



CITY AND COUNTY OF SAN FRANCISCO
EDWIN M. LEE, MAYOR

OFFICE OF SMALL BUSINESS
REGINA DICK-ENDRIZZI, DIRECTOR

Legacy Business Program Business Assistance Grant Grant Application Instructions 2017-18



About the Business Assistance Grant

Legacy Business Program: Historic Preservation Fund

In November 2015, the voters of San Francisco approved Proposition J, which established the Legacy Business Historic Preservation Fund and directed the Office of Small Business (OSB) to award Business Assistance Grants to Legacy Businesses in order to promote the long-term stability of Legacy Businesses and help Legacy Businesses remain in the city. San Francisco Administrative Code 2A.243:

<http://sfosb.org/sites/default/files/Legacy%20Business/San%20Francisco%20Admin%20Code%20A.243.pdf>

Amount of Business Assistance Grant

The OSB shall award Qualified Legacy Businesses a grant equal to \$500 per full-time equivalent employee (FTE) employed in San Francisco up to a maximum of 100 FTEs. The total combined grants paid to all Qualified Legacy Businesses in a fiscal year (July 1-June 30) shall not exceed the appropriations into the Legacy Business Assistance Account in the Legacy Business Historic Preservation Fund. When the total grants in a fiscal year requested by all Qualified Legacy Businesses exceed the amount of the appropriations into the Legacy Business Assistance Account, the OSB shall allocate the grants to be paid to all Qualified Legacy Businesses proportionately based on the number of FTEs employed in San Francisco by each Qualified Legacy Business as of the immediately preceding June 30.

Grant Application Requirements

Applicants are required to certify (1) they are included on the Legacy Business Registry; (2) they have no amounts owing to the City as a result of fines, penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by law, regulation, or contract that were delinquent as of the date of application; (3) the number of FTEs employed by the business in San Francisco as of the immediately preceding June 30; and (4) how the business will spend the grant funds. Applicants will also be required to provide other information requested by the OSB as part of the application process.

(1) Legacy Business Registry

To receive a grant under the Legacy Business Program, the business must qualify as a Legacy Business. This requires a written nomination by a member of the Board of Supervisors or the Mayor. Then the Small Business Commission must conduct a hearing to determine whether to approve the business as a Legacy Business, based primarily on (1) how long the business has operated in San Francisco, (2) its contribution to the history or identity of a particular neighborhood or community, and (3) its commitment to maintaining the physical features or traditions that define the business such as craft, culinary, or art forms. San Francisco Administrative Code 2A.242:

<http://sfosb.org/sites/default/files/Legacy%20Business/San%20Francisco%20Admin%20Code%20A.242.pdf>

(2) No Amounts Owed to City

Applicants must certify they do not owe any amounts to the City as a result of fines, penalties, interest, assessments, taxes, fees, or any other financial obligations imposed by law, regulation, or contract that were delinquent as of the date of application.

(3) Certification of Full-Time Equivalent Employees (FTEs)

Applicants must verify the number of FTEs employed in San Francisco as of the immediately preceding June 30. Full-time equivalent is determined by adding, for each employee employed as of June 30, the employee's average weekly hours over the preceding 12 months (July 1-June 30), dividing the result by 40, and rounding to the nearest full employee. Verification of the number of reported FTEs may include payroll reports or the equivalent.

How to determine the number of FTEs:

Step 1. List in the spreadsheet all employees that were employed by your business as of June 30, 2017, including full-time and part-time employees.

Who is considered an “employee”?

- If there is payroll with any employees, then the applicant should use [IRS determinations regarding employees](#) (e.g., the owner(s) is not included unless he/she is in payroll him/herself).
- If there is no payroll and no employees, then the owner(s) may be considered an employee(s) regarding the grant because the owner(s) is serving in that capacity. Please provide verification.

If the employee was not employed as of June 30, 2017, do not include the employee in the spreadsheet or calculations.

