

# Business Reemergence Application Intake

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The application intake process is the first step in the Mesa CARES Business Reemergence process. Interested business applicants will be asked to complete an on-line application to request assistance. The [Mesa CARES web site](#) will have a link the application, as well as an information page with things applicants should know/have/do before they begin the application process.

The application period is open from 8am on May 11<sup>th</sup> through 5pm on May 24<sup>th</sup>. The application process consists of 5 Steps:

1. Get your personalized link - enter name/email receive your personalized form link. This link will automatically save your form progress, so if you are interrupted and need to return later progress will not be lost.
2. Fill out the application – complete form fields
3. Review application information and attach supporting documents
4. Initial/Sign the application and submit for consideration
5. Note your **Application ID** and **Mesa CARES PIN** so you can check that status of your application on <http://mesaaz.gov/CARESbizgrant>.

## Step 1: Get Your Personalized Application Link

1. Open a web browser and visit <http://mesaaz.gov/CARESbizgrant>.
2. Click the link to begin your application.
3. Type your name in the box below **Name**.
4. Type your email address in the box below **Email**.
5. Click the **Submit** button. Your personalized link will be emailed to you. **Keep this email** – it will allow you to access the application any time before you submit and pick up where you left off.

### Applicant

Name

Email

**Submit**

## Step 2: Fill Out the Application

1. Access the email account you used in Step 1, open the email from **City of Mesa – Mesa CARES**, and click the **Review and Sign** button to begin the application.

Hello Erin,

The City of Mesa – Mesa CARES team has sent you a link to begin your **Small Business Reemergence Program Application**. Please click below to start the application process. Additional information about the Small Business Reemergence Program is available at [Mesaaz.gov/CARESBizgrant](https://mesaaz.gov/CARESBizgrant).

[Review and Sign](#)

City of Mesa – Mesa CARES  
[MesaCARESBusiness@Mesaaz.gov](mailto:MesaCARESBusiness@Mesaaz.gov)

2. Click the **Continue** button at the top of the screen to agree to the terms and conditions.

I agree to Blueink's [Terms of Use](#) and [Privacy Policy](#) and consent to sign electronically with the Blueink service.

[Continue](#)

## Criteria for Eligibility

Click the drop-down menu to the right of each **Criteria for Eligibility** question and select **True** or **False**.

### Criteria for Eligibility

Please enter True or False for the following questions. If you answer False to any of these questions, your business is ineligible at this time. Please check the FAQ's located at [Mesaaz.gov/CARESBizgrant](https://Mesaaz.gov/CARESBizgrant) to discover other resources that may be available through the City of Mesa.

**Business must be an eligible business type located at a physical, commercial address in the city of Mesa.**

Publicly traded companies and businesses in Maricopa County islands are not eligible at this time. Please reference the FAQ located at [Mesaaz.gov/CARESBizgrant](https://Mesaaz.gov/CARESBizgrant) for a list of all ineligible businesses.

True

**Business has not received any CARES Act funding through SBA or other federal programs (for example, PPP and EIDL).**

True

**Business must have suffered negative financial impacts due to the Governor's executive orders that mandated closure or limited service options for the purpose of stemming the spread of COVID-19.**

True

## Personal Information

1. Type your **First Name** and **Last Name** in the appropriate boxes. You may include **Middle Name** if you choose, but it is not required.
2. Click the drop-down menu to the right of **Owner of Business?** and select **Yes** or **No** as appropriate.
3. Type your title in the box to the right of **Applicant's Job Title**. **NOTE:** This is only required if you are NOT the owner of the business.
4. Type the name of the business owner in the box to the right of **Owner Name** if it is different from the applicant.
5. Type your **Contact Phone Number** and **Contact Email** in the appropriate boxes.

