

Small Business Mortgage/Rent Relief

https://gn.ecivis.com/GO/gn_redir/T/1lci863du293q/IFRAME/true

From the link above, click the Apply button and it will bring you to the eCivis Portal page

ACCOUNT AND LOGIN

Create an Account by clicking the green button

Login

Password
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

eCivis Grants Network user?
Use your existing login above and the Grants Network® Login button.

You will be required to verify your login through your email account before proceeding. Once verified, enter your credentials, and click Portal Login

Cannot log in until email verified

daniel.jones@cityofdenton.com

.....
(Minimum 8 chars, alphanumeric with symbol(s))

Portal Login

Grants Network® Login

Forgot Password?

Don't have an account?

Create an account

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PROFILE

You should reach the screen below. To continue, click the "Create New Application" button.

☰

Daniel Jones Log out

eCivis City of Denton
Economic Development

Small Business Mortgage Rent Relief

My Applications

Create New Application

Show 10 entries Search:

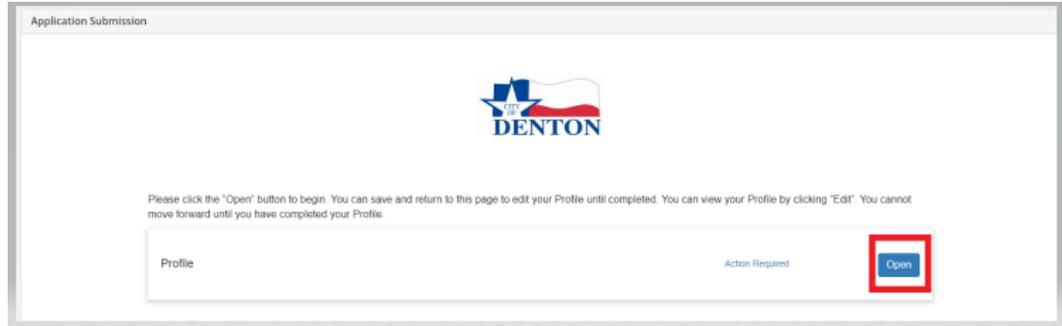
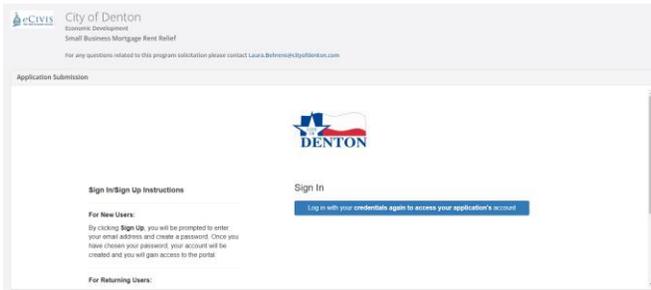
Grant Application	Create Date	Status	Actions
No applications have been saved or submitted			

Showing 0 to 0 of 0 entries

Previous Next

Reload

You'll be asked to login again through the portal, then to complete your Profile information.



Please fill in the required information identified by the red asterisk (title, company, address, etc.) If the company is a part of a larger organization, please provide the organization information as well.

Authorized Representative is someone who has decision making authority in your organization or has been given authority to apply for funding.

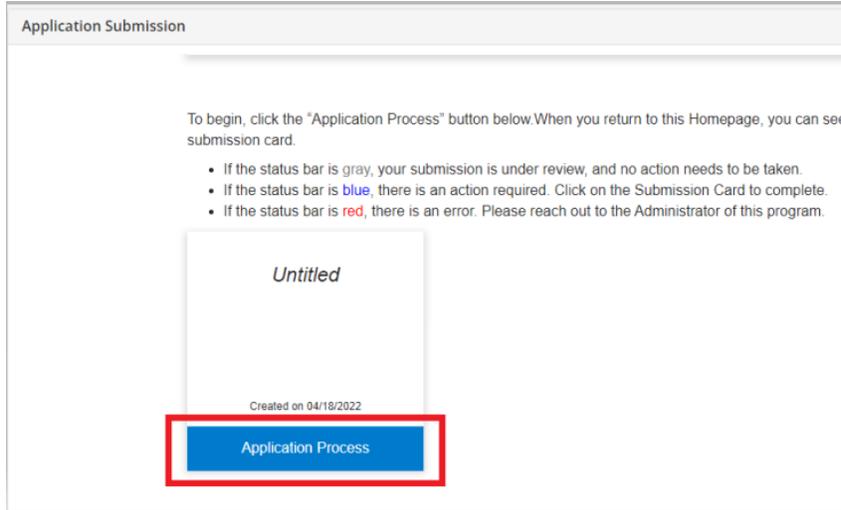
Business/Finance Representative is someone who can be contacted with financial questions about your organization.

(these two representatives can be the same person)

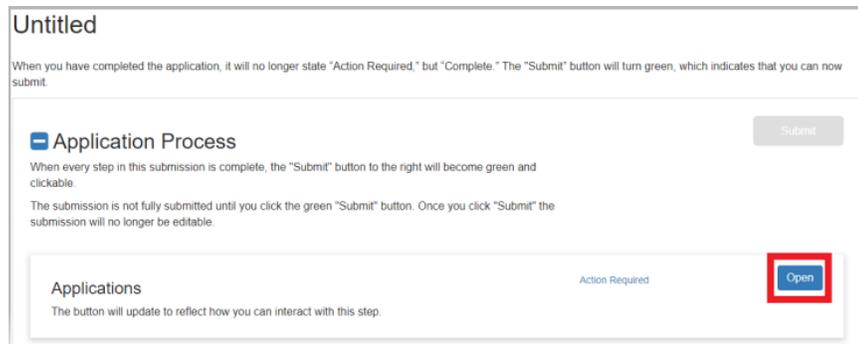


APPLICATION

Once your profile is completed, the system will return you to Application Submission page. Scroll down below your Profile to find this screen and click on “Application Process”



Click the “Open” button



Enter your Project Title and Organization/Company name and continue filling out the application.

