

Business Interruption Fund: Entertainment Industry

Administered by the County of Los Angeles through its Department of Economic Opportunity. Application portal powered by Lendistry.

Program and Application Guide

(Rev. 04/23/24)

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Application Portal **Powered by Lendistry**



Program Overview

The Entertainment Business Interruption Fund, (BIF), is funded by the American Rescue Plan (ARP). The BIF is designed to support qualified small businesses that serve the Entertainment Industry in Los Angeles County (County).

To learn more or apply, visit the Program page [here](#).

The BIF is targeted to entertainment related small and micro businesses that are located in the highest, high, and/or moderate impact areas (tiers) on the COVID-19 Vulnerability and Recovery Index, using the [Equity Explorer Mapping Tool](#). Click on the link to identify which tier your business is in and to see if you are eligible.

The Tool uses the COVID-19 Vulnerability and Recovery Index to identify and visually sort County, cities, and communities into five need tiers ranging from highest to lowest need based on COVID-19-related risk, severity, and recovery need. Using this information, the County will target BIF funding toward communities with the greatest need only in the top three Tiers. If your business is in the low or lowest tier, you are not eligible for funding.

In July 2020, the Los Angeles Board of Supervisors created the Anti-Racism, Diversity, & Inclusion (ARDI) Initiative to prioritize the County's ongoing commitment to fighting racism and inequity in all its dimensions. As such, the ARDI team created the Equity Explorer Mapping Tool which allows users to identify high need areas throughout Los Angeles County disproportionately impacted by the COVID-19 pandemic and inequity.

Eligible Businesses

To qualify for this Program, participants must meet all of the following requirements:

1. Must be a for-profit business with \$3 million or less in annual gross revenue as reflected in Applicant's most recently filed, federal business tax return.
2. Entertainment related small and micro businesses that are located in the highest, high, and/or moderate impact areas on the COVID-19 Vulnerability and Recovery Index. Use the [Equity Explorer Mapping Tool](#) to identify which tier your business is in.
3. Must have experienced at least a 70% loss of revenue due to the COVID -19 Pandemic from March 1, 2020 to present, as well as the 2023 double Hollywood Strikes between May 1, 2023 – November 30, 2023.
4. At least 70% of revenue must come from the Entertainment Industry sector.
5. Loss must be equal to or greater than grant amount requested.
6. Business must have been registered to do business legally in the state of California and/or any other applicable jurisdiction prior to December 30, 2021, or other similar business filings.
7. Active business currently in operation that is in good standing with all local, state, and federal taxing and licensing authorities.
8. Must have a current physical location within the County of Los Angeles as of May 2023.
9. Negative economic impacts from both the COVID – 19 Pandemic March 1, 2020 - present as well as the 2023 double Hollywood Strikes between May 1, 2023 – November 30, 2023.
10. Must not have received a grant funded by the American Rescue Plan Act (ARPA) from Los Angeles County.
11. Application must be submitted by a majority owner that is at least 18 years of age as of the date of application.

Ineligible Businesses

Ineligible businesses for this Program include:

1. Nonprofit organizations
2. Religious or Churches
3. Government offices or agencies
4. Publicly traded companies.
5. Corporate-owned franchises.
6. Financial institutions, such as banks, lenders, pay day lenders, auto title lenders, check cashers, other businesses whose stock in trade is money and mortgages, and other similar entities.
7. Insurance companies, such as life, auto, home, bail bond, and other similar entities.
8. Private or social clubs.
9. Pawn shops.
10. Astrology, Palm Reading.
11. Liquor stores, night clubs.
12. Lobbying firms or businesses who dedicate 50% or more of their time or resources to lobbying activities.
13. Businesses that engage in gambling activities, such as Bingo parlors, casinos.
14. Adult bookstores and businesses that present live performances of a sexual nature.
15. Businesses that generate income through activities performed in violation of state or federal law, including the sale, cultivation, or transportation of marijuana.
16. Businesses that exist for the purpose of advancing partisan political activities.
17. Gun or ammunition stores.
18. Businesses or organizations which are, or whose owners, officers, partners, directors, and/or principals are, currently suspended, disbarred, ineligible, or excluded from participation in federal, State, or County assistance programs or from receiving federal or State financial or nonfinancial assistance and/or benefits.

Eligible Uses of Funds

Grant awards must be used to cover operational expenses related to both COVID-19 and the double Hollywood Strikes which were incurred during the period from March 1, 2020 to present.

1. The purchase of new certified equipment
2. Restock of liquidated inventory
3. Lease, rent, or mortgage payments.
4. Payment of business debt accrued due to both the COVID-19 pandemic as well as the 2023 double Hollywood Strikes.
5. Costs resulting from the COVID-19 pandemic and related health and safety restrictions, and business interruptions or closures incurred because of the COVID-19 pandemic and the 2023 double Hollywood Strikes.
6. Employee payroll expenses.
7. Working capital to continue operations.
8. Payment of outstanding business expenses (supplier management, etc.)
9. Grant awards may not be used by awardee for regranting or for any uses or expenses that the awardee has been, or will be, reimbursed for under any federal program

Required Documents

The following documents are required to apply for this Program:

- 1. Most recently filed, complete, unaltered federal business tax return** (IRS Form 1120, IRS Form 1065, or IRS Form 1040 Schedule C)
- 2. Official filing with the California Secretary of State** (which must be active) **or local municipality**, as applicable, for your business or organization, such as one of the following:
 - Articles of Incorporation;
 - Certificate of Organization;
 - Fictitious Business Name filing;
 - Professional license;
 - Government-issued business license or permit.
- 3. Proof of location** via utility bill or similar third-party document, as applicable

4. Acceptable government-issued photo ID uploaded via Persona, which will be embedded in the application

5. Applicant Certifications

This list is not exhaustive. Lendistry may contact you by email, phone, and/or text (if authorized) to request additional documentation to verify the information you submitted in your application

Grant Awards

Grant awards will be determined based on the applicable awardee's annual gross revenue as follows:

Gross Annual Revenue	Grant Award Size
\$1,000,000 - \$3,000,000	\$25,000
Less than or equal to \$999,999	\$10,000

A photograph of a film set with a sign in the foreground. The sign is white with black text. The background is a blurred film set with various equipment and people. The entire image has a blue tint.

CLOSED SET

**ABSOLUTELY
NO ADMITTANCE
WITHOUT PERMISSION
OF PRODUCER**

How to Complete the Applicant Certifications

Applicant Certifications


As part of the application process, you will be required to self-certify to the truthfulness and accuracy of the information provided in the web application and supporting documents by signing the Applicant Certifications.

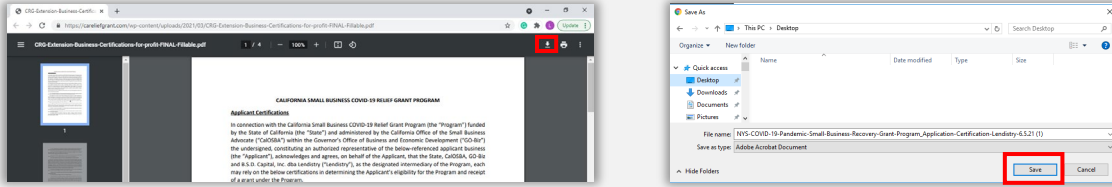
The Applicant Certifications will be available in electronic form for you to download and complete. A signed copy of the Applicant Certifications is a required document in this grant process and will need to be uploaded to the Portal as a PDF file.

Download the Applicant Certifications and save the file to your device. You can complete the Applicant Certifications electronically or print the file and complete it manually.

How to Complete Your Applicant Certifications Electronically

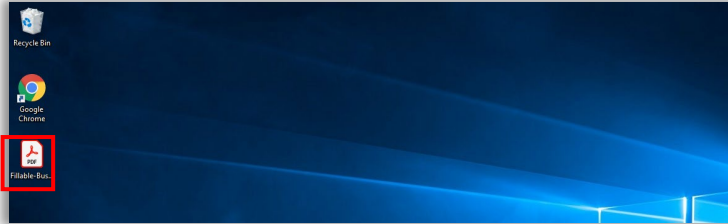
Step 1

Click the download  icon to download and save the Applicant Certification your device.



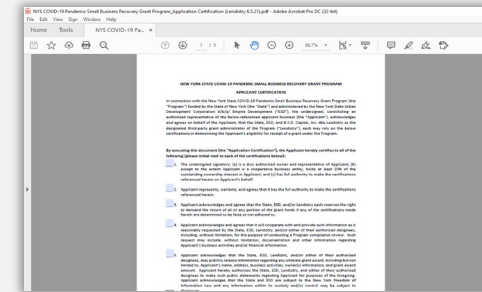
Step 2

Locate Applicant Certifications on your device and open the file from there. Your Applicant Certification will open as a PDF file.



Step 3

Complete the Applicant Certifications by entering your initials next to all items that are true and then entering your signature and business information on the last page.



Step 4


After completing the Applicant Certifications, save the files again by going to File > Save or pressing CTRL+S on your keyboard to save your fully executed Applicant Certification.

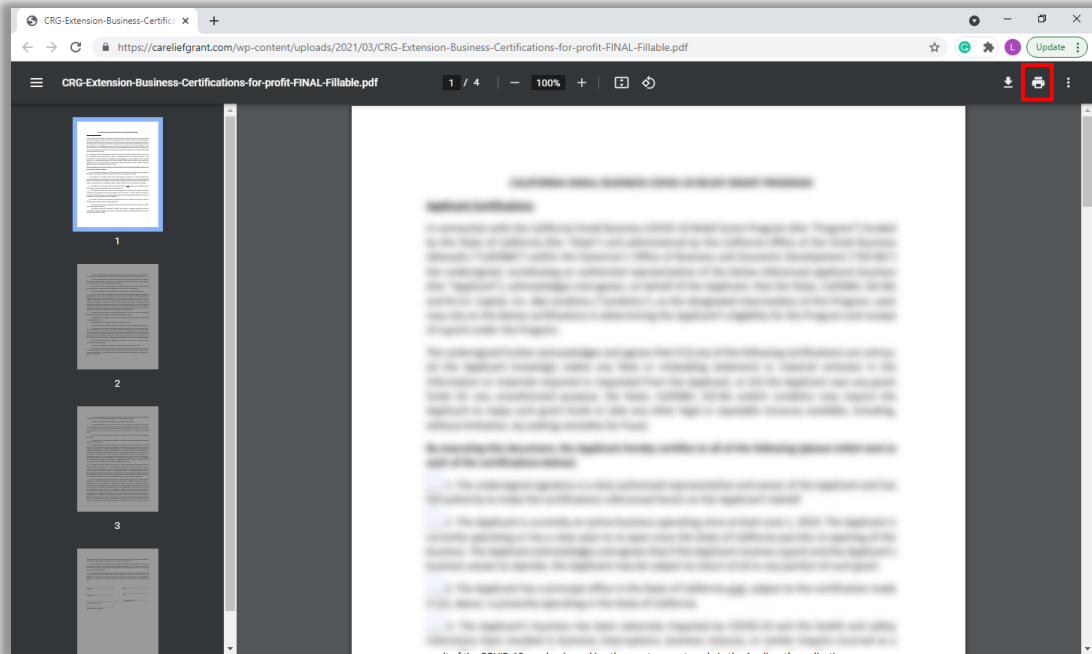
Step 5

Upload the completed Applicant Certifications as PDF file in the Portal during the application process.

How to Complete Your Applicant Certifications Manually

Step 1

Print the Applicant Certifications by clicking the printer  icon.



Step 2

Fill out the Applicant Certifications using a dark pen and legible handwriting.

Step 3

After completing the Applicant Certifications, save the files again by going to File > Save or pressing CTRL+S on your keyboard to save your fully executed Applicant Certifications.

Step 4

Upload the completed Applicant Certifications as PDF files in the Portal during the application process.



Examples of Required Documentation

Example: Federal Tax Returns

1120 U.S. Corporation Income Tax Return
 For calendar year 2018 or tax year beginning 2018, ending 2019
 OMB No. 1545-0045

Go to www.irs.gov/Form1120 for instructions and the latest information.

A Check if:

1 Consolidated return (attach Form 990)

2 Life insurance contract return

3 Personal holding company (attach Sch. PH)

4 Schedule M-1 attached

B Employer identification number

C Date incorporated

D Total assets (see instructions)

E Check if:

(1) Initial return **(2)** Final return **(3)** Name change **(4)** Address change

1a Gross receipts or sales	1a	
b Returns and allowances	1b	
c Balance. Subtract line 1b from line 1a	1c	
2 Cost of goods sold (attach Form 1125-A)	2	
3 Gross profit. Subtract line 2 from line 1c	3	
4 Dividends and inclusions (Schedule C, line 23)	4	
5 Interest	5	
6 Gross rents	6	
7 Gross royalties	7	
8 Capital gain net income (attach Schedule D (Form 1120))	8	
9 Net gain or (loss) from Form 4797, Part II, line 17 (attach Form 4797)	9	
10 Other income (see instructions—attach statement)	10	
11 Total income. Add lines 3 through 10	11	
12 Compensation of officers (see instructions—attach Form 1125-E)	12	
13 Salaries and wages (less employment credits)	13	
14 Repairs and maintenance	14	
15 Bad debts	15	
16 Rents	16	
17 Taxes and licenses	17	
18 Interest (see instructions)	18	

19 Total deductions. Add the amounts shown in the far right column for lines 12 through 20

20 Ordinary business income (loss). Subtract line 19 from line 11

21 Interest due under the look-back method—completed long-term contracts (attach Form 8897)

22 Interest due under the look-back method—income forecast method (attach Form 8866)

23 BDA AAR imputed underpayment (see instructions)

24 Other taxes (see instructions)

25 Total balance due. Add lines 23 through 26

26 Payment (see instructions)

27 Amount owed. If line 28 is smaller than line 27, enter amount owed

28 Overpayment. If line 28 is larger than line 27, enter overpayment

29 Signature of preparer (other than partner or limited liability company member) and date

30 Signature of partner or limited liability company member and date

31 Preparer's name, address, and phone number

IRS Form 1120

1065 U.S. Return of Partnership Income
 For calendar year 2022, or tax year beginning 2022, ending 2022
 OMB No. 1545-0123

Go to www.irs.gov/Form1065 for instructions and the latest information.

A Principal business activity

B Principal product or service or **P**riest

C Business code number

D Employer identification number

E Date business started

F Total assets (see instructions)

G Check applicable boxes:

(1) Initial return **(2)** Final return **(3)** Name change **(4)** Address change **(5)** Amended return

H Check accounting method: **(1)** Cash **(2)** Accrual **(3)** Other (specify):

I Number of Schedules K-1. Attach one for each person who was a partner at any time during the tax year.

J Check if Schedules C and M-3 are attached

K Check if partnership: **(1)** Aggregated activities for section 469 at-risk purposes **(2)** Grouped activities for section 469 passive activity purposes

Caution: Include only trade or business income and expenses on lines 1a through 22 below. See instructions for more information.

1a Gross receipts or sales	1a	
b Returns and allowances	1b	
c Balance. Subtract line 1b from line 1a	1c	
2 Cost of goods sold (attach Form 1125-A)	2	
3 Gross profit. Subtract line 2 from line 1c	3	
4 Ordinary income (loss) from other partnerships, estates, and trusts (attach statement)	4	
5 Net farm profit (loss) (attach Schedule F (Form 1040))	5	
6 Net gain (loss) from Form 4797, Part II, line 17 (attach Form 4797)	6	
7 Other income (loss) (attach statement)	7	
8 Total income (loss). Combine lines 3 through 7	8	
9 Salaries and wages (other than to partners) (less employment credits)	9	
10 Guaranteed payments to partners	10	
11 Repairs and maintenance	11	
12 Bad debts	12	
13 Rent	13	
14 Taxes and licenses	14	
15 Interest (see instructions)	15	
16a Depreciation (if required, attach Form 4562)	16a	
b Less depreciation reported on Form 1125-A and elsewhere on return	16b	
17 Depletion (Do not deduct oil and gas depletion)	17	
18 Retirement plans, etc.	18	
19 Employee benefit programs	19	
20 Other deductions (attach statement)	20	
21 Total deductions. Add the amounts shown in the far right column for lines 9 through 20	21	
22 Ordinary business income (loss). Subtract line 21 from line 8	22	
23 Interest due under the look-back method—completed long-term contracts (attach Form 8897)	23	
24 Interest due under the look-back method—income forecast method (attach Form 8866)	24	
25 BDA AAR imputed underpayment (see instructions)	25	
26 Other taxes (see instructions)	26	
27 Total balance due. Add lines 23 through 26	27	
28 Payment (see instructions)	28	
29 Amount owed. If line 28 is smaller than line 27, enter amount owed	29	
30 Overpayment. If line 28 is larger than line 27, enter overpayment	30	

31 Signature of partner or limited liability company member and date

32 Signature of preparer (other than partner or limited liability company member) and date

33 Preparer's name, address, and phone number

IRS Form 1065

SCHEDULE C (Form 1040) Profit or Loss From Business
 For calendar year 2020, or tax year beginning 2020, ending 2020
 OMB No. 1545-0074

Go to www.irs.gov/ScheduleC for instructions and the latest information.

A Principal business or profession, including product or service (see instructions)

B Enter code from instructions

C Business name, if no separate business name, leave blank

D Employer ID number (see instructions)

E Business address (including suite or room no.)

F Accounting method: **(1)** Cash **(2)** Accrual **(3)** Other (specify):

G Did you "materially participate" in the operation of this business during 2020? If "no," see instructions for limit on losses

H If you started or acquired this business during 2020, check here

I Did you make any payments in 2020 that would require you to file Form(s) 1099? See instructions

J Yes, did you or will you file the required Form(s) 1099?

Part I Income

1 Gross receipts or sales. See instructions for line 1 and check the box if this income was reported to you on Form W-2 and the "Statutory employee" box on that form was checked	1	
2 Returns and allowances	2	
3 Subtract line 2 from line 1	3	
4 Cost of goods sold from line 42	4	
5 Gross profit. Subtract line 4 from line 3	5	
6 Other income, including federal and state gasoline or fuel tax credit or refund (see instructions)	6	
7 Gross income. Add lines 3 and 6	7	

Part II Expenses. Enter expenses for business use of your home only on line 30.

8 Advertising	8	18 Office expense (see instructions)	18
9 Car and truck expenses (see instructions)	9	19 Pension and profit-sharing plans	19
10 Commissions and fees	10	20 Rent or lease (see instructions)	20a
11 Contract labor (see instructions)	11	a Vehicles, machinery, and equipment	20b
12 Depreciation	12	b Other business property	20c
13 Depreciation and section 179 expense deduction (not included in Part II) (see instructions)	13	21 Repairs and maintenance	21
14 Employee benefit programs (other than on line 19)	14	22 Supplies (not included in Part II)	22
15 Insurance (other than health)	15	23 Taxes and licenses	23
16 Interest (see instructions)	16	24 Travel and meals	24a
a Mortgage (paid to banks, etc.)	16a	a Travel	24b
b Other	16b	b Deductible meals (see instructions)	24c
17 Legal and professional services	17	25 Utilities	25
		26 Wages (less employment credits)	26
		27a Other expenses (from line 48)	27a
		b Reserved for future use	27b

28 Total expenses before expenses for business use of home. Add lines 8 through 27a

29 Tentative profit or (loss). Subtract line 28 from line 7

30 Expenses for business use of your home. Do not report these expenses elsewhere. Attach Form 8829 unless using the simplified method. See instructions. Simplified method filers only: Enter the total square footage of (a) your home; and (b) the part of your home used for business. Use the Simplified Method Worksheet in the instructions to figure the amount to enter on line 30

31 Net profit or (loss). Subtract line 30 from line 29

32 If you have a loss, check the box that describes your investment in this activity. See instructions.

33 All investment is at risk.

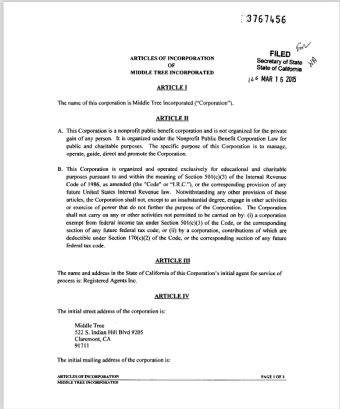
34 Some investment is at risk.

35 If you checked 32a, enter the loss on both Schedule 1 (Form 1040), line 3, and on Schedule SE, line 2. If you checked the box on line 1, see the line 31 instruction. Estates and trusts, enter on Form 1041, line 5.

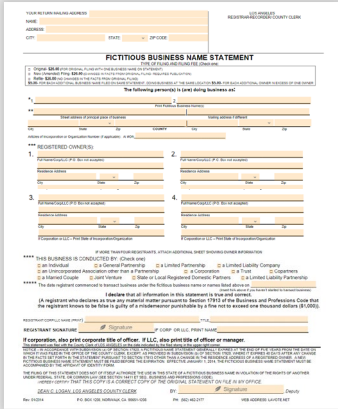
36 If you checked 32b, you must attach Form 8198. Your loss may be limited.

IRS Form 1040 Schedule C

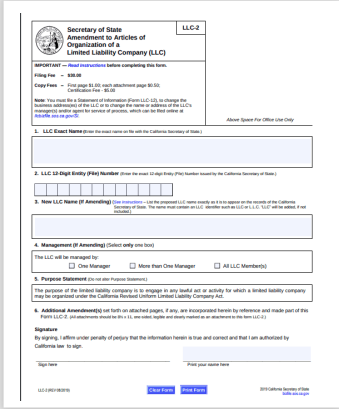
Example: Official Filing with the CA Secretary of State or Local Municipality



Articles of Incorporation



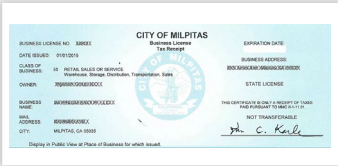
Fictitious Name of Registration



Certificate of Organization



Professional License



Government-Issued Business License or Permit.

Example: Government-Issued Photo ID



United States Passport



Drivers License



Foreign Matricula Card

The following forms of ID will **NOT** be accepted:

- Expired IDs
- Bus Passes
- School IDs
- Union IDs
- Job Badges
- Library Cards



Tips for Applying

Tip #1: Use a Valid Email Address

Please make sure you are using a valid email address and that it is spelled correctly in the application.

- Updates and additional guidance for your application will be sent to the email address you provide. Certain email addresses cannot be recognized in Lendistry's system and may cause delays in communication regarding your application.

If you used an incorrect or invalid email address in your application, please contact our call center at (888) 984-1173, Monday through Friday, between the hours of 7:00 a.m.- 7:00 p.m. PT to update your information.

DO NOT submit a new application. Submitting multiple applications may be detected as potential fraud and disrupt the review process for your application.

Invalid Email Addresses

The following email addresses will not be accepted or recognized in our system:

Emails *beginning* with **info@**

Example: info@mycompany.com

Emails *ending* with **@contact.com** or **@noreply.com**

Example: mycompany@contact.com

Example: mycompany@noreply.com

Tip #2: Prepare Your Documents in PDF Format

All required documents must be uploaded to the Portal in PDF format only. The documents must be clear, aligned straight, and contain no disruptive backgrounds when uploaded.

Important Notes for Uploading Documents:

1. All documents must be submitted in PDF format (Government-issued ID may be submitted as a PDF or JPEG).
2. File size must be under 15MB.
3. The file name CANNOT contain any special characters (!@#\$%^&*()_+).
4. If your file is password protected, you will need to enter it in.

Don't have a scanner?

We recommend downloading and using a free mobile scanning app.

Genius Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Adobe Scan

Apple | [Click Here to Download](#)
Android | [Click Here to Download](#)

Sample: Correct Upload

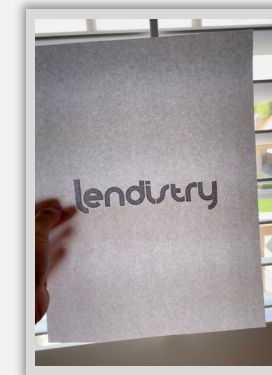


Document is clear and aligned straight.

Sample: Incorrect Upload



1



2

1. Document not aligned straight.
2. Document is in front of window (busy background) and a hand is seen in the photo.

Tip #3: Review Best Practices to Successfully Complete Persona

What is Persona?

Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness checks.

- Applicants will be required to verify their identity using Persona by uploading a picture of a valid government-issued photo ID.
 - Acceptable forms of government-issued photo ID include:
 - Driver's License;
 - United States Passport; and
 - State ID or Matricula Card.
- Applicants will also need to take a selfie using a device with a front-facing camera to complete the Persona verification.

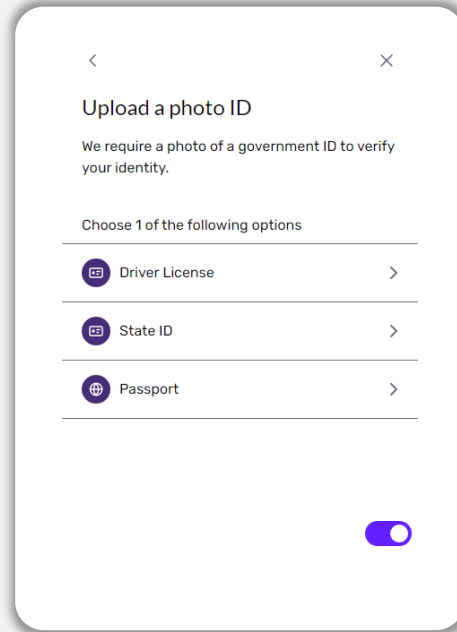
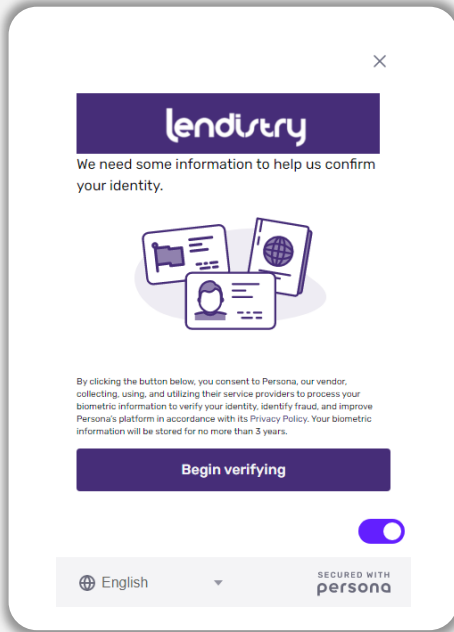
Best Practices to Successfully Complete Persona

1. Use a front-facing device. If you work on your application on a laptop or computer that does not have a camera, you will be given the option to complete Persona using a mobile device at any time by clicking "Continue on another device" and scanning the QR code provided or requesting a link via SMS or Email.
 - Once you complete Persona on your mobile device, you will be automatically redirected to your application on your laptop or computer.
2. Take a picture of the front and back of your government-issued ID *before* starting Persona and save it on the device you will use to take your selfie to be efficient.
 - Place your government-issued ID on a plain white surface and use adequate lighting.
 - Do not use flash as it may cause a glare.
3. When taking your selfie, use adequate lighting pointed toward your face while avoiding bright light sources from behind.
 - Stand in front of a blank wall or door and avoid busy backgrounds.
 - Do not use flash as it may cause a glare.

How to Complete Persona

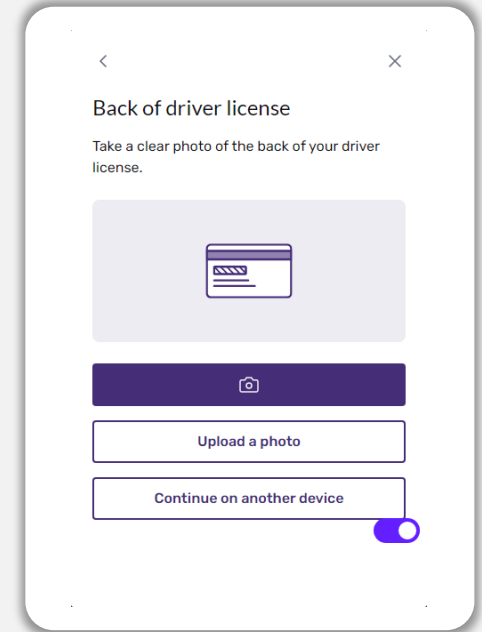
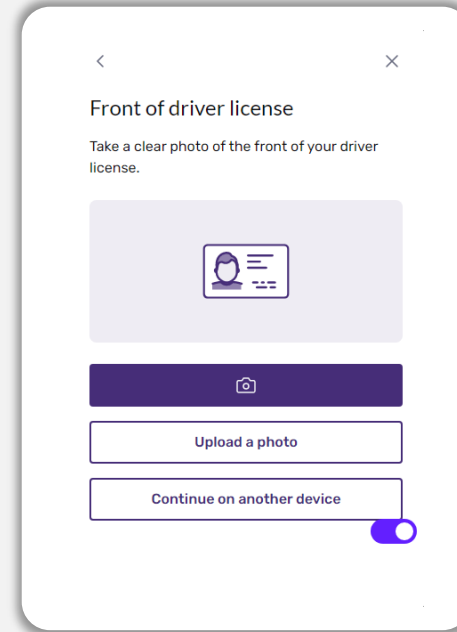
Step 1

Click on “**Begin Verifying**,” and then select the type of government-issued ID you will use to verify your identity.



Step 2

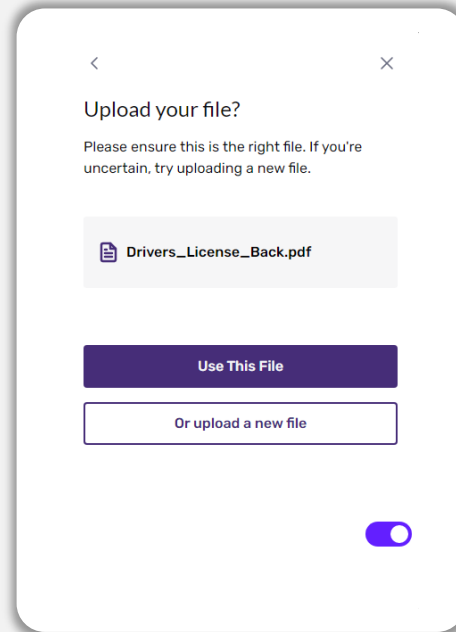
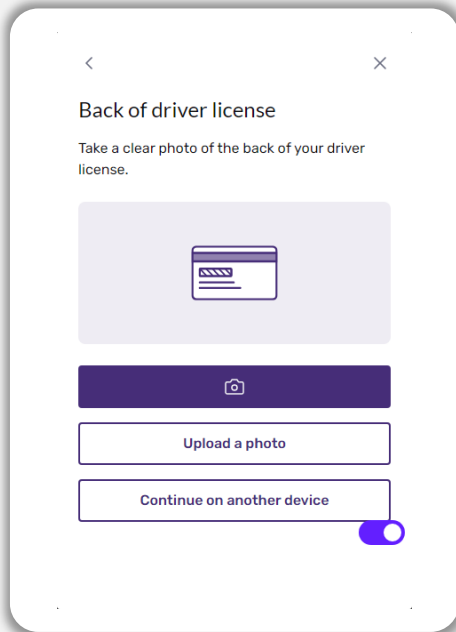
Take or upload a picture of the **front** side of your ID. Select “Use this File” to continue. See [page 19](#) for best practices on how to complete this step.



How to Complete Persona

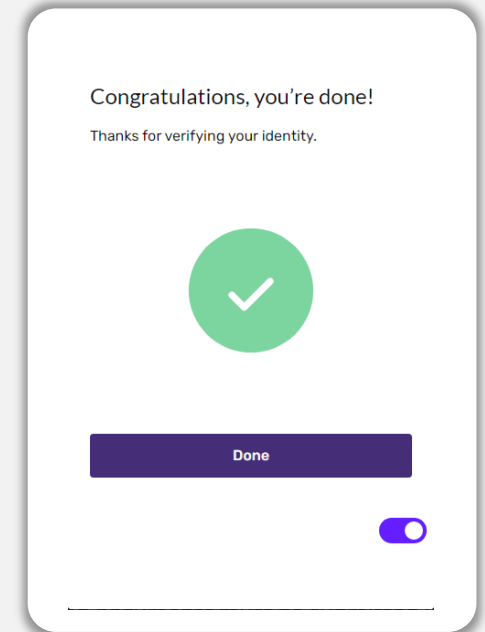
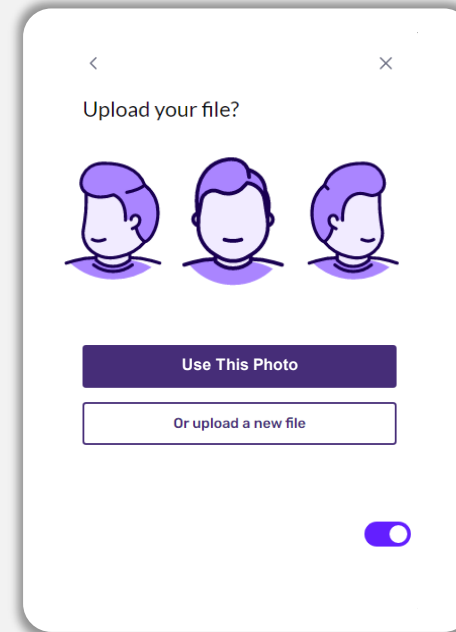
Step 3

Take or upload a picture of the **back** side of your ID. Select “Use this File” to continue. See [page 19](#) for best practices on how to complete this step.



Step 4

Using a **front-facing** device with a camera, follow the prompt on the screen to take a selfie by looking forward, left, and then right. See [page 19](#) for best practices on how to complete this step. Once complete, select “Done” and you will be redirected to the application.



Tip #4: Use Google Chrome

For the best user experience, please use Google Chrome throughout the entire application process.

Other web browsers may not support our interface and can cause errors in your application.

If you do not have Google Chrome on your device, you can download it for free at <https://www.google.com/chrome/>.

Before you begin the application, please do the following on Google Chrome:

1. **Clear Your Cache**
2. **Use Incognito Mode**
3. **Disable Pop-Up Blocker**

Clear Your Cache

Cached data is information that has been stored from a previously used website or application and is primarily used to make the browsing process faster by auto-populating your information. However, cached data may also include outdated information such as old passwords or information you have previously entered incorrectly. This can create errors in your application and may result in it being flagged for potential fraud.

Use Incognito Mode

Incognito mode allows you to enter information privately and prevents your data from being remembered or cached.

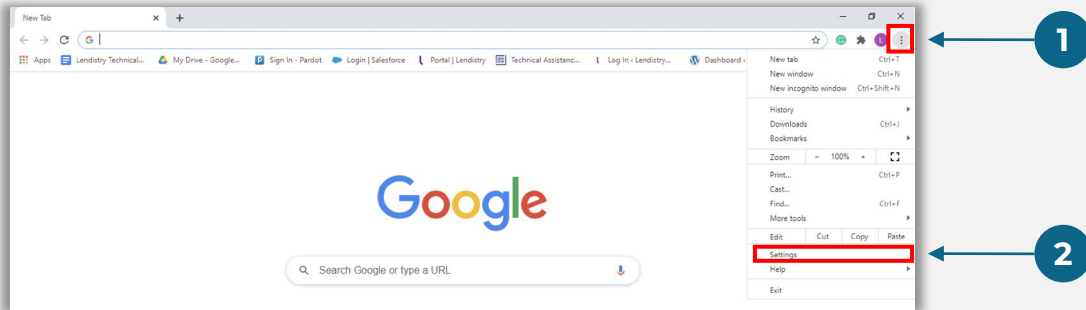
Disable Pop-Up Blocker

Our application includes multiple pop-up messages that are used to confirm the accuracy of the information you provide. You must disable the pop-up blocker on Google Chrome to see these messages.

How to Clear Your Cache

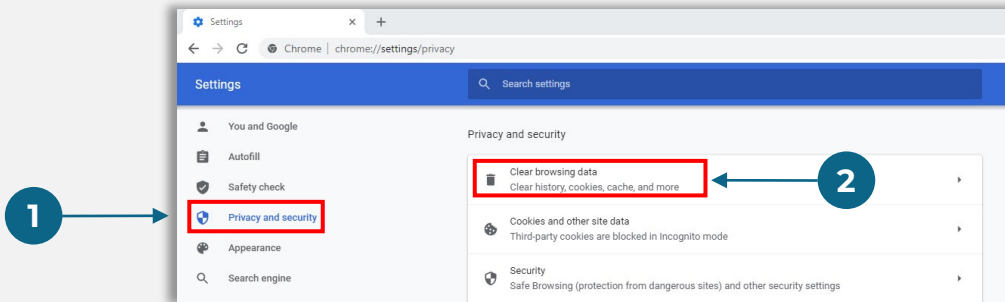
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



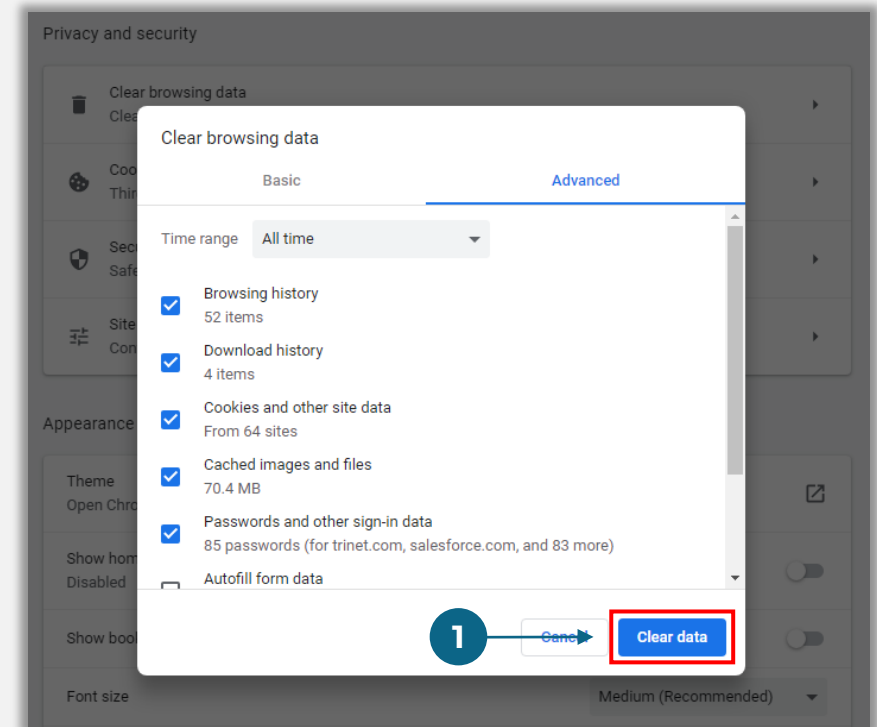
Step 2

Go to **“Privacy and Security”**, and then select **“Clear Browsing Data.”**



Step 3

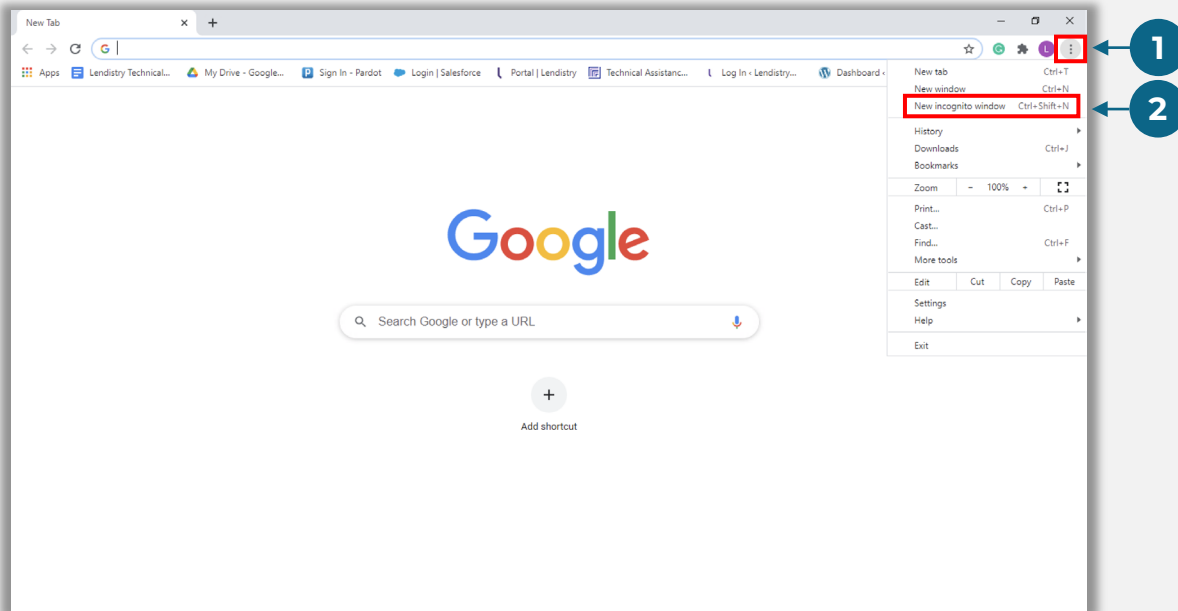
Select **“Clear Data.”**



How to Use Incognito Mode

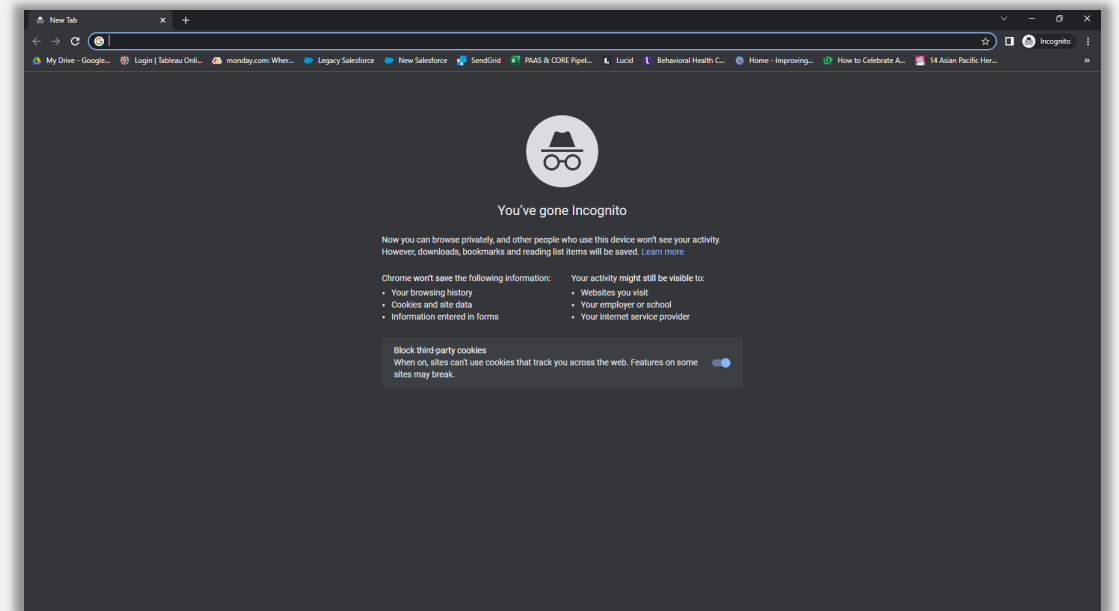
Step 1

Click the three dots in the upper right corner of your web browser, and then select **"New incognito window."**



Step 2

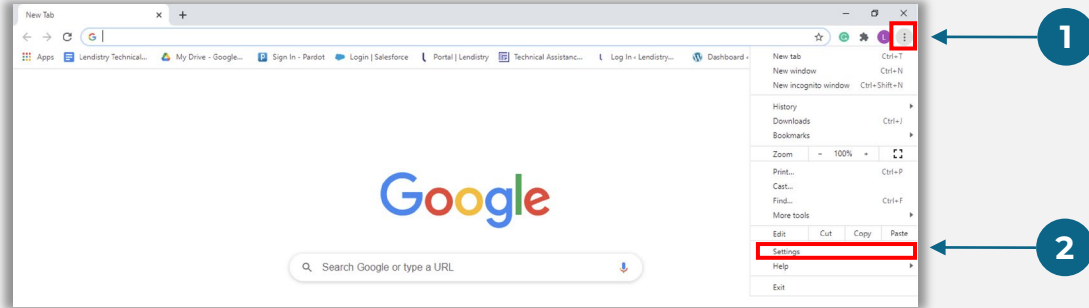
Your browser will open a new Google Chrome window. Use incognito mode throughout the entire application process.



