



# Small Business Grant Rescue Program

City of Aurora

Laurie Womer- Small Business Specialist



# The Program



Portal for Applying Open

Types of Grants:

- Start-Up Business - Business for at least 6 months (April 2020- Dec 2021)  
\$5K each
- Existing Business - 2 Yrs or more (start by March 2020 or prior)  
\$10K each

*\*processed first come first serve*



# Start-Up Business Uses



## Use of Proceeds

- Start-up capital
- Operations
- Marketing
- Tenant finish
- Inventory
- Equipment
- Future expenses, not past  
*(OK for current debt payments)*
- **No** Tax Payments





# Start-Up Eligibility



## NOT ELIGIBLE

- Self Employed & Sole Proprietors **NOT** functioning as a business
- Newer post-pandemic businesses (must start **BEFORE** Jan 1, 2022)
- Under 6 months in Operations & Sales between April 1, 2020 and June 30, 2022

## **ELIGIBLE**

- Home-based businesses

# Start Up Requirements



- Business have started between April 2020- Dec 2021
- 6 months of Operations & Sales between April 1, 2020 and June 30, 2022
- Registered with the Secretary of State/Certificate of Good Standing
- Valid City of Aurora business & sales tax licenses (if selling products), **will need License # and date**
- No outstanding sales taxes and/or fees owed to City of Aurora
- If applicable, business representative must fill out an Affidavit of Lawful Presence(if do not have Social Securities & Green Cards)
- Aurora Business address
- Minimum one employee/ includes owner (single-member LLC owners OK)

# Start Up Documents



## Required:

SOS (Secretary of State) - Certificate of Good Standing

<https://www.coloradosos.gov/>

## AND

**ONE** of the following

- Biz Bank Statements for at least 6 mo, show revenues and/or expenditures
- Proof of business transactions for minimum 6 mo (receipts, business credit card transactions, invoices, POS or merchant reports, payments to vendors or payroll)

# Good Standing Cert



Colorado Secretary  
of State Jena Griswold  
[www.coloradosos.gov](http://www.coloradosos.gov)  
[www.sos.state.co.us](http://www.sos.state.co.us)

[Home](#) [Bingo](#) [Business](#) [Charities](#) [Elections](#)

Menu

## Colorado Secretary of State

### Business

[Businesses, trademarks, trade names](#)

[Start a new business](#)

[Renew a business](#)

[Intelligence Center - Business data](#)

[Home](#) [Bingo](#) [Business](#) [Charities](#) [Elections](#) [Notary](#)

Menu

## Business Organizations

### Search & file

[Search business database](#)

[Name availability search](#)

[File a business document](#)

[Periodic report filing](#)

[Trade name renewal](#)

[Forms list](#)

[Oaths of office \(PDF\)](#)

[Facsimile signatures \(PDF\)](#)

[Personal identifying information removal \(PDF\)](#)



# Certificate

## Summary

Details			
<b>Name</b>	[REDACTED]		
<b>Status</b>	Good Standing	<b>Formation date</b>	05/01/2014
<b>ID number</b>	[REDACTED]	<b>Form</b>	Corporation
<b>Periodic report month</b>	May	<b>Jurisdiction</b>	Colorado
<b>Principal office street address</b>	5005 [REDACTED] Denver, CO 80202, United States		
<b>Principal office mailing address</b>	[REDACTED]		

Registered Agent	
<b>Name</b>	[REDACTED]
<b>Street address</b>	5005 [REDACTED] Denver, CO 80202, United States
<b>Mailing address</b>	5005 [REDACTED] Denver, CO 80202, United States

[Filing history and documents](#)

[Trade names](#)

[Get a certificate of good standing](#)

[Get certified copies of documents](#)



For this Record...  
[Filing history and documents](#)  
[Trade names](#)  
[Get a certificate of good standing](#)  
[File a form](#)  
[Subscribe to email notification](#)  
[Unsubscribe from email notification](#)

[Business Home](#)  
[Business Information](#)  
[Business Search](#)

[FAQs, Glossary and Information](#)



# Existing Business Eligibility



## **NOT ELIGIBLE**

- Self Employed & Sole Proprietors **NOT** functioning as a business
- Under 2 years in Business (After March 2020)