Once completed, take note of the section below:

Provide documentation of eligible expense reimbursement (see eligible expenses below) Rent and mortgage invoices and or payments for the business property between March 1, 2020 and August 1, 2020.

Rent and mortgage invoices and or payments for the business property between March 1, 2020 and March 1, 2021.

The amount of rent or mortgage payments made for the business property during the five-month period between March 1st and August 1st, 2020, will determine your application budget. For example, if your business had five \$5,000 monthly mortgage payments made between those dates, then your application budget will be \$25,000. A total exceeding \$40,000 can be entered for this time period, however, the maximum award for this grant program is \$40,000.

BUDGET AND GOALS

The final two questions will help you fill out a project budget and project goals.

Click “No” under Budget Worksheet and it will instruct you to complete a budget detail before submitting

Application Submission

+ Select a file

Budget Worksheet

Did you complete your application budget?

Yes

No

Please complete your application budget PRIOR to submitting your application.

To complete your budget, click "Save Draft" and scroll to the bottom of the page. In the Application and Goals section under "Actions" column, click on "Edit Budget".

Application Goals

Did you complete your application goals?

Yes

No

Application Budget and Goals

Click on the three bars under “Actions” on the right, then “Edit budget”

Application Budget and Goals

Show 10 entries

Search:

Project Title	Create Date	Status	Total Requested	Actions
N/A	04/18/2022	Draft	\$0.00	 Edit Budget > Edit Goals >

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload

Eligible expenses are broken down into seven budget categories for your project: Personnel, Fringe Benefits, Business Property Rent/ Mortgage, Professional Services, Equipment, Supplies, Construction, Other.

To enter the budget, click on the budget category in blue. Double click on the boxes under the category to enter the proposed amounts. For example, if you propose to sustain business operations by using the funding to pay the salaries of two employees for two months at \$5,000 per employee, it will look like this:

Personnel

		Ext Cost	Direct Cost	Ind Cost	Cost Share
Personnel Totals:		\$10,000.00	\$10,000.00	\$0.00	\$0.00

Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Salaries	Salaries for Part/Full Time Employees	2.00	\$5,000.00	\$10,000.00	\$10,000.00		Direct Cost

Add Row

Continue through each category as needed. Below shows a proposal to use \$15,000 towards Rent/Mortgage expenses for three months at \$5,000 per month.

3. Business Property Rent & Mortgage

		Ext Cost	Direct Cost	Ind Cost	Cost Share		
Business Property Rent & Mortgage Totals:		\$15,000.00	\$15,000.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
Rent/Mortgage of Building	Rent or mortgage payment for business space	3.00	\$5,000.00	\$15,000.00	\$15,000.00		Direct Cost

[Add Row](#)

After entering in the proposed line items, you can check your total at the top of the page. The budget total should match the total of mortgage/rent receipts submitted with a maximum of \$40,000. Once the budget is complete, scroll to the bottom of the page, and click "Save Changes". Notes can be added if needed, then click save. Return to Application by scrolling to the top of the screen and clicking the blue "Return to Application" button.

This will take you back to the beginning. Click the blue "Application Process" then "Open".

Scroll through the application to the bottom and answer "No" to the Application Goals question. This will instruct you to complete the goals in the same way as the budget.

Scroll down to the Application Budget and Goals, click the three bars under "Actions," then click "Edit Goals."

Application Budget and Goals

Show 10 entries

Project Title	Create Date	Status	Total Requested	Actions
N/A	04/18/2022	Draft	\$25,000.00	<div style="display: flex; align-items: center;"> ☰ <div style="margin-left: 5px;"> Edit Budget Edit Goals </div> </div>

Showing 1 to 1 of 1 entries

Previous 1 Next

Reload

In this section, a minimum of one Goal/Objective is required to be selected. Select the goal/goals that the requested funding will help your business achieve. Under "Target Units" insert "1" on the goal you choose. Under "Direct Cost Expenditures", enter the amount of your proposed project. The amount must match the entered budget. See example below:

Application Goals

Program: Small Business Mortgage Rent Relief
Project name: N/A

Goal / Objective	Target Units	Direct Cost Expenditure	Matching Expenditure	Program Income Expenditure
Implement health and safety measures	0.00	\$ 0.00	\$ 0.00	\$ 0.00
Increase revenue to pre-pandemic levels	0.00	\$ 0.00	\$ 0.00	\$ 0.00
Restore staffing to pre-pandemic levels	0.00	\$ 0.00	\$ 0.00	\$ 0.00
Support / Maintain long-term business operations	1.00	\$ 25,000.00	\$ 0.00	\$ 0.00

[Return to Application](#) [Save Goals](#)

Click "Save Goals," then "Return to Application."

This will bring your page back to the beginning again. Click "Application Process" then "Open" to complete your application.

Review all lines to ensure the information was entered correctly. Next, at the top or bottom of the page, click "Mark Complete." (Note: This will not submit your application. You will still be able to make edits)

If required information is missing, the system will prompt you to complete those items before marking complete.

When you are ready to submit, click the green "Submit" button.



City of Denton
Economic Development
Small Business Mortgage Rent Relief
For any questions related to this program solicitation please contact Laura.Behrens@cityofdenton.com

Application Submission

When you have completed the application, it will no longer state "Action Required," but "Complete." The "Submit" button will turn green, which indicates that you can now submit.

Application Process

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Applications

The button will update to reflect how you can interact with this step.

Complete [Edit](#)

[Submit](#)