

Small Business Microgrant Program Application Guidelines



Overview

Administered by the City of Sacramento's Office of Innovation and Economic Development, the Small Business Microgrant Program provides the participants of its Small Business Technical Assistance Program with up to \$5,000 in micro-capital to implement recommendations identified during technical assistance consultations. The purpose of the program is to promote business growth and expansion.

Eligible Applicants

To be eligible, applicants must:

1. Have participated in the City's Technical Assistance Program and received at least five hours of consultation from a City-contracted technical assistance provider.
 - a. The technical assistance provider must provide a written attestation affirming that the consultation occurred and that the recommended good and/or service constitutes a legitimate business need.
2. Qualify as a for-profit business
3. Operate at an address located within the [city limits of Sacramento](#)

Eligible Uses of Funding

The grant program is meant to address a wide range of unique business needs. The only requirements for usage are as follows:

1. The usage must align with recommendations identified during technical assistance consultation.
2. The usage must address a legitimate business need that will improve and/or expand current business operations.

While the City reserves the right to determine what constitutes an eligible use at its sole discretion, examples of eligible uses include, but are not limited to:

1. Replacing existing business equipment that has exceeded its useful life and is essential to daily operation
2. Purchasing new business equipment and/or supplies to maximize productivity and profitability
3. Obtaining new business software/technology to improve digital optimization
4. Obtaining specialized consulting and/or services to further research and/or address a business issue

Funding Parameters

Amount Available

There is \$250,000 available.

Grant Request Amount

The grant funding request must be between \$2,500 to \$5,000.

Match Requirement

There is no match requirement.

Rolling Application Window

The grant program will operate on a rolling basis with a monthly review process to occur until funds are exhausted. Each month's application window will open on the first day of the month and close on the last day of the month. The City will notify applicants of award status within approximately 30 days from the application submittal date.

Number of Grants per Applicant

Given the limited amount of funding available, the City will restrict one grant per small business address. The City also reserves the right, at its sole discretion, to limit the number of grants per single individual or organization with a financial interest.

Payment Disbursement Method

The City will issue payment via an incurred cost method. For this grant program, an incurred cost means either an expense that the grantee has already paid or an expense that the grantee is obligated to pay but has not yet made the payment.

Prioritization Criteria

To meet the City’s diversity, equity, and inclusion goals, the City will use the following 10-point prioritization rubric when reviewing applications. The City reserves the right, at its sole discretion, to modify the criteria at any time.

Priority Criteria	Preference Points
Qualifies as a small business as defined by the California Department of General Services	1
Qualifies as a micro business as defined by the California Department of General Services	1
Operates out of a brick-and-mortar location	1
Operates at an address that is zoned commercial as defined by the Sacramento County Parcel Viewer	1
Operates at an address that qualifies as a 2024/25 U.S. Department of Housing and Urban Development Qualified Census Tract	1
Operates at an address that qualifies as a Sacramento Promise Zone	1
Operates at an address that qualifies as an SB 535 Disadvantaged Community	1
Operates at an address with a CalEnviroScreen 4.0 pollution burden score of 60 or more	1
Operates at an address with a CalEnviroScreen 4.0 linguistic isolation score of 50 or more	1
Operates at an address with a CalEnviroScreen 4.0 housing burden score of 60 or more	1

Since some census tracts are too small to have scores in all priority criteria categories, the City will total the points and divide by the number of available priority criteria categories to obtain a percent. Applicants earning 60% or more will be awarded a grant.

Unless facing a hardship or extenuating circumstance, applicants earning less than 60% will not receive funding. Applicants denied funding once cannot reapply. The City reserves the right to determine what constitutes a hardship or extenuating circumstance at its sole discretion.

Other Requirements

If selected for funding, applicants must further comply with the following requirements before grant agreement execution:

1. Possess an active and valid [City of Sacramento Business Operations Tax Certificate](#)

2. Possess an active and valid status with the [California Secretary of State's business registry](#) that lists a for-profit entity type
 - a. If a sole proprietor using a doing business as (dba) designation, possess an active and valid status with [Sacramento County's fictitious business name registry](#)
3. Possess an active registration with the City of Sacramento's 311 business registry
4. Must comply with the City of Sacramento's Commercial General Liability, Automobile Liability, Workers' Compensation, and Professional Liability insurance requirements

Application Process

To apply, applicants must submit an electronic application via the City's Submittable platform. To obtain the application link, applicants must work with their technical assistance provider.

The following information and materials must be submitted:

1. Business Name:
2. Business Address:
3. City Council District (based on business address):
4. Applicant Contact Name:
5. Applicant Contact Email:
6. Applicant Contact Phone:
7. Description of Grant Funding Use, Why Needed, and How it Will Improve and/or Expand Current Business Operations:
8. If Applicable, Description of Hardship or Extenuating Circumstance:
9. Amount of Grant Funds Requested (must be between \$2,500 and \$5,000):
10. Upload Price Quotes/Estimates
11. Name of Technical Assistance Provider Organization:
12. Technical Assistance Provider Contact Name:
13. Technical Assistance Provider Contact Email:
14. Technical Assistance Provider Contact Phone:
15. Upload Technical Assistance Provider Written Attestation ([download template here](#))
16. Self-Attestation that qualifies as a small business as defined by the [California Department of General Services](#): Yes or No
17. Self-Attestation that qualifies as a micro business as defined by the [California Department of General Services](#): Yes or No

Miscellaneous

Amendments

The City reserves the right to revise or amend any part of these guidelines by issuing an addendum up to the due date/time for submittal. If necessary due to the revisions or amendments, the due date for applications may be postponed.

Public Records

All applications and application materials are public records. All information received from an applicant, whether received in connection with a grant application or in connection with any grant funded activities performed, will be disclosed upon receipt of a request for disclosure pursuant to the California Public Records Act. Application scores are also subject to disclosure. The City reserves the right to use application materials as demonstration examples in future workshops.

Rejection of Applications

The City of Sacramento may, at its discretion, determine not to award any grant in response to this request or to negotiate with any grantee in any manner necessary to serve the best interests of the City. No applicant shall receive any compensation for preparing any grant application.