How to Disable Pop-Up Blockers

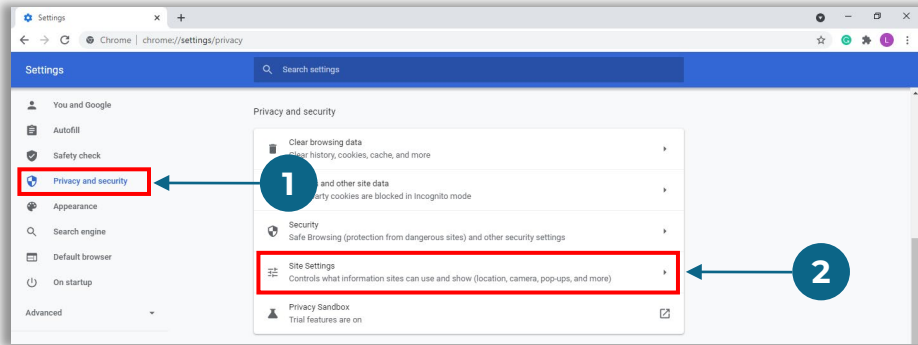
Step 1

Open a new Google Chrome window, click the three dots in the upper right corner, and then go to **“Settings.”**



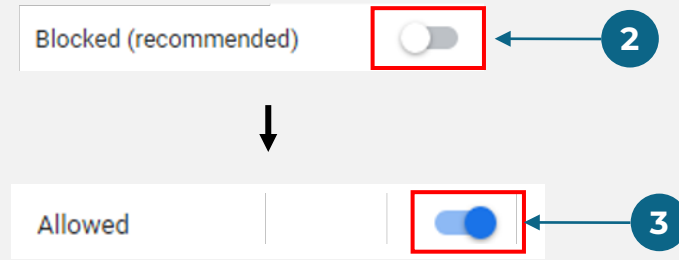
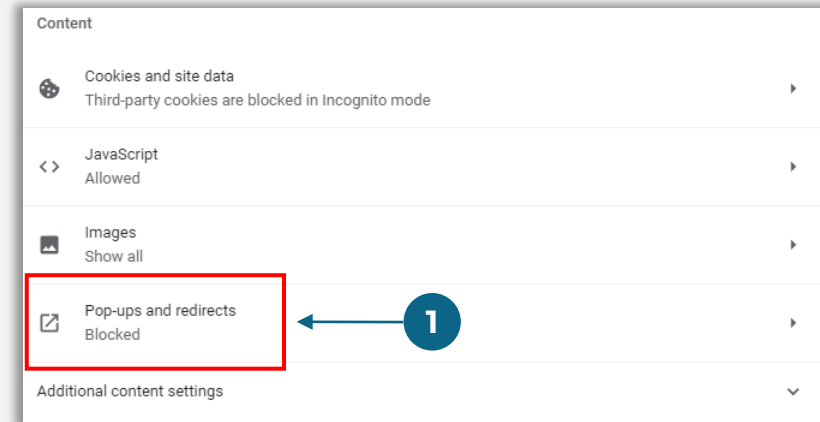
Step 2

Go to **“Privacy and Security”**, and then select **“Site Settings.”**



Step 3

Select **“Pop-up and Redirects.”** Click the button so that it turns blue and the status changes from **“Blocked”** to **“Allowed.”**



A photograph of a film set with a sign in the foreground. The sign is white with black text. The background is a blurred film set with various pieces of equipment and a person in a white shirt.

CLOSED SET

ABSOLUTELY
NO ADMITTANCE
WITHOUT PERMISSION
OF PRODUCER

The Application Process

Where to Apply

You can start an application by visiting the Program's website at <https://grants.lacounty.gov/>. To start a new application, select "Apply" from the menu. You will be redirected to Lendistry's Application Portal. You will be able to access and manage your application at any time by clicking "Lendistry's Portal."

The Program's website also contains various resources to help guide you through the entire application process. Resources include:

- Guidelines for the Program
- Recorded Webinars
- Program and Application Guide
- Applicant Certifications Download
- Customer Experience Center Number and Hours
- FAQ
- Tips for Applying

Lendistry's Portal

1. To start an application, you will need to ["Create a New Account."](#)
2. Register the primary email address used by the owner of the entity for which you are applying. This is where you will receive important information and updates regarding your application.
3. Signing into Lendistry Portal requires a Multi-Factor Authentication. Each time you sign in, a confirmation code will be sent to the mobile number you register. You will need to enter this code to access your Portal account.
4. You can access your application at any time by clicking ["Sign into Existing Account."](#) Once signed in, you will see the status of your application.

If you need assistance with creating or accessing your portal account, please contact Lendistry's dedicated Customer Experience Center at 1-888-984-1173, Monday through Friday (7:00 a.m.-7:00 p.m. PDT).



2

Register your email and phone number.

3

Enter the confirmation code.

Section 1: Owner Details

We need information for the owner of your business.

- Owner Legal First Name
- Owner Legal Last Name
- Owner Date of Birth
- Owner Email
- Owner Residential Address Line 1 (P.O. Box not acceptable)
- Owner Residential Address Line 2 (P.O. Box not acceptable)
- Owner Residential City
- Owner Residential State
- Owner Residential Zip Code
- Is mailing address different than residential address?
- Owner Social Security or Individual Taxpayer Number (SSN or ITIN)¹
- Percentage of Ownership (%)
- Owner Preferred Language
- SMS/Text Policy²

¹Required to make sure applicant is not on the OFAC list.

²Check the box if you would like to receive updates on your application during the review process via SMS/Text.

The screenshot shows a web application window titled "Owner Details" with a navigation bar containing "Owner Details", "Business Info - 1", "Business Info - 2", "Demographics", "Questions", "Verify Identity", "Upload Docs", and "Bank Info". The main heading is "Let's discuss Owner Details for your Business" with a sub-heading "We want to get to know the owner of your company. Please fill out the information below:". The form is titled "Owner Details - Joe Schmoie" and contains the following fields:

- Owner Legal First Name *
- Owner Legal Last Name *
- Owner Email *
- Owner Residential Address Line 1 (P.O. Box / Virtual Address not acceptable) *
- Is mailing address different than residential address? * (Dropdown menu: Select an option)
- Owner Preferred Phone Number *
- Owner Preferred Name *
- Owner Date of Birth * (Month, Day, Year)
- Owner Social Security or Individual Taxpayer Identification Number (SSN or ITIN) * (Masked: .XXX-XX-XXXX)
- Owner Preferred Language * (Dropdown menu: Select an option)
- Percentage of Ownership(%) * (Masked: .)
- [I accept the SMS/Text Policy.](#) *

A "Save" button is located at the bottom right of the form.

Section 2: Business Info 1

Tell us about your business.

- Legal Name of Business
- Doing Business As (DBA) - (Type N/A if your business does not have a DBA.)
- Does your business have an Employer Identification Number (EIN)?
- Business Address Line 1 (Please enter physical address of business)
- Business Address Line 2 (Please enter physical address of business)
- Business City
- Business State
- Business Zip Code
- Business Phone Number
- Does the owner/officer represent a for-profit business or a nonprofit organization?
- Business Entity Type
- State of Formation
- Date Business Legally Registered
- Business Website URL - (Type N/A if your business does not have a website.)

The screenshot shows a web application interface for a business information form. At the top, there is a progress bar with seven steps: Owner Details, Business Info - 1 (highlighted), Business Info - 2, Demographics, Questions, Verify Identity, Upload Docs, and Bank Info. The main heading is 'Tell us about your business' with a sub-heading 'We want to get to know you.' Below this, there are several input fields and dropdown menus arranged in two columns. The fields include: Legal Business Name, Doing Business As (DBA), Physical Business Address Line 1, Is Business Mailing Address different than Physical Business Address?, Business Phone Number, Are you a nonprofit organization or a for-profit business?, State of Formation, Date Business Registered (with Month, Day, and Year sub-fields), Business Website URL, and Does your business have an Employer Identification Number (EIN)? At the bottom, there are two buttons: 'Save and Continue Later' and 'Continue'.

Section 3: Business Info 2

We need a few more details about your business.

- Annual gross revenue reported on your 2023 federal business tax returns. (Important note: Enter "0" if an extension was filed.)
- Requested grant amount (Important note: If approved for a grant award, the funding amount you receive may be different than the amount you request here.)
- # of Full-time Employees in your business in 2023
- # of Part-time Employees in your business in 2023
- How did you hear about this Program?

The screenshot shows a web application interface for the Business Interruption Fund Program. The navigation bar at the top includes: Owner Details, Business Info - 1, Business Info - 2 (active), Demographics, Questions, Verify Identity, Upload Docs, and Bank Info. The main heading reads "We need a few more details about your business." Below this, there are four input fields and one dropdown menu, each with a red asterisk indicating a required field. The fields are: "Annual gross revenue reported on your 2023 federal business tax return. (Important Note: Enter '0' if an extension was filed.)", "Requested Grant Amount (Important Note: If approved for a grant award, the funding amount you receive may be different than the amount you request here.)", "# of Full-time Employees in your business in 2023", and "# of Part-time Employees in your business in 2023". The dropdown menu is labeled "How did you hear about this Program?" and has "Select an option" as the current selection. At the bottom, there are two buttons: "Save and Continue Later" and "Continue".

Section 4: Demographics

We want to learn more about your business.

The information provided on this page will not affect your eligibility. They are for reporting purposes only.

- Who is your customer base?
- NAICS code - [Search NAICS Codes by Industry | NAICS Association](#)
- Women-Owned?
- Veteran-Owned?
- Disabled-Owned?
- LGBTQIA-Owned?
- Applicant Race
- Applicant Ethnicity
- Preferred Language

Owner Details Business Info - 1 Business Info - 2 Demographics Questions Verify Identity Upload Docs Bank Info

We want to learn more about your business

Your responses on this page will not affect the scoring of your application. These data points are collected for reporting purposes only.

Who is your customer base? *
Select an option

NAICS Code *
Search for Your NAICS Code

Veteran-Owned? *
Select an option

Women-Owned? *
Select an option

Disabled-Owned? *
Select an option

LGBTQIA-Owned? *
Select an option

Applicant Race *
Select an option

Applicant Ethnicity *
Select an option

Preferred Language *
Select an option

Save and Continue Later Continue

Section 5: Additional Questions

We have a few more questions to help determine your eligibility.

- Is your business in substantial compliance with applicable federal, state, and local laws, regulations, and requirements?
- Has your business suffered a decline in revenue of 70% or more due to the COVID -19 Pandemic from March 1, 2020, to present as well as the 2023 double Hollywood Strikes between May 1, 2023 – November 30, 2023?
- Does at least 70% of your revenue come from the Entertainment Industry Sector?
- Did your business incur a loss greater than or equal to the requested grant amount?
- Was your business registered to do business prior to December 30, 2021?
- Did your business have a physical location within the County of Los Angeles as of May 2023 and is it currently, physically located within the County of Los Angeles?
- Are you the majority owner of the business who is at least 18 years of age as of this date of application?
- Do you prepare your own tax returns? (This question will not affect the scoring of your application.)

Owner Details Business Info - 1 Business Info - 2 Demographics **Additional Questions** Verify Identity Upload Docs Bank Info

We have a few more questions to help determine your eligibility

We want to get to know you.