## **ELIGIBLE**

- Home-based businesses

# Existing Business Uses



## USE of proceeds:

- Working capital
- Operations
- Tenant finish
- Marketing
- Inventory
- Personnel/Payroll
- Equipment
- Business Debt
- Future expenses, not past  
*(OK for current debt payments)*
- **No** Tax Payments
- Pay of 1099 Contractors



# Existing Biz Reasons For Need



## HAVE:

- Been impacted by supply chain issues
- Shifted model in response to the pandemic
- **NOT** been able to return to pre-pandemic levels of sales/number of customers
- **NOT** been able to fully re-staff



# Existing Biz Considerations



## **WILL** be Considered:

- Home-based businesses
- Independent businesses under a franchise

## **WILL NOT** be Considered:

- Self Employed and Sole Proprietors who are not functioning as a business



# Existing Biz Requirements



- In business since March 2020 or prior (2 years)
- Secretary of State/Certificate of Good Standing on or before March 2020
- Valid City of Aurora business & sales tax licenses (if selling products) **will need License # and date**
- Aurora Business address
- No outstanding sales taxes and/or fees owed to City of Aurora
- Annual Gross Revenue up to \$ 5M (total revenue) **AND**
  - Net Revenue of \$ 350,000 or less (all sales minus all expenses)
    - *High Sales, but may have high costs due to pandemic, that losing money*
- Min 1 employee, no more than 100 combined FTE & PTE (W2) in 2020 and/or 2021

# Existing Biz Documents



## Required

SOS - Certificate of Good Standing

<https://www.coloradosos.gov/>

**AND**

**ONE** of the following:

- Profit & Loss (Income Statement)- 2020 and/or 2021
- Bank Statements – 4 consecutive quarters from 2020-2022
- Schedule C - 2020 and/or 2021

*\*showing both Net less than \$350,000 AND Gross less than \$5 M for EITHER 2020 or 2021*

# All Applicants Must



## Agree:

- to keep receipts, proof of purchase, & all expenditures related to the grant for 3 years, in case of audit
- to report business impact metrics 2022/2023, when contacted by the City
  - *Metrics: jobs created, jobs retained, increase in sales*

## Sign:

Grant agreement which states all info provided is accurate & funds received will be spent for the purposes of the grant or money will have to be returned

# Not Eligible (Both)



- Large National Corporation with revenue over \$ 5 million
- Marijuana, CBD and Hemp (medical and recreational)
- Businesses offering adult services or products (i.e. adult bookstores)
- Multi-Level marketing/pyramid
- Real Estate investment firms
- Businesses engaged in speculation and illegal activities
- Gambling
- Businesses primarily engaged in political or lobbying activities



# Application (Both)



## OPENING DATE Jun 27 at 8am

1. Start Portal Access Request on City of Aurora
  - [AuroraGov.org/ARPAGrants](https://AuroraGov.org/ARPAGrants)
  - Email authentication through Microsoft, if email associated with an MS account, know password. If not, you will be prompted to set up during process
2. Wait for "Invitation to Apply" email (*up to 2 days*) from [noreply@notifications.claconnect.com](mailto:noreply@notifications.claconnect.com). Once received, apply ASAP
3. Fill out the application & sign, then upload documents in portal
  - *application complete at this point*

### Microsoft account help

- Overview and sign in help
- Password reset and recovery
- Forgot username
- Security and verification codes
- Locked or compromised accounts
- Account activity and closed accounts
- Linked accounts
- What is a Microsoft account?  
**What is a Microsoft account**
- How to sign in to a Microsoft account
- Create a new Microsoft account
- Update your profile

