



Small Business Grant Program Overview

WHAT IS THE SMALL BUSINESS GRANT PROGRAM?

The Small Business Grant Program aims to help rebuild the local economy and is designed to meet the needs of [Location]'s small businesses. The Program provides grants to cover eligible COVID-19 expenditures made or planned through year-end 2021, including costs associated with operating losses, costs of "business interruptions and disruptions," and expenses related to public health actions for businesses.

Grants will be awarded on a rolling basis until funds are depleted or until all applications received during the program intake period have been processed, whichever comes first.

WHO IS ELIGIBLE TO RECEIVE AN AWARD UNDER THE SMALL BUSINESS GRANT PROGRAM?

This Program is open to small businesses that have been negatively impacted by the COVID-19 Pandemic and meet the following criteria:

- Applicant must be located and registered to operate within [Client Location].
- Applicant must have experienced a negative financial impact due to the COVID-19 Pandemic.
- Applicant must have at least one eligible unmet need after accounting for all sources of duplicative funding received from federal and local funding (see "What are Eligible Expenditures under the Small Business Grant Program?" for information about eligible needs).

WHAT ARE ELIGIBLE EXPENDITURES UNDER THE SMALL BUSINESS GRANT PROGRAM?

Eligible Applicants can request an award for expenditures that satisfy the following general conditions:

- Expenditure is necessary and incurred due to the COVID-19 Pandemic.
- Expenditure was not accounted for in the budget most recently approved as of March 27, 2020 (date of enactment of the CARES Act) for the State or Local Governmental Entity.
- Expenditure was incurred during the period that begins on [Begin Date] and ends on [End Date].

Eligible Applicants can request an award for the following expenditures:

- Up to 3 months of documented working capital expenditures for small businesses, including:
 - Mortgage or Rent
 - Utilities
 - Non-owner Salaries
 - Inventory
- Incurred or planned expenditures for small businesses, including:
 - Equipment that is not affixed to the real property and is necessary for the responding to or mitigating of the impact of COVID-19
 - Purchase of personal protective equipment (PPE) and sanitation supplies
 - Technical assistance, including training and guidance to stabilize
 - Other measures to respond to or mitigate the impact of COVID-19

HOW DOES THE SMALL BUSINESS GRANT PROGRAM WORK?

Interested Applicants should visit the [Client]'s website, at [website URL] to first register for the Program. During the registration process, Applicants must complete a brief eligibility check and confirm their email address. Once successfully registering, Applicants will receive a link to the Program's application. During the application process, Applicants must complete the application form and provide supporting documentation. When an Applicant successfully completes the application process, the Program will review submissions against the Program's eligibility and funding criteria to determine the Applicant's eligibility and award determination. Each application will go through the following review process:

1. **Eligibility Review:** A Case Manager reviews the application against the Program's eligibility criteria and applicable regulations and policies.
2. **Financial Review:** For eligible applications, a Case Manager performs an underwriting review and award calculation, taking into consideration any duplication of benefits.
3. **Program Manager Review:** A Program Managers reviews the Case Manager's determinations and issues a recommendation.
4. **Award Disbursement (if applicable):** The Applicant and [Location] execute a Grant Agreement and the award is disbursed to the Applicant.



The review process typically takes [Interval] days. Once a recommendation is made, the Applicant will be notified via email.



During the review process, a Case Manager can contact the Applicant using the provided Primary Contact email address if any additional information is needed – it is the Applicant's responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager after [Number] contact attempts, the application will be deactivated and will not receive an award.

WHAT DEVICES CAN I USE TO APPLY FOR THE SMALL BUSINESS GRANT PROGRAM?

The registration and application processes were developed for use with recommