

City of Manteca Small Business Assistance Grant



City of Manteca
Fiscal Year 2025-2026
Notice of Funding Availability

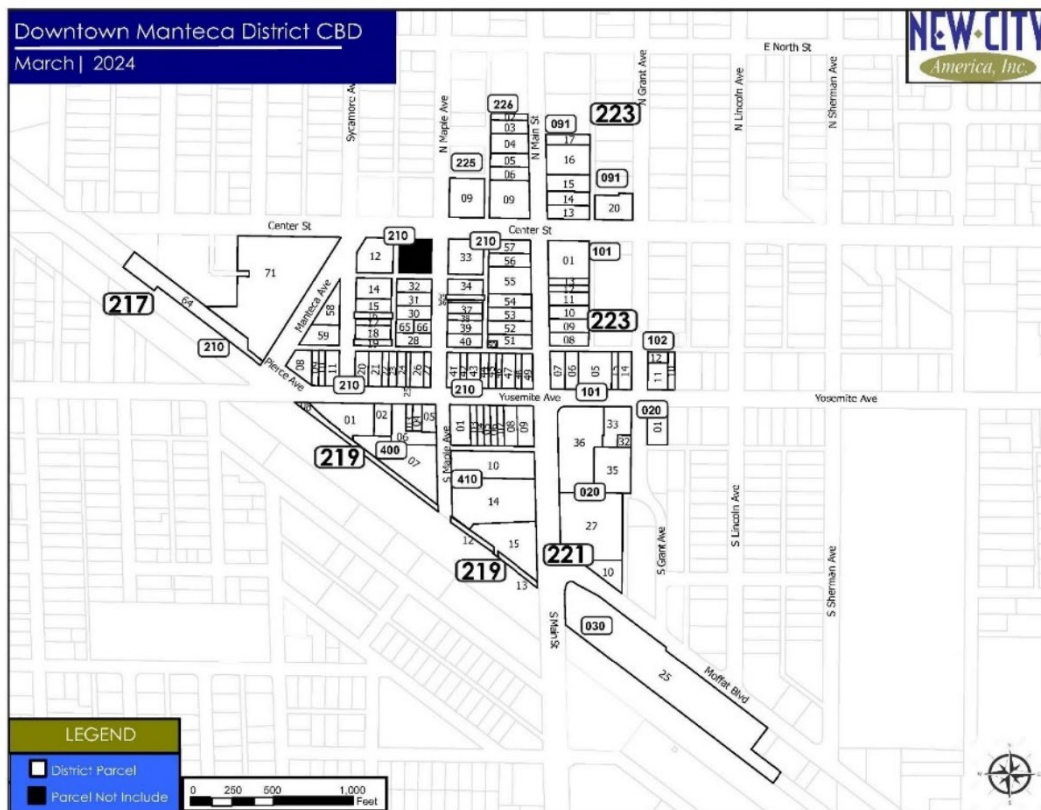
PROGRAM OVERVIEW

The 2025-2026 Small Business Assistance Grant Program is designed to stimulate economic growth, improve aesthetic appeal, and support quality retail, dining, and entertainment establishments in Manteca.

The funding opportunity aims to encourage investment in Manteca's small business community by supporting a range of activities that include storefront façade improvements, expansion of outdoor dining areas, ADA compliance upgrades, and enhancing interior tenant spaces to improve the overall customer experience.

Priority consideration will be given to new quality retail, entertainment, and full-service restaurants and to those businesses located within the boundaries of the Downtown Manteca Improvement District map, included herein as **Exhibit A.*

Exhibit A:



The goals of the program are to:

- Facilitate commercial revitalization;
- Stimulate private investment;
- Support the growth and success of small businesses;
- Enhance the appearance of the streetscape;

- Increase demand for local shopping and promote a pleasant walking environment by improving the visual aesthetics of commercial building facades;
- Reduce commercial vacancies;
- Provide a catalyst for others to improve their buildings, signs, and awnings.

FUNDING DETAILS

To encourage partnership and to maximize investment into the small business community, this grant is offered as a 50/50 match, with the City matching 50% of private investment funds up to a maximum grant award of \$50,000.

Grant Structure:

- **Maximum Award:** \$50,000 per applicant
- **Matching Requirement:** 50% applicant contribution
- **Reimbursement Basis:** Grantees will be reimbursed 50% of eligible, pre-approved expenses.

Examples of matching grant calculation:

Example #1		Example #2		Example #3	
Total Project Budget	\$100,000	Total Project Budget	\$120,000	Total Project Budget	\$40,000
Applicant Contribution	\$50,000	Applicant Contribution	\$70,000	Applicant Contribution	\$20,000
City Matching Grant Award <i>(maximum 50% match/maximum grant award)</i>	\$50,000	City Matching Grant Award <i>(Maximum grant award)</i>	\$50,000	City Matching Grant Award <i>(Maximum 50% grant award)</i>	\$20,000

ELIGIBILITY CRITERIA

- A. Business must be located within the Manteca City limits.
- B. The grant applicant must be either the current property owner(s) or the current business owner leasing a storefront.
 - a. Business owner(s) that are not the property owner must have and provide the property owner's signed approval for proposed projects.
- C. **For sign and awning projects**, the tenant must have at least **five (5) years** remaining on their lease at the location of the proposed project and/or have the

option to renew for at least that time. Current lease agreements must be submitted with grant application.

D. Eligible and Ineligible Projects

Eligible Projects

Funding may be used for a variety of exterior and interior improvement projects, including but not limited to:

A. Exterior Improvements

1. Exterior refinishing
2. Establishing outdoor dining areas
3. Sign renovation or replacement
4. Wall repairs and repainting
5. Window replacement or modification
6. Handicap accessibility modifications
7. Addition of ornamental or decorative architectural features
8. Installation of awnings or exterior lighting
9. Landscaping improvements
10. Other enhancements that improve the building's curb appeal
11. Creation of street-visible outdoor dining space within the Public Right of Way *(must comply with all applicable codes and City permitting requirements)*
12. Permit fees and design work

B. Interior Improvements

1. Interior tenant improvements
2. ADA accessibility upgrades
3. Equipment and furniture purchases
4. Kitchen and restaurant infrastructure (e.g., hoods, grease traps)

Ineligible Projects

Online-only and home-based businesses are not eligible for this grant opportunity.

APPLICATION PROCESS

1. Applications may be submitted either electronically or delivered in-person no later than **June 1, 2026** or until all funding is exhausted.
 - Electronic Submittal: Applicants may submit their completed application, preliminary project budgets, and quotes electronically to econdev@manteca.gov.

- In-Person Submittal: Applicants may submit their completed application and preliminary project budget to the City Manager’s Office address accordingly:

City Manager’s Office
ATTN: Economic Development Division
1001 W. Center Street
Manteca, CA 95337

2. Applications will be deemed completed if a submittal includes the following:
 - Completed and signed application
 - Copy of executed Lease Agreement, if applicable, reflecting at least a 5-year commitment for existing building/space and/or the option to renew for at least a 5-year term
 - Preliminary budget with vendor quotes
(All projects over \$1,000 require a total of 3 quotes)
3. **Post-Award Requirements:**
 - Pre-approval of each project phase
 - Participation in a preliminary meeting with the Program Committee
 - Issuance of a Final Award Letter
 - Execution of a Reimbursement Agreement
 - Compliance with all permitting requirements
4. **Approval & Reimbursement:**
 - Grant decisions are final and there will be no appeal process.
 - Reimbursement of funds will occur after verification of eligible expenses and submission of corresponding before-and-after photos.

REVIEW CRITERIA

Project applications will be evaluated on the following criteria:

1. **Visual Enhancement** – The degree to which the proposed project will improve the interior or storefront appearance and contribute to the overall aesthetics of the building.
2. **Compatibility with Surroundings** – How well the proposed improvements complement and enhance the surrounding area.
3. **Economic Impact** – The project’s potential to attract new customers, increase foot traffic, and stimulate nearby business activity.
4. **Functionality & Accessibility** – How will the interior or exterior improvements enhance the usability, accessibility, and customer experience of the business, including compliance with ADA standards.

5. **Alignment with Program Priorities** – Whether the project aligns with priority business types (e.g., quality retail, family entertainment, full-service restaurants) and location.
6. **Project Readiness** – The feasibility of the proposed project, including clarity of the scope of work, availability of matching funds, and the ability to complete the work within program timelines.
7. **Long-Term Benefit** – The extent to which the improvements will provide lasting value to the business and community.

GRANT CONDITIONS AND TERMS

A. Storefront Improvement Projects:

1. Architectural Assistance: The Small Business Assistance Grant Program requires that all storefront projects use the services of a qualified design/construction professional.
2. Project Approvals: Storefront projects must comply with all applicable state and local permit requirements. All design drawings must be reviewed and approved by the Program Committee, which includes representatives from the City's Economic Development and Planning Divisions.
3. Contractor proposals: Program grantees must obtain three quotes from vendors prior to choosing a contractor. The construction contractor and scope of work selected by the grantee needs to be reviewed and approved by the Program Committee. All contractors approved for work must have an active City of Manteca business license in good standing. *(All contractor proposals should include scope of work, itemized project budget, timeline, and qualifications)*. Projects under \$1,000 do not require three quotes.
4. Pre-construction Meeting: A pre-construction meeting with the Program Committee and applicant is required prior to any work commencing on a storefront project.
5. Improvement Protection: Storefront Projects must remain in place and unaltered for five years from the date improvements are completed, per the grant agreement. If such improvements are removed or modified within the five-year period, due to changes in business ownership or the property being sold, the City may demand partial repayment of the grant funds on a pro rata basis.

B. Sign/Awning Projects

1. Bids and Approvals: Sign and awning projects, \$1,000 or more, will require three vendor quotes. Contractor proposals should include a scope of work,

itemized project budget, timeline, and qualifications. The final project design needs to be approved by the Program Committee prior to any work commencing, and must comply with all applicable state and local permit and approval requirements.

2. Improvement Protection: Signs and awning must remain in place and unaltered for five years from the date improvements are completed, per the grant agreement. If such improvements are removed or modified within the five-year period, due to changes in business ownership or property being sold, the city may demand partial repayment of the grant funds on a pro rata basis.

C. All Projects

1. Before and after pictures will be required for grantee reimbursement requests. Before pictures should be submitted with your application. After pictures will be required with the submittal of invoices clearly marked "Paid" for 50% match reimbursements up to the total grant amount.
2. Advance Payment: No grant funds will be paid in advance of work being performed.
3. Design Approval: The Program Committee reserves the right to require changes to the project design to preserve and beautify commercial properties and improve visual aesthetics of the project.
4. Budget Approval: Prior to the start of any work, the grantee must submit a final detailed line-item budget for the project to econdev@manteca.gov. Requests for reimbursement must be emailed to econdev@manteca.gov with all contractor, designer, or supplier invoices attached in a legible state.
5. Grant Term: All projects must be completed within one year from the date the grant award was approved. Any and all extensions must be submitted in writing by the applicant to the City and approval shall be at the discretion of the City Manager, or designee.

PROGRAM REQUIREMENTS

All applications found to be complete will be evaluated for eligibility and program criteria. Determination letters will be emailed to applicants within three weeks following submission.

1. In all cases, the City reserves the right to reject any and all applications in the event the City identifies a potential conflict of interest or the appearance of a conflict of interest.

2. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, wholly or in part, at any time, without penalty.
3. Grants will be awarded based on project merit in relation to the degree of the improvements to the building or streetscape. The City will work with grantees to ensure the projects complement the surrounding community environment.
4. If awarded, the grantee will be required to enter into a Reimbursement Agreement with the City of Manteca.
5. All approved grantees must have or establish a working email address that can receive attachments because the administration of this program will rely on email for communications. The City will not be responsible for grantee email service failures.
6. All approved grantees are required to provide a final budget and a detailed description of all work to be completed with three professional quotes for any/all projects exceeding \$1,000.
7. Each phase of work must be pre-approved by the City prior to beginning work in order to qualify the 50% match reimbursement for payment. *(Receipts dated prior to the receipt of the final grant award letter will not be eligible for reimbursement).*
8. Grantees unable to properly account for expenses in relation to the pre-approved work completed will not receive reimbursement.
9. The decisions of the review committee are final, and there will not be an appeal process. Applicants whose proposals are not selected will receive a brief explanation from the program committee outlining the factors that informed the decision.
10. All approved projects are required to comply with all State, County, and City-related permitting requirements.

EXTENUATING CIRCUMSTANCES

If a business or property owner is unable to meet all of the grant requirements or conditions due to an extenuating circumstance, the City Manager or his/her designee has the right to waive certain clauses. To be considered for an extenuating circumstance waiver an applicant must:

1. Send a letter via email to: econdev@manteca.gov or mail to: City Manager's Office, ATTN: Economic Development Division, 1001 W. Center Street, Manteca, CA 95337, with the following information:
 - Name of Business

- Property Address
 - Contact information (address, email, and phone number)
 - Whether you are the property or business owner of the property
 - Explanation as to which requirements or conditions you cannot meet and why you are unable to meet them.
2. The City Manager or his/her designee will review your request and respond, in writing via email or regular mail, with a decision. The decision of whether to waive grant requirements or conditions is final and cannot be appealed.

FISCAL YEAR 2025-2026 SMALL BUSINESS ASSISTANCE GRANT PROGRAM APPLICATION

Applicant/Name of Business: _____

Name of Business Owner(s) (as shown on your income tax return): _____

Business Owner Email: _____

Business Address: _____ Phone: _____

Main Contact Person Name: _____

Property Owner Name, if applicable: _____ Signature: _____

Manteca Business License # (Building Permit # if new business): _____

Current Lease Agreement Attached (Check if attached)

Project Type (Check all that apply):

Interior Improvement Projects

- Beautification or Façade Improvement
- Outdoor dining (Sidewalk Café)
- Exterior ADA accessibility requirements
- Restaurant Improvements/Expansion
- Exterior refinishing
- Wall repairs and repainting
- Interior Tenant Improvements
- Equipment Purchase

Exterior Improvement Projects

- Interior ADA accessibility requirements
- Window replacement or modification
- Door replacement or modification
- Addition of decorative architectural features
- Awnings or exterior lighting
- Landscaping

Priority Consideration

- Quality Retail *
- Full-Service Restaurants *
- Family-Entertainment Venue*
- Location in the Manteca Downtown District*

Project Description:

Please provide a short description of your proposed project with estimated total costs and the grant amount requested. (Submit application with a preliminary budget with attached quotes.)

Items marked with an asterisk () indicate categories that will receive priority consideration.**

What challenge is causing the need?

Describe the project and items needed:

What positive outcome will result from the grant related to beautification or customer attraction?

Projected Costs?

Proposed Project Timeline

I certify that the information provided in this application is true and correct to the best of my knowledge:

Full Name: _____ **Signature:** _____