Is your business in substantial compliance with applicable federal, state, and local laws, regulations, codes, and requirements? *

Select an option

Has your business suffered a decline in revenue of 70% or more due to the 2023 double Hollywood Strikes between May 1, 2023 – November 30, 2023? *

Select an option

Does at least 70% of your revenue come from the Entertainment Industry Sector? *

Select an option

Did your business incur a loss greater than the requested grant amount? * ⓘ

Select an option

Was your business registered to do business prior to December 30, 2021? *

Select an option

Is your business located within the County Of Los Angeles? *

Select an option

Is the majority owner of the business 18 years or older? *

Select an option

Do you prepare your own tax returns? (This question will not affect the scoring of your application.) *

Select an option

Save and Continue Later Continue

Section 6: Verify Identity

ID Verification

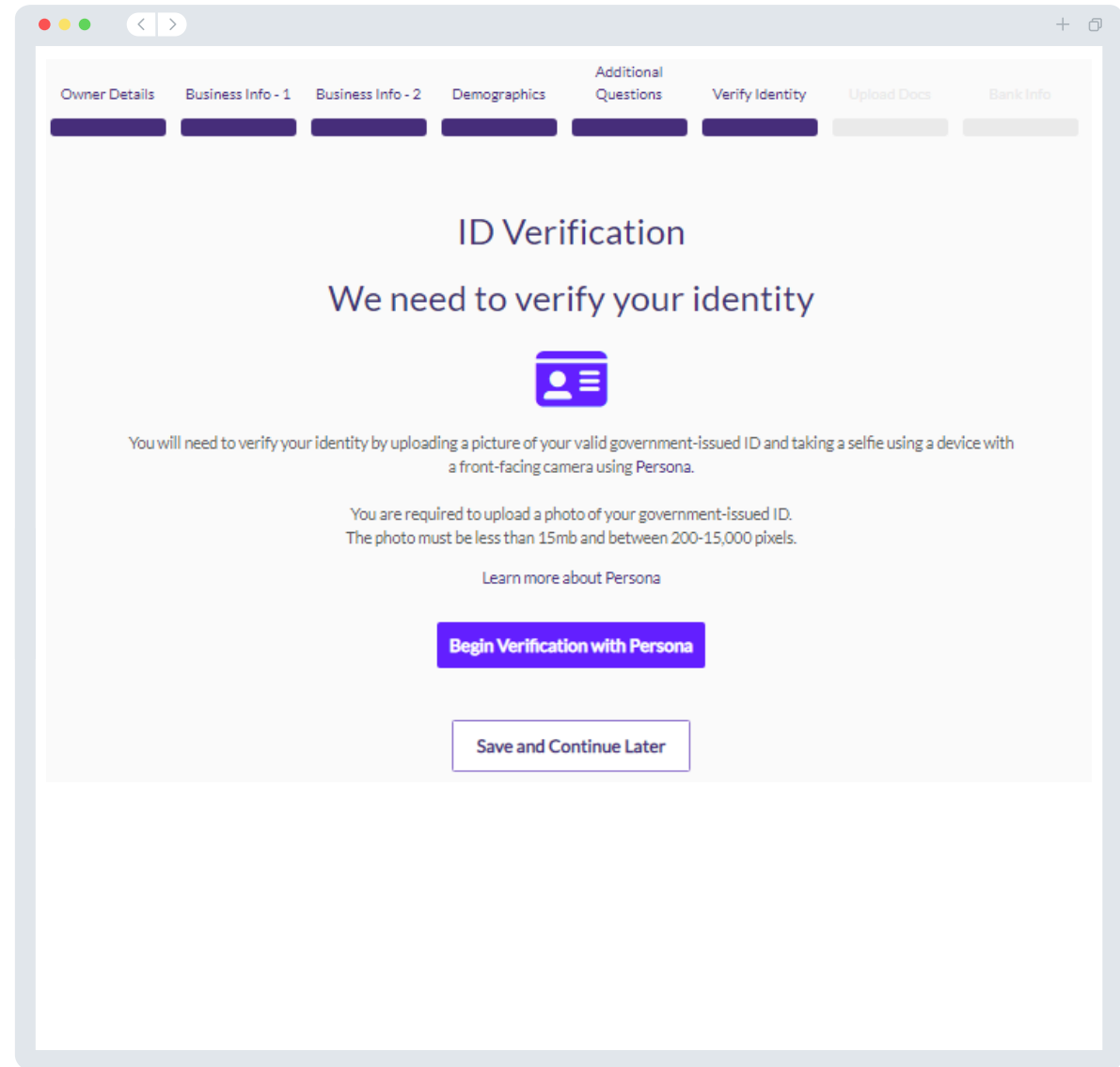
In this section, you will need to verify your identity using Persona by uploading a picture of your valid government-issued ID. Acceptable forms of government-issued ID include:

- Driver's License
- State ID or Foreign Matricula Card
- U.S. Passport or Foreign Passport

You will also need to take a selfie using a device with a front-facing camera. Review [slides 19-21](#) for best practices to complete Persona.


What is Persona?

Persona is a third-party platform utilized by Lendistry in its fraud prevention and mitigation process. The Persona platform enables Lendistry to verify an individual's identity and protect against identity spoofing by automatically comparing the individual's selfie to their ID portrait with a 3-point composite and biometric liveness check.




Section 7: Upload Documents



Step 1

Select the upload  icon to locate the document file on your device or drag and drop the file onto the icon.

Step 2

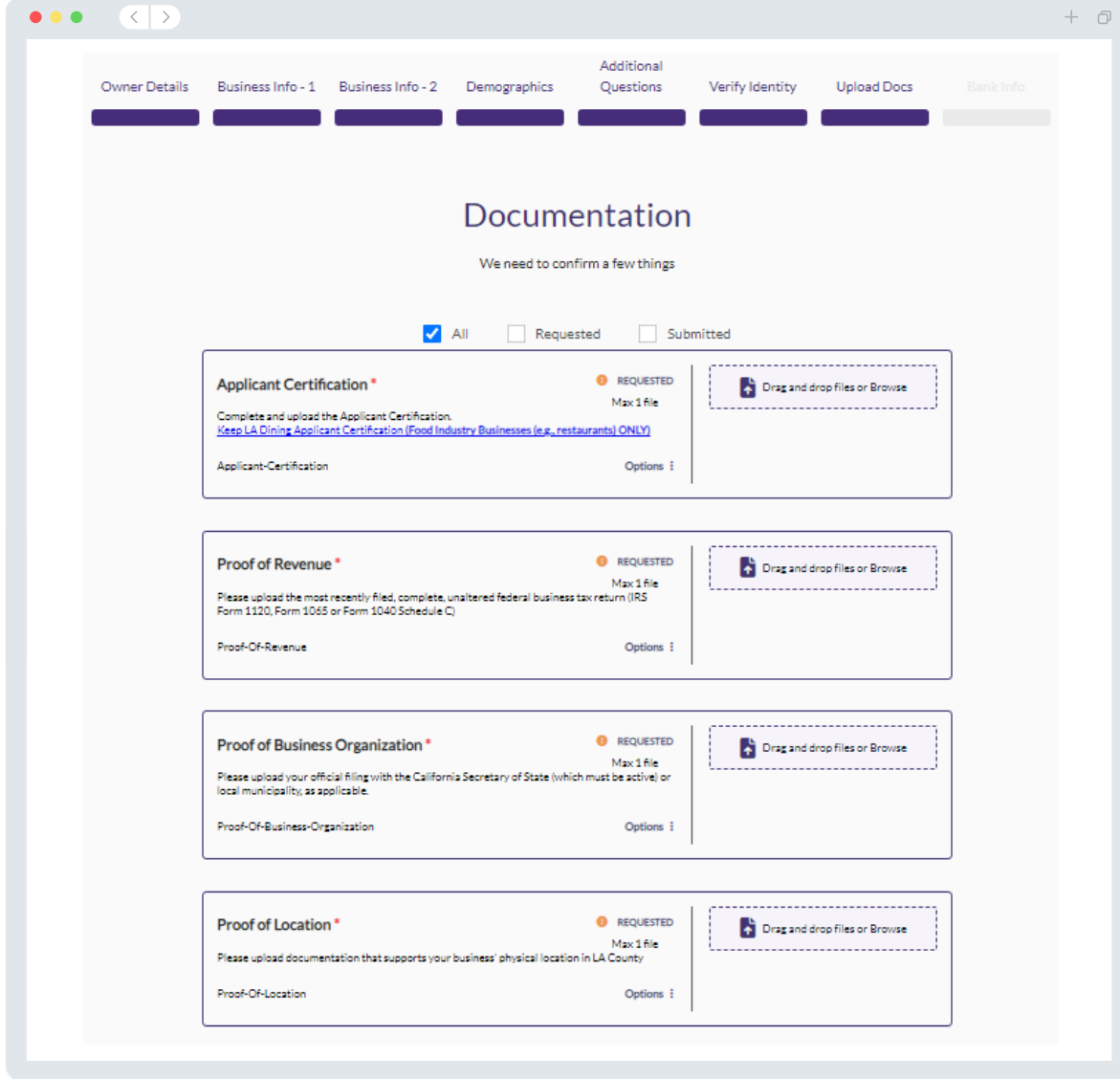
If your file requires a password to be viewed, click on the three dots  next to **“Options”** and select **“Set Password”** to enter the password. You can also click on the three dots to view, replace, or delete the file.

Step 3

Once your file has been uploaded, its status will change from  **“Requested”** to  **“Submitted.”**

Step 4

Repeat the steps above until all required documents have been uploaded.



The screenshot shows a web application interface for uploading documents. At the top, there is a navigation bar with tabs: Owner Details, Business Info - 1, Business Info - 2, Demographics, Additional Questions, Verify Identity, Upload Docs, and Bank Info. The 'Upload Docs' tab is active. Below the navigation bar, the page title is 'Documentation' with the subtitle 'We need to confirm a few things'. There are three filter buttons: 'All' (checked), 'Requested', and 'Submitted'. The main content area displays four document upload cards, each with a 'REQUESTED' status and a 'Max 1 file' limit. Each card includes a 'Drag and drop files or Browse' button and an 'Options' menu. The cards are: 1. Applicant Certification (with a link to 'Keep LA Dining Applicant Certification (Food Industry Businesses (e.g., restaurants) ONLY)'); 2. Proof of Revenue (with instructions to upload IRS Form 1120, 1065, or 1040 Schedule C); 3. Proof of Business Organization (with instructions to upload official filing with the California Secretary of State); 4. Proof of Location (with instructions to upload documentation supporting physical location in LA County).

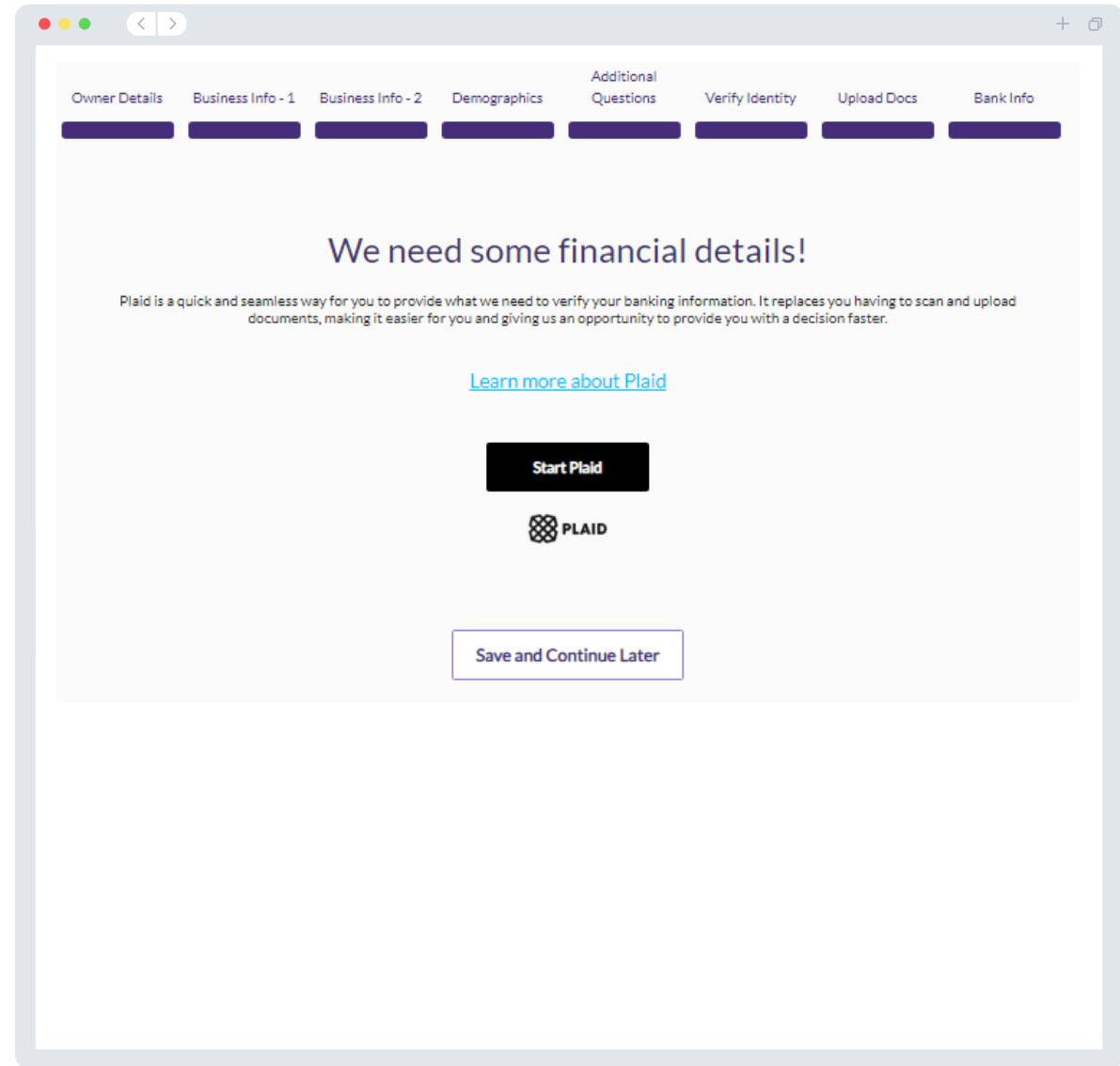
Section 8: Banking Information

Why is your banking information needed?

