
 - **Examples:** Past due statements; written statement detailing increase in costs of supplies.
- D. Back Employee Wages:
 - Please upload statement/billing showing past due amounts with information on payroll company or service provider for payment.
 - **Examples:** Past due statements; copies of payroll information due and incurred after 3/03/21 (please do not include any employee personal information).
- E. Fixed costs related to the creation of new jobs and retention of existing jobs.
 - Please upload documentation explaining the need to create new jobs and/or increased costs for retaining existing employees due to the COVID19 pandemic.
 - **Examples:** Payroll information prior to COVID19 compared to payroll information after 3/03/21 (please do not include any employee personal information).
- F. Other (please specify): _____
 - Please upload documentation or statements explaining increased costs incurred after 3/03/21 associated with COVID19.
 - **Examples:** Statements or invoices showing costs associated with implementing COVID19 prevention or mitigation tactics, such as physical distancing, barriers, or enhanced cleaning.