



# Keep LA County Dining Grant Program Guide

## Program Summary

- Up to \$30,000 for working capital assistance for eligible restaurants
- Application period opens December 3 and closes once 2,500 applications are received or Sunday, December 6, 2020
- Below is a checklist and sample Impact Statement letter to help you complete your application
- Eligible if you have a fixed location, less than 25 employees, no more than 5 locations, and have a current inspection grade of “C” or better.
- To apply or find more info on this grant, please visit: <https://keeplacountydining.lacda.org/>

## Required Documentation Checklist

- Current business license. *(If you need to update or reprint your license, please email [m.matesic@lomitacity.com](mailto:m.matesic@lomitacity.com) or call (310) 325-7110 x 137 as early as possible before close of business 5:30pm Thursday or 5pm Friday. Additional copies cost \$5.)*
- Signed federal 2018 or 2019 tax returns.
- Copy of inspection grade card issued by the Public Health Department.
- Government-issued photo identification for business principals.
- Organizational documents:
  - Sole proprietor: Fictitious name filing, if applicable.
  - Corporations: Filed State of California Secretary of State Statement of Information showing all officers. Provide copies of all filed amendments to the SOI. Two officers will be required to sign the Grant Agreement.
  - Limited Liability Companies (LLC): Operating agreement and Secretary of State Statement of Information (Limited Liability Company) forms LLC-1, LLC-12, and LLC- 2, if applicable.
  - Trusts: Provide a copy of signed and notarized Trust Certification.
  - Partnerships: Provide a copy of the signed Partnership Agreement.

(Ensure information matches what has been filed with the Secretary of State. To file a Statement of Information with the Secretary of State, [please click here.](#))

- IRS Forms 941 for Quarter 3-2020 or payroll documentation to verify employee size.
- COVID-19 Statement of Impact. *(see sample below)*

## Sample Impact Statement

[Business name] is a locally-owned restaurant located in the City of Lomita that has been in operation since [year]. During pre-pandemic times, our business typically operated with [X] employees and had a seating capacity of [X]. Our business and staff have and continue to implement operational changes to comply with the various changes to the public health orders issued since March. The COVID-19 Pandemic and changes to public health orders have had the following impacts to our business:

- o March through May – With the initial Safer at Home Order between March and May 2020, our restaurant was limited to takeout/delivery only or was closed to customers. During this time our business had a loss of revenue of [X% or \$X] and had to furlough/layoff [X] staff.
- o June/July – Once on-site dining was allowed, our business spent [\$X] to [build out or expand] an outdoor dining space to comply with the public health orders and provide a safe outdoor dining experience to our customers. With our outdoor space we have an outdoor capacity of [X seats or X% of our normal capacity].
- o October/November – As fall set in and outdoor dining remained the only on-site dining option, our business invested in [\$X] in [lighting/canopies/heaters] so that we could continue to provide a safe and outdoor dining experience for our customers. With this type of equipment in high-demand and limited supply throughout the region, businesses often pay a premium to rent or purchase this equipment.
- o November – With the closure of outdoor dining going into effect the day before Thanksgiving, our business was once again in a place where food and materials were ordered to serve customers on Thanksgiving weekend that resulted in a loss of [\$X].
- o December – At this time our business is [operating with takeout/delivery, has consolidated locations, or is closed at this time.] With the most recent changes to the LA County Public Health Orders directing the closure of outdoor dining for a period of at least three weeks, our business has had to layoff/furlough [X] staff and is anticipated to see a weekly decline in revenue of [\$X or X%].