Lendistry uses a third-party technology (Plaid) to verify your bank account and set up ACH transfers by connecting accounts from any bank or credit union in the U.S. to an app like Lendistry's Portal. The third-party does not share your personal information without your permission and does not sell or rent it to outside companies.

This method of bank verification is preferred but will not always work if your banking institution is not available through the provider. If an applicant does not have an online banking setup, or their bank account cannot be verified through Plaid, the applicant is required to submit the two (2) most recent months of bank statements with transaction history.

Important Note: The bank account must be for the primary owner of the business.



Section 9: Review Your Application

Before submitting your application, review all your responses and documentation for accuracy. **Once you submit your application, you will NOT be able to make edits.**

For your application to be reviewed by Lendistry, you must submit a complete application that includes:

1. All fields in the application form completed;
2. All required documents uploaded;
3. Your bank account connected via Plaid; and
4. Your identity verified via Persona.

Reviewing Your Application

1. If you need to edit your application, click on **“I have some edits!”** and fix all errors.
2. Read [Lendistry’s Terms and Conditions](#) and check the box to agree.
3. If you would like to review and submit your application later, click on **“Save and Continue Later.”** You can sign into the Portal at any time to complete your application and check for status updates.
4. After you have reviewed your application and confirmed that all information you have provided is accurate, click on **“Submit Application for Review”** to submit your application.

The screenshot displays a web application interface for reviewing an application. At the top, there are navigation arrows and window control icons. The main content is divided into two sections: "Uploaded Docs" and "Bank info".

Uploaded Docs: This section contains three items, each with a "SUBMITTED" status and a pencil icon for editing:

- Applicant Certification SUBMITTED
- Proof of Business Organization SUBMITTED
- Proof of Revenues SUBMITTED

A link "I have some edits!" is located at the bottom right of this section.

Bank info: This section shows a "CHECKING Account" with the details "Plaid Gold Standard 0% Interest Checking #0000". A pencil icon and a link "I have some edits!" are also present.

At the bottom of the form, there is a checkbox with the text "By checking this box, you agree to these [terms and conditions](#)". Below the checkbox are two buttons: "Save and Continue Later" (outlined) and "Submit Application for Review" (solid dark grey).

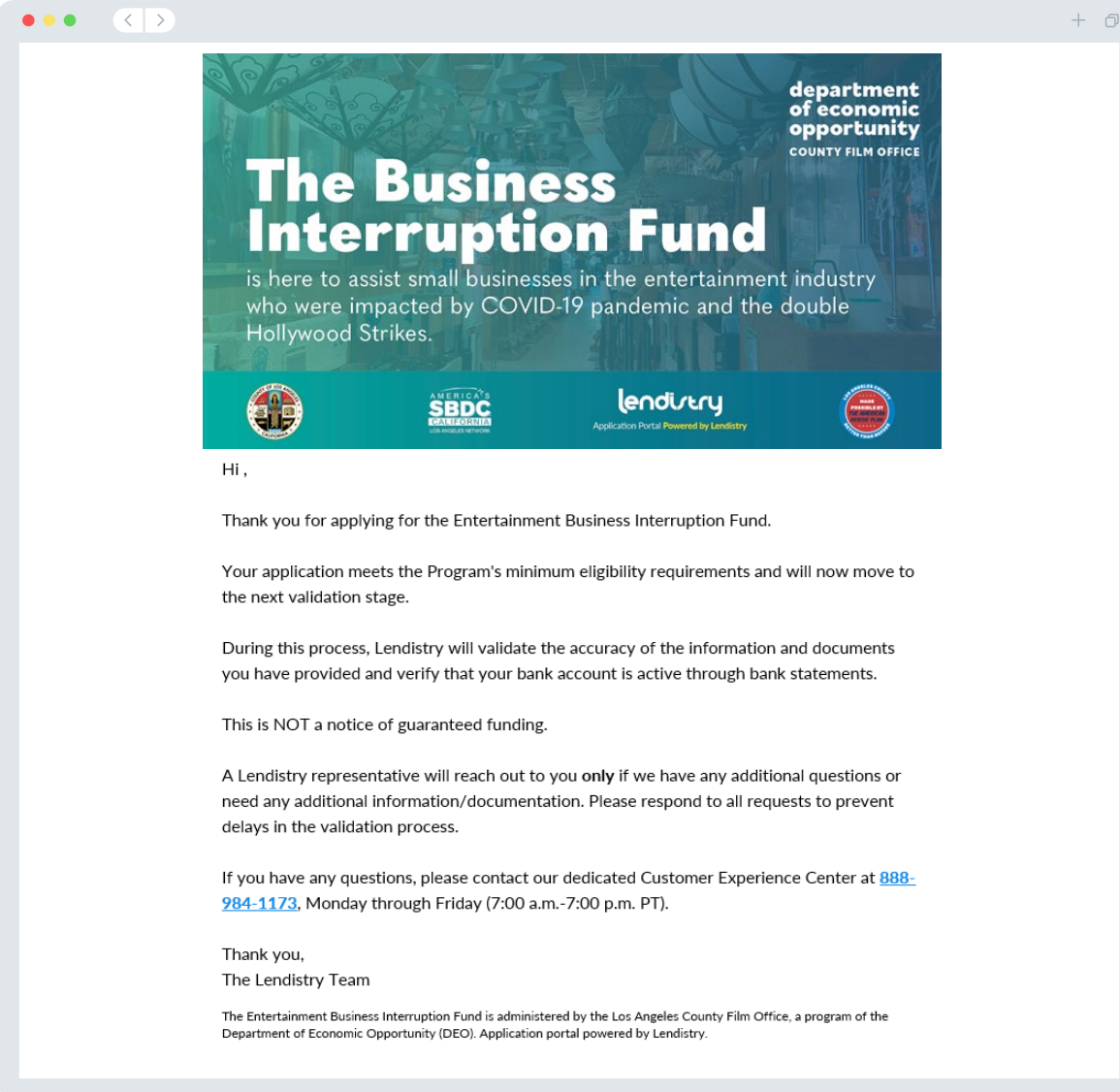
Confirmation Email

You will receive a confirmation email from Lendistry at noreply@lendistry.com to confirm your application has been received. If you did not receive a confirmation email after submitting your application, please check your spam folder for emails from noreply@lendistry.com and add the email address to your email account's safe sender list.

If more information or documents are needed, Lendistry may contact you by email, phone, and/or text (if authorized) to verify the information you submitted. **You must respond to all requests to keep your application in the review process.**

To avoid disruptions in the review process, please be sure to look out for communication from Lendistry and make sure you have all required documents readily available.

TIP: Place "Lendistry" in the search bar of your email.



department of economic opportunity
COUNTY FILM OFFICE

The Business Interruption Fund

is here to assist small businesses in the entertainment industry who were impacted by COVID-19 pandemic and the double Hollywood Strikes.

Hi,

Thank you for applying for the Entertainment Business Interruption Fund.

Your application meets the Program's minimum eligibility requirements and will now move to the next validation stage.

During this process, Lendistry will validate the accuracy of the information and documents you have provided and verify that your bank account is active through bank statements.

This is NOT a notice of guaranteed funding.

A Lendistry representative will reach out to you **only** if we have any additional questions or need any additional information/documentation. Please respond to all requests to prevent delays in the validation process.

If you have any questions, please contact our dedicated Customer Experience Center at [888-984-1173](tel:888-984-1173), Monday through Friday (7:00 a.m.-7:00 p.m. PT).

Thank you,
The Lendistry Team

The Entertainment Business Interruption Fund is administered by the Los Angeles County Film Office, a program of the Department of Economic Opportunity (DEO). Application portal powered by Lendistry.



The Review Process

The Review Process

How will I know if I was awarded a grant?

The application process for this program contains multiple stages of validation. You must first meet the program's minimum eligibility requirements in order to be considered for a grant. **Important Note: Meeting the minimum eligibility requirements does not guarantee a grant award.**

Once you are determined to be eligible for this program, your application will then go through final validation to determine if you are approved or declined for funding. As part of this validation process, **you will be required to confirm certain information live over the telephone.** A member of Lendistry's team will reach out to you directly to complete this process.

Once your application is fully validated, you will receive an email from Lendistry to notify you if you have been approved or declined for grant funding.

How do I check the status of my application?

You can check the status of your application at any time by signing into Lendistry's Portal using the username, password, and mobile number that you registered. Once signed in, the status will appear on the dashboard.

Sign into Lendistry's Portal here: <https://bif.mylendistry.com>

My documents and bank information has been fully validated and I have been approved for funding. When will I receive funding?

Once your application has been fully validated and approved for grant funding, your grantee agreement and W-9 form will become available to you as a **DocuSign document** in Lendistry's Portal. Please sign in and follow the instructions from DocuSign to initial, sign, and date both documents.

Sign into Lendistry's Portal here: <https://bif.mylendistry.com>

Important Note: Your funds will not be released until this is complete.

Application Status

Status	What it Means	Action Required by Applicant
<i>Incomplete</i>	You have started an application but have not submitted it.	Complete all sections of the application within 30 days of starting it. Incomplete applications will not be reviewed or considered for a grant.
<i>Inactive</i>	Your application has been incomplete for more than 30 days and has been withdrawn from the review process.	If you would like to reinstate your inactive application, please contact our dedicated Customer Experience Center at 1-888-984-1173, Monday through Friday 7:00A.M.-7:00P.M. PT.
<i>Application Submitted</i>	You have completed all sections and submitted an application.	No further action is required by you. Lendistry will reach out to you only if additional information or documents are needed.
<i>Application submitted, but additional docs required.</i>	You have submitted an application, but additional documentation or information is needed for Lendistry to process it.	Sign into Lendistry's portal and upload all new documents or information that were requested. Your application cannot be processed until this is complete.
<i>Application under review for minimum eligibility requirements.</i>	Your application and documentation have been processed. Your application is now under review for eligibility.	No further action is required by you. Lendistry will reach out to you once we determine if you are eligible or ineligible for a grant.
<i>Your application is INELIGIBLE because it does not meet the program's minimum eligibility requirements.</i>	Your application did not meet the Program's minimum eligibility requirements and will not be considered for a grant award.	You will be notified via email if you are ineligible for this grant program. If there was an error in your web application form or in the documentation provided as part of your application, please contact our dedicated Customer Experience Center within five (5) days of receiving this email. Please note that this will not guarantee a reversal of your ineligibility. Additional documents and information may be requested to further validate your application. If Lendistry does not hear from you within this timeframe, your ineligibility will stand, and your file will be closed.
<i>Your application meets the Program's minimum eligibility requirements and will move to the next validation stage.</i>	Your application meets the Program's minimum eligibility requirements and will go through validation to determine if you are approved or declined for a grant award.	No further action is required by you. Lendistry will reach out to you only if additional information or documents are needed.