### Personal Information

First Name	Mickey
Middle Name	M
Last Name	Matson
Owner of Business?	No
Applicant's Job Title (if not Owner)	Mascot
Owner Name (if different than applicant)	Walt Disney
Contact Phone Number	480-522-5353
Contact Email	mickey.mouse@email.com

## Business Information

1. Type your EIN/Tax ID in the box to the right of **Employer Identification Number (EIN)/Tax ID**.
2. Type your **Business Name** and **Business Phone Number** in the appropriate boxes. B
3. Type your Mesa business address in the box to the right **Physical Address Line 1**. Addresses should be entered without punctuation (like **20 E MAIN ST**) and should not include any suite, unit or building numbers.

**NOTE:** To ensure your address is as accurate as possible we recommend entering it at <https://gis.mesaaz.gov/verifyaddress> and copying the displayed result from the Address line.

Address Successfully Verified





20 E MAIN ST is a verified City of Mesa address  
Copy and paste the values below when submitting the address

Address	20 E MAIN ST
City	MESA
ZIP	85201
Zoning	DC DE
Council District	4

Start Over

4. Type addition address details in the box to the right of **Physical Address Line 2** if needed.
5. Click the drop-down menu to the right of the **Zip Code** field and select the correct option for your Mesa address.
6. Type the date your business first opened in MM/DD/YYYY format, like 01/01/1999 in the box to the right of **Date Business First Opened in Mesa**.
7. Type the **Number of full-time equivalent employees prior to March 1, 2020** in the appropriate box. This should be a whole number and contain no special characters.
8. Type the **Number of full-time equivalent employees currently** in the appropriate box. This should be a whole number and contain no special characters.
9. Click the drop-down menu to the right of **Have you received any additional grants related to COVID-19** and select **Yes** or **No** as appropriate.
10. If you selected **Yes** in step 9, describe the grant in box to the right of **If yes, please describe:**. If you selected **No**, continue to step 11.
11. Click the drop-down menu to the right of **Is this a home-based business?** and select **Yes** or **No** as appropriate.
12. Click the drop down to the right of **Business Structure** and **Industry** and select the appropriate options.

Business Information

Employee Identification Number (EIN)/Tax ID	<input type="text" value="555-666-8778"/>
Business Name	<input type="text" value="Disney Land"/>
Business Phone Number	<input type="text" value="480-222-5536"/>
Physical Address Line 1	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="55 N CENTER ST"/> 
Physical Address Line 2	<input type="text"/>
Zip Code	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="85201"/> ▼
Date Business First Opened in Mesa (MM/DD/YYYY)	<input type="text" value="01/01/1900"/>
Number of full-time equivalent employees prior to March 1, 2020	<input type="text" value="10000"/>
Number of full-time equivalent employees currently	<input type="text" value="100"/>
Have you received any additional grants related to COVID-19?	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="No"/> 
If yes, please describe:	<input type="text"/>
Is this a home-based business?	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="No"/> ▼
Business Structure	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="C-Corp"/> ▼
Industry (what best describes your business)	<input style="border-bottom: none; border-right: none; border-top: none; border-left: none;" type="text" value="Entertainment/Recreation"/> ▼

## Monthly Essential Operating Expenses

1. Type a **3 month estimate** of rent/mortgage in the box to the right of **Estimated Rent/Mortgage**. This estimate should be based on the last invoice/billing statement received **after March 1, 2020**.
2. Type a **3 month estimate** of utilities in the box to the right of **Estimated Utilities**. This estimate should be based on the last invoice/billing statement received **after March 1, 2020**.

### Monthly Essential Operating Expenses (Not Including Payroll)

Please estimate your essential operating expenses and provide a three (3) month total. Estimates should be based on your most recent invoice(s) or billing statement(s) received after March 1, 2020. If you entered any values into the monthly essential operating expenses fields, you need to supply an invoice or billing statement received after March 1, 2020 supporting the amount.

Estimated Rent/Mortgage (total for 3 months)

100000

Estimated Utilities (total for three months)

50000

## Technical Assistance

1. Click the drop-down menu to the right of **Would you be interested in free technical assistance** and select **Yes** or **No** as appropriate.
2. If you selected **Yes**, click the boxes to the right of the desired assistance options. If **No**, skip to step 3.
3. Click the **Continue** button.