Step 2. Determine how many hours each employee worked from July 1, 2016, through and including June 30, 2017. Include paid vacations, holidays, sick time, overtime, etc. Do not include non-paid time off or non-paid leave.

Step 3. Divide the total hours each employee worked by the number of weeks the employee was employed between July 1, 2016, and June 30, 2017. This will give you the average weekly hours per employee.

Examples:

A) Employee “A” was employed the entire period from July 1, 2016, through and including June 30, 2017, (52 weeks) and worked 2,080 hours during that period. Her average weekly hours were 2,080 divided by 52 = 40.

B) Employee “B” was employed from April 1, 2017, through and including June 30, 2017, (13 weeks) and worked 520 hours during that period. Her average weekly hours were 520 divided by 13 = 40.

C) Employee “C” was employed from July 1, 2016, through June 15, 2017. This employee was not employed as of June 30, 2017. Do not include this employee in the spreadsheet or calculations.

(4) Verification of Grant Fund Use

Consistent with the purposes of the Legacy Business Preservation Fund as set forth in Administrative Code section 2A.243(a), Business Assistance Grant funds shall be used only to promote the long-term stability of Legacy Businesses and to help Legacy Businesses remain in San Francisco. Authorized uses could include tenant improvements, capital improvements, rent, relocation within San Francisco, marketing, professional services,

and other activities necessary to support the continuation of the business as a Legacy Business. Each Business Assistance Grant application shall include a detailed description showing the intended uses of the grant funds. Failure to demonstrate that grant funds will be used for an authorized use, or failure to demonstrate that grant funds from prior years were used for an authorized use, may result in a denial of a grant application.

Application Timeline

The Business Assistance Grant application deadline is September 30, 2017. A Legacy Business seeking a Business Assistance Grant for fiscal year 2017-18 shall submit an application (and any supporting materials) to the OSB as follows:

- Hand-delivered to OSB by 5:00 p.m. PDT on Friday, September 29, 2017; or
- Emailed to legacybusiness@sfgov.org by 11:59 p.m. PDT on Saturday, September 30, 2017; or
- Mailed by Saturday, September 30, 2017. A mailed application with a postmark by the United States Postal Service on or before the due date will be considered on time.

Legacy Businesses seeking Business Assistance Grants for subsequent fiscal years must reapply between July 1 and September 30 of each year.

Contact Information

For more information, contact the Legacy Business Program Manager at legacybusiness@sfgov.org or (415) 554-6680.

Grant Application Instructions

1. Determine whether you are eligible to apply for the Business Assistance Grant

Review the information and application for the Business Assistance Grant. Are you a Legacy Business as of September 30, 2017? Do you meet all other eligibility requirements? Additionally, please be mindful that funds available for these grants are limited. Consider whether you need grant funds to help promote the long-term stability of your business and/or help your business remain in San Francisco before deciding whether to apply.

2. Complete the FTE spreadsheet

Complete the FTE spreadsheet to determine the number of full-time equivalent employees that were employed by your business as of June 30, 2017.

3. Complete the application

Complete numbers 1-15 of the Business Assistance Grant Application.

We strongly recommend you complete Section 11 (City Vendor Registration). Getting your business set up as a vendor with the City and County of San Francisco will result in less funds being paid to a third party vendor, resulting in more funds for the Legacy Business Program.

4. Submit the completed application, addendum and required attachments

Mail, hand-deliver or email the completed application, addendum and required attachments to:

Legacy Business Program
Office of Small Business
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 110
San Francisco, CA 94102
legacybusiness@sfgov.org

The application deadline for FY 2017-18 grants is Saturday, September 30, 2017. Grants shall be distributed to the OSB as follows:

- Hand-delivered to OSB by 5:00 p.m. PDT on Friday, September 29, 2017; or
- Emailed to legacybusiness@sfgov.org by 11:59 p.m. PDT on Saturday, September 30, 2017; or
- Mailed by Saturday, September 30, 2017. A mailed application with a postmark by the United States Postal Service on or before the due date will be considered on time.