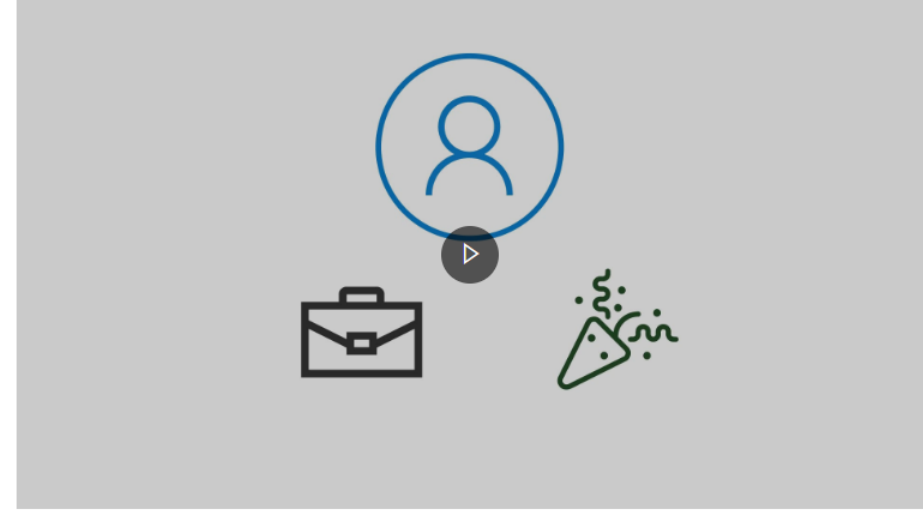
## What is a Microsoft account?

Microsoft account, Windows 10, Xbox One, Office 365, Outlook.com, Microsoft 365, [More...](#)

When you [sign in to your Microsoft account](#), you have an all-access pass to Microsoft's premier services. If you use any of these services, you should already have a Microsoft account: Outlook.com, Office, Skype, OneDrive, Xbox Live, Bing, Microsoft Store, Windows, or MSN.

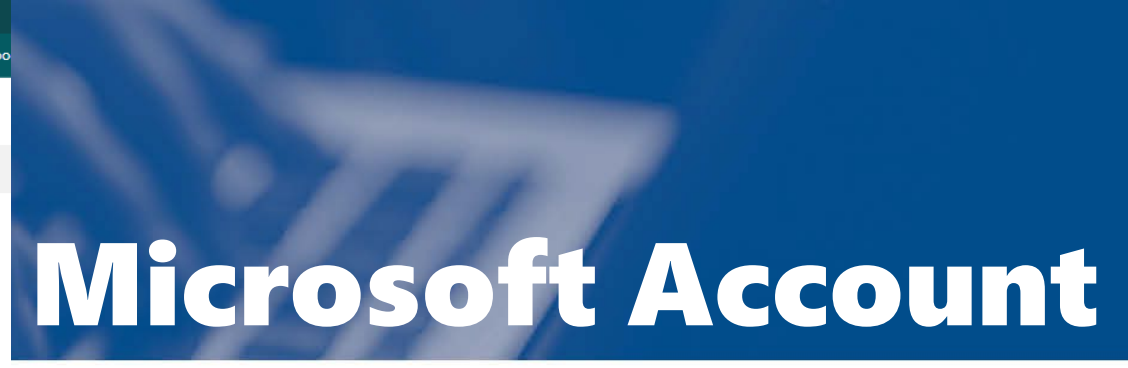
Your Microsoft account lets you manage everything all in one place. Keep tabs on your subscriptions and order history, organize your family's digital life, update your privacy and security settings, track the health and safety of your devices, and get rewards.

Everything stays with you in the cloud and across devices, including iOS and Android. Get to the people, content, and entertainment that matter to you most, with your Microsoft account. One account, all things Microsoft.



[f](#) [in](#) [✉](#)  
SUBSCRIBE RSS FEEDS

<https://support.microsoft.com/en-us/windows/what-is-a-microsoft-account-4a7c48e9-ff5a-e9c6-5a5c-1a57d66c3bfa>



# Review & Approval (Both)



1. Application reviewed by City of Aurora Tax & Licensing
  - *If delinquent, will receive a denial*
2. If Grant approved, notification emailed & agreement posted in portal to be signed
3. Checks sent out
  - *Up to 6 weeks after agreement signed*

**\*\*Total Time from access to check up to 10 weeks\*\***



# Timeline (Both)

- Portal Open **June 27 - July 15**
- Applications reviewed 1st come 1st serve
- Have documents available for upload on device applying
- 12 mo from signed agreement to spend proceeds





# Application & Uploads (Both)



- During application process, information will not be saved until application complete
- Application saved in DRAFT until documents uploaded
- You will be placed in review queue once documents uploaded



\* Required

## USER ACCOUNT INFORMATION

1. First Name \*

Enter your answer

2. Last Name \*

Enter your answer

3. Title \*

Enter your answer

4. Phone \*

This will be used only in the event we need to speak with you about your application.