### Technical Assistance

Would you be interested in free technical assistance?

Yes

Type of Assistance?

Select all that apply.

eCommerce

COVID-19 Related HR Services

COVID-19 Related Legal Services

Marketing/Design/Advertising/Video

Signage

Workplace Safety

Accounting

Business Plan/Coaching

Alternative Delivery of Sales/Services

Disaster/Recession Planning and Preparedness

Web hosting/Website design and development

Physical Distancing Design Assistance

Financial Planning/Budgeting/Financial Literacy

Continue

**NOTE:** You will be alerted if you neglected to complete any required fields or entered incorrect data.

Continue

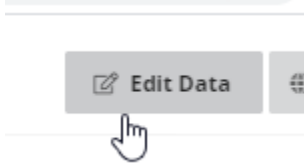
Error. See above for details.

• is a required property

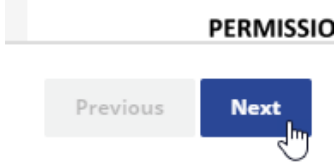
• should be number

### Step 3: Review and Attach Supporting Documentation

1. Scroll through the application information entered so far and ensure there are no errors. If you need to correct something, press the **Edit Data** button near the upper right corner of the screen to go back.



2. If everything looks good, press the **Next** button near the lower left corner of the screen.



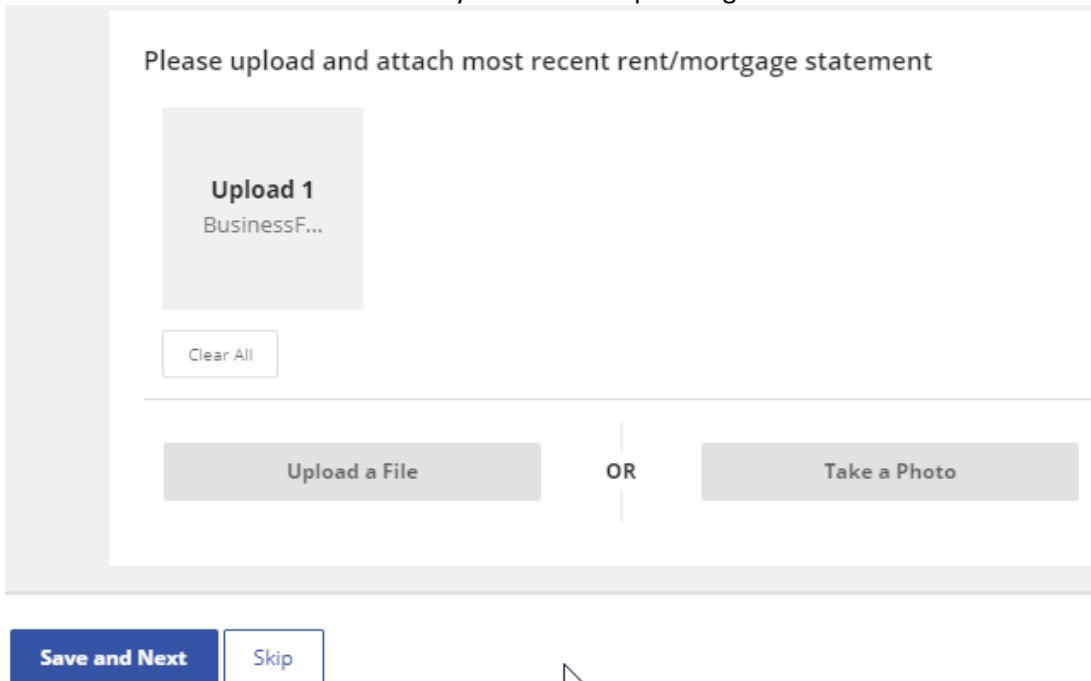
3. Click the **Upload a File** button OR the **Take a Photo** button to include supporting documentation if you are requesting **rent or mortgage assistance** and follow the on-screen prompts. You can upload multiple attachments.

**NOTE:** If you are not asking for rent/mortgage assistance, click the **Skip** button near the lower left corner of the screen.

Please upload and attach most recent rent/mortgage statement



4. Click the **Save and Next** button when you are done uploading.



5. Click the **Upload a File** button OR the **Take a Photo** button to include supporting documentation if you are requesting **utility assistance** and follow the on-screen prompts. You can upload multiple attachments.

**NOTE:** If you are not asking for utility assistance, click the **Skip** button near the lower left corner of the screen.

6. Click the **Save and Next** button when you are done uploading.

Please upload and attach utility statement(s)

MesaCARES

Upload 1

Upload 2  
BusinessF...

Clear All

Upload a File OR Take a Photo

This screenshot shows a web interface for uploading utility statements. At the top, it says "Please upload and attach utility statement(s)". Below this, there are two upload slots. The first slot, labeled "Upload 1", contains a thumbnail of a document with the "MesaCARES" logo. The second slot, labeled "Upload 2", contains a thumbnail of a document titled "BusinessF...". Below the upload slots is a "Clear All" button. At the bottom of the interface, there are two buttons: "Upload a File" and "Take a Photo", separated by the word "OR".

Save and Next Skip

This screenshot shows two buttons: "Save and Next" (a blue button) and "Skip" (a white button with a blue border).

7. Click the **Upload a File** button OR the **Take a Photo** button to include a copy of your W9 and follow the on-screen prompts. **A W-9 is required.**
8. Click the **Save and Next** button when you are done uploading.

Please attach W9:

Upload 1  
BusinessF...

Clear All

Upload a File OR Take a Photo

This screenshot shows a web interface for attaching a W9 form. At the top, it says "Please attach W9:". Below this, there is one upload slot labeled "Upload 1" containing a thumbnail of a document titled "BusinessF...". Below the upload slot is a "Clear All" button. At the bottom of the interface, there are two buttons: "Upload a File" and "Take a Photo", separated by the word "OR".

Save and Next Skip


This screenshot shows two buttons: "Save and Next" (a blue button) and "Skip" (a white button with a blue border).

9. Click the **Upload a File** button OR the **Take a Photo** button to include additional documentation as **proof of a Mesa-based business address** and follow the on-screen prompts. You can upload multiple attachments.

**NOTE:** If you provided rent invoice/mortgage statement or utilities statements as proof of address click the **Skip** button near the lower left corner of the screen.

10. Click the **Save and Next** button when you are done uploading.

If no rent/mortgage statement included, attach one of the following:



Upload 1

Clear All

Upload a File OR Take a Photo

Save and Next Skip

## Step 4: Certify and Sign

1. Read the **APPLICANT CERTIFICATION** section and click the box to the left of **Applicant Certification – Please Check** near the bottom center of the screen to check it.
2. Click the **Save and Next** button.

Applicant Certification - Please Check

Save and Next Skip

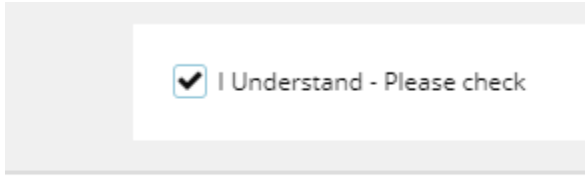
3. Read the **PERMISSION TO VERIFY INFORMATION** section and click the box to the left of **Permission to Verify Information – Please Check** near the bottom center of the screen to check it.
4. Click the **Save and Next** button.

Permission to Verify Information - Please Check

Save and Next Skip



5. Read the **I UNDERSTAND** section and click the box to the left of **I Understand – Please Check** near the bottom center of the screen to check it.
6. Click the **Save and Next** button.