Continued next page.

Application Status

Status	What it Means	Action Required by Applicant
<i>Additional documents are needed in order for your application to continue through the validation stage.</i>	Additional documents or information are needed to fully validate your application.	Sign into Lendistry's portal and upload all new documents or information that were requested. Your application cannot be validated until this is complete.
<i>Application Declined</i>	Your application has been declined for a grant award.	You will be notified via email if you are declined for a grant award. If you believe you were declined in error, please contact our dedicated Customer Experience Center within five (5) days of receiving this email. Please note that this will not guarantee a reversal of your ineligibility. Additional documents and information may be requested to further validate your application. If Lendistry does not hear from you within this timeframe, your decline determination will remain permanent, and your file will be closed
<i>Application Approved</i>	Your application has been approved for a grant award.	Your Award Disbursement Agreement and W-9 will be made available as a DocuSign document in Lendistry's portal. You will need to sign in and follow the instructions from DocuSign to initial, sign, and date both documents.
<i>Application Approved, Grants Docs Pending</i>	Your Award Disbursement Agreement and W-9 are available as a DocuSign document in Lendistry's portal.	Sign into Lendistry's portal and follow the instructions from DocuSign to initial, sign, and date both documents. Important Note: Your funds will not be released until this is complete.
<i>Grant Docs Received</i>	Lendistry has received your fully executed Award Disbursement Agreement and W-9. Your banking information will go through one last validation before funding. You will receive funds via ACH.	No further action is required by you. Lendistry will only reach out to you if there are issues setting up an ACH transfer to your bank account.
<i>Grant Funded</i>	You have been fully funded for your eligible grant award.	No further action is required by you. Your file is now closed.



Troubleshooting Your Portal Account

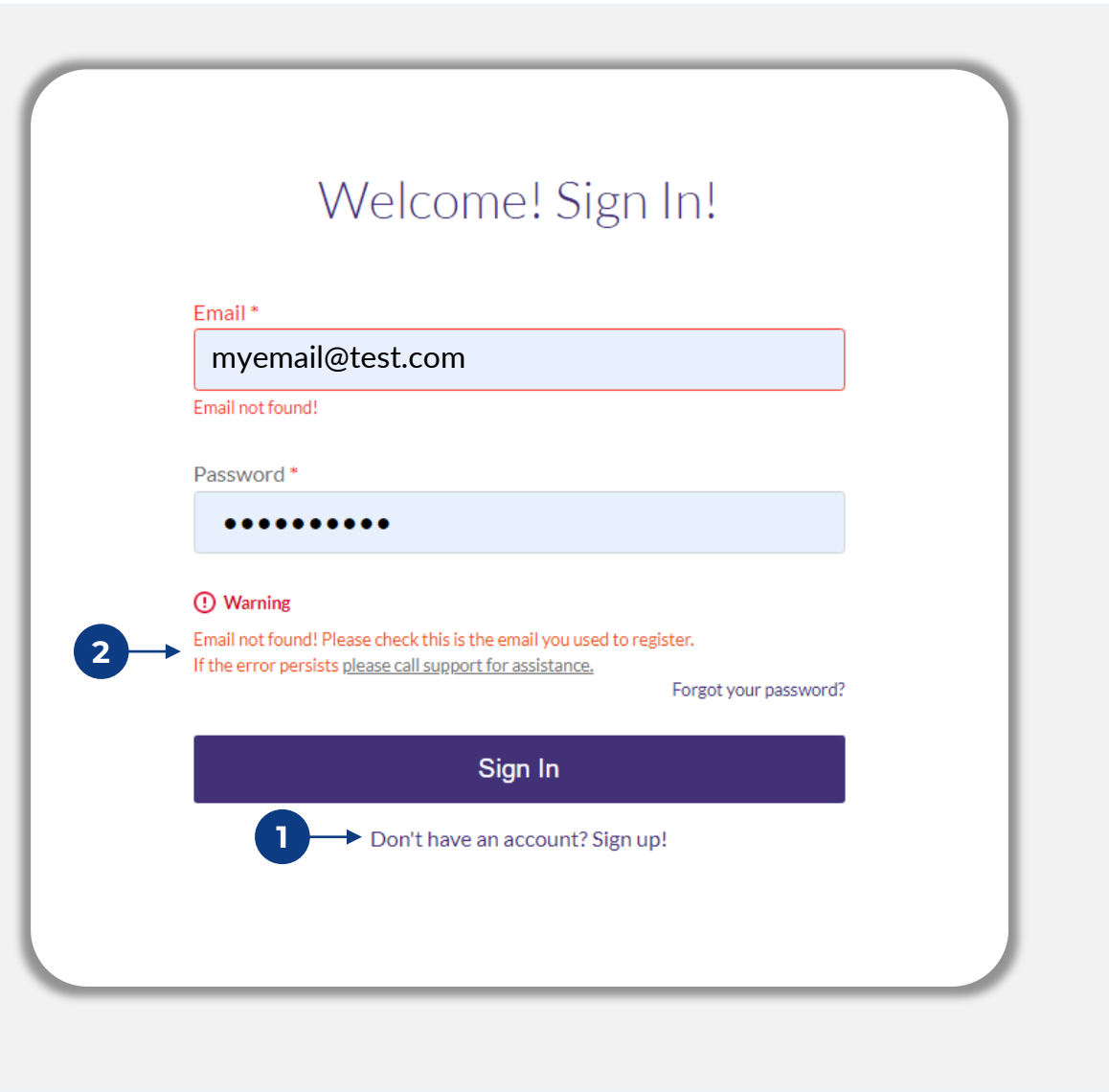
Email Cannot be Found

What should you do if your email address cannot be found in Lendistry's Portal?

If your email address cannot be found in Lendistry's Portal, you may not have an account, or you may be using the incorrect email address to sign in.

1. To start an application, you are required to create an account in Lendistry's Portal as well as register an email address and mobile phone number. **See [page 28](#) for reference.** If you have not created an account, please do so by clicking "**Don't have an account? Sign up!**".
2. If you already have an account but your email address cannot be found, you may have used the incorrect email to sign in. Please make sure you are spelling your email address correctly or try a different one. **If this problem persists, please contact our dedicated Customer Experience Center at 1-888- 984-1173, Monday through Friday (7:00 a.m.-7:00 p.m. PT).**

To retrieve your email address from Lendistry's Customer Experience Center, you will be required to verify information, which may include but is not limited to your full name, date of birth, business name, and the last four digits of your Social Security Number.



Continued next page.

Incorrect Password

What should you do if your password is incorrect?

If the password you entered is incorrect, please check its spelling and try again. You have five attempts to use the correct password before your account is locked.

We strongly recommend that you reset your password immediately after your second failed attempt.

How to Reset Your Password:

1. Click on "Forgot your password?"
2. Enter the email address registered to your account.
3. A six-digit confirmation code will be sent to the phone number you registered. Enter the code to confirm your account.
4. Enter and confirm your new password.

1 Welcome! Sign In!

Email *
myemail@test.com

Password *
••••••••

▲ Incorrect password.

⚠ Warning
It looks like you are having problems signing in. You have 5 attempts remaining before your account is locked. Would you like to change your password?

Forgot your password?

2 Reset password

Email *
myemail@test.com

Reset password

Return to form

Don't have an account yet? Please sign up!

3 We just sent you a text

Please confirm your phone number. We just sent a confirmation code to the phone number registered to your account, ending in 90

Type your 6-digit security code here

□ □ □ □ □ □

Confirm

Didn't receive the code? Resend code

4 Enter New Password

Password *
Enter your password

Confirm Password *
Enter your password

Save password

Don't have an account yet? Please sign up!

Continued next page.

Your Account is Locked

What should you do if your account is locked?

Your account will be locked after five failed attempts to sign in. You can unlock your account by answering your security questions.

How to Unlock Your Account

1. Select "Click here to unlock your account."
2. Enter the first name, last name, email address, and phone number registered to your account. This information must be provided correctly for you to proceed. If you need assistance verifying your account information, please contact our dedicated Customer Experience Center.
3. A six-digit confirmation code will be sent to the phone number you registered. Enter the code to confirm your account.
4. Answer the security questions correctly to unlock your account. If you are unable to provide the correct answers, please contact our dedicated Customer Experience Center to reset your security questions. To reset them, you will be required to verify information, which may include but is not limited to your full name, date of birth, business name, and the last four digits of your Social Security Number.

1 Welcome! Sign In!

Email *
unlockaccount@noreply.com

Password *
••••••••

▲ Your account is locked.
Click here to unlock your account | Call support for assistance

Forgot your password?

Sign In

Don't have an account? Sign up!

2 Unlock Your Account

Please provide your account information so we can verify your identity

First name *
Enter your first name

Last name *
Enter your last name

Email Address *
Enter your email address

Phone Number *
+1-____-____

Cancel Verify Account

3 We just sent you a text

Please confirm your phone number. We just sent a confirmation code to the phone number registered to your account, ending in 90

Type your 6-digit security code here

□ □ □ □ □ □

Confirm

Didn't receive the code? Resend code

4 Unlock Your Account

Please answer your security questions to unlock your account.

What was your High School mascot? *
Enter answer for question 1

What is your first pet's name? *
Enter answer for question 2

What is your nickname? *
Enter answer for question 3

Unlock Account


Continued next page.

Your Account is Locked

How to Unlock Your Account

5. Once the security questions have been answered correctly, a link to unlock your account will be sent to your email.
6. Click on the link to unlock your account.
7. After you unlock your account, you will have the option to sign into Lendistry's Portal using your existing password or to reset it. We strongly recommend you reset your password to prevent your account from getting locked again.

5




Unlock Link Sent

An email has been sent to you to complete the unlocking process. Kindly click the link provided in the email to unlock your account.

[Back to Homepage](#)

7



Account Unlocked

Your account has been successfully unlocked. If you recall your password, please proceed to log in. Otherwise, please change your password

[Change Password](#)

[Log In](#)

6

Unlock Your Lendistry Portal Account

From: Lendistry <noreply@lendistry.com>

FA321023 8:23 PM

We have received your request to unlock your Lendistry Portal account for the California Small Agricultural Business Drought & Flood Grant Program.

[CLICK HERE to complete the process and unlock your account.](#)

If you did not make this request, please reset your password immediately to protect your account.

[Click here to reset your password.](#)

If you have any questions or need additional assistance, please contact Lendistry's dedicated Customer Experience Center, Monday through Friday (7:00 a.m.-7:00 p.m. PT).

Thank you,
The Lendistry Team

Technical Support for Applications:

For assistance with accessing your portal account, please contact Lendistry Customer Experience Center:

888-984-1173

Monday - Friday

7:00 a.m.- 7:00 p.m. PT

Quick Links

[Program Overview](#)

[Definitions](#)

[Ineligible Businesses](#)

[Eligible Uses of Funds](#)

[Required Documents](#)

[How to Complete the Application Certification](#)

[Example of Required Documents](#)

[Tips for Applying](#)

[The Review Process](#)

Program and Guideline Support:

For assistance with understanding the guidelines, please contact SBDC's Call Center:

833-364-7268

Monday - Friday

9:00 a.m.- 5:00 p.m. PT



Application Portal **Powered by Lendistry**