Enter your answer

5. E-mail \*

Enter your answer

6. Confirm E-mail \*

Enter your answer

Next

Never give out your password. [Report abuse](#)



\* Required

## BUSINESS (ORGANIZATION) INFORMATION

7. Full Legal Name of your Business (Organization) \*

Enter your answer

8. Trade Name or DBA (if applicable)

Enter your answer

9. Business or Nonprofit? \*

Your business/nonprofit must be in good standing with the Colorado Secretary of State's Office and will need to upload your certificate when completing the grant application form on the portal.

You can check your status here: <https://www.coloradosos.gov/biz/BusinessEntityCriteriaExt.do>.

If a nonprofit, you will also need to provide proof of federal tax-exempt status when completing the grant application form on the portal.

- Business
- Nonprofit

You can print a copy of your answer after you submit

Back

Submit

Never give out your password. [Report abuse](#)



10. Business (Organization) Established Date \*

If you are unsure of the exact date, enter the approximate month and year of establishment.

6/22/2015



11. Is your business located in the City of Aurora? \*

If you answer "NO" to this question you are **not eligible** to apply for a grant and this form will be **automatically rejected**.

Yes

No

12. I assert that my business (organization) type **IS NOT** on the list of ineligible types below.

These businesses/nonprofits are ineligible for funding:

- Marijuana (medical and recreational)
- Businesses offering adult services or products
- Multi-Level marketing/pyramid
- Real Estate investment firms
- Speculation-Based businesses
- Businesses engaged in any illegal activities
- Gambling
- Businesses/nonprofits primarily engaged in political or lobbying activities

\*  
If you answer "NO" to this question you are **not eligible** to apply for a grant and this form will be **automatically rejected**.

**YES** I am **ELIGIBLE**--my business (organization) type is not listed above.

**NO** I am **NOT ELIGIBLE**--my business (organization) type is listed above.

You can print a copy of your answer after you submit

Back

Submit

10. Business (Organization) Established Date \*

If you are unsure of the exact date, enter the approximate month and year of establishment.

6/22/2015



11. Is your business located in the City of Aurora? \*

If you answer "NO" to this question you are **not eligible** to apply for a grant and this form will be **automatically rejected**.

Yes

No

12. I assert that my business (organization) type **IS NOT** on the list of ineligible types below.

These businesses/nonprofits are ineligible for funding:

- Marijuana (medical and recreational)
- Businesses offering adult services or products
- Multi-Level marketing/pyramid
- Real Estate investment firms
- Speculation-Based businesses
- Businesses engaged in any illegal activities
- Gambling
- Businesses/nonprofits primarily engaged in political or lobbying activities

\*  
If you answer "NO" to this question you are **not eligible** to apply for a grant and this form will be **automatically rejected**.

**YES** I am **ELIGIBLE**--my business (organization) type is not listed above.

**NO** I am **NOT ELIGIBLE**--my business (organization) type is listed above.

You can print a copy of your answer after you submit

Back

Submit



AURORA - SOUTH METRO  
Small Business Development Center

SERVING ARAPAHOE & DOUGLAS COUNTIES



# Access Completion



## Aurora ARPA Portal Access Request (TEST)



Thanks!

Thank you for submitting a request for portal access. You will receive a response within 48 hours. Responses will come from the [noreply@notifications.claconnect.com](mailto:noreply@notifications.claconnect.com). Please monitor your email for messages from this address.

Print or get PDF of answers

[Submit another response](#)



# Portal & Application Support



FAQs at top of Portal Page

[ARPAGrants@auroragov.org](mailto:ARPAGrants@auroragov.org)

720.892.0620

# SBDC Services (Virtual)

- One-on-One Business Consulting  
*(Free and confidential; By appointment only)*
- Business Educational Webinars & Events
- Business Resource Referrals  
*All services offered in English and Spanish*

# Business Support



Register for SBDC Services:



One-on-One Consulting

[www.Aurora-SouthMetroSBDC.com/consulting](http://www.Aurora-SouthMetroSBDC.com/consulting)



Ph: 303-326-8686

[info@aurora-southmetrosbdc.com](mailto:info@aurora-southmetrosbdc.com)