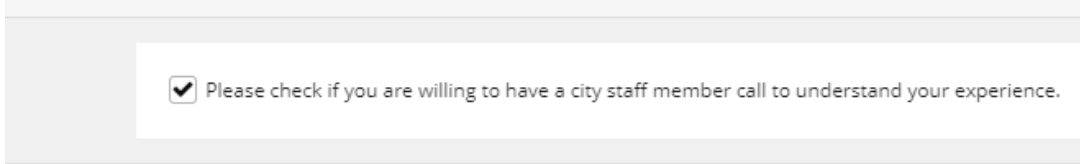


I Understand - Please check



**Save and Next** Skip

7. Read the final section and decide if you would like to have a City staff member follow up regarding your experience. If **Yes**, click the box to the left of **Please check if you are willing...** near the bottom center of the screen to check it.
8. Click **Save and Next**. If **No**, click **Skip**.



Please check if you are willing to have a city staff member call to understand your experience.



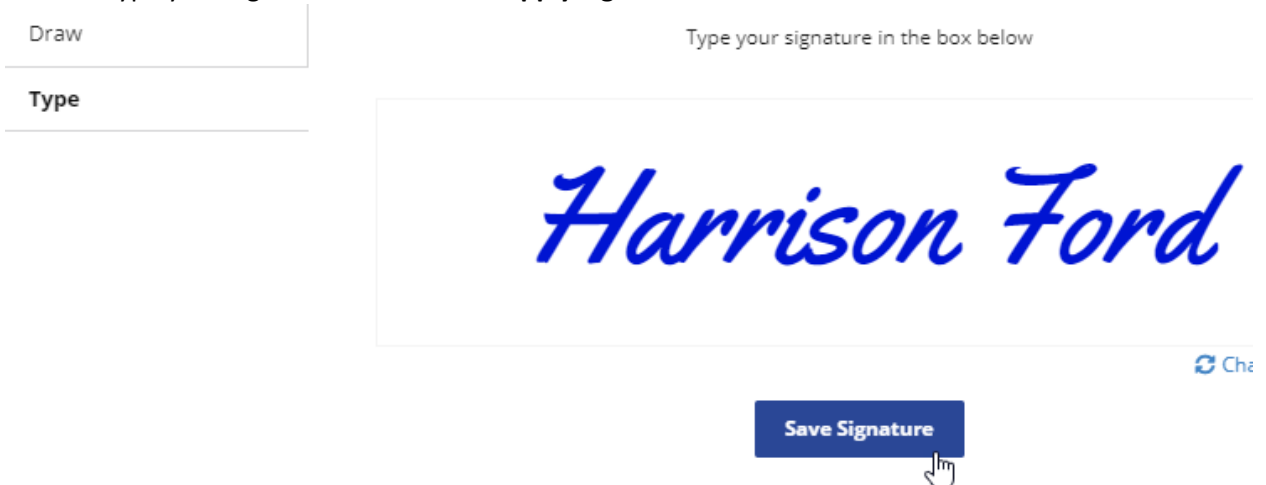
**Save and Next** Skip

9. Click the **Choose Signature** button near lower center of the screen.



Signature  
Choose signature

10. Draw or type your signature and click the **Apply Signature** button.



Draw Type your signature in the box below

Type

*Harrison Ford*

**Save Signature**

11. Scroll up and review the document one more time. Once it is submitted content on the application cannot be modified.
12. When ready, click the **Submit Document** button near the lower right corner of the screen.



**Submit Document**

13. You will receive an email with your **Application ID** and **Mesa CARES PIN**. **Keep this information** as it will be used to check your application status at <http://mesaaz.gov/CARESbizgrant>. The email also has link to download a copy of your completed application.

## Your Documents Are Ready

Hello Erin,

Your Small Business Reemergence Program Application has been submitted. Please click the link below to download a copy of the application for your records.

Your Application ID is: Z2nqcdh5Vr

Your Mesa CARES PIN is: 659573

You can use the Application ID and PIN to check the status of your application by visiting <http://mesaaz.gov/CARESbizgrant>

[Download Documents](#)

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City of Mesa – Mesa CARES

[MesaCARESBusiness@Mesaaz.gov](mailto:MesaCARESBusiness@Mesaaz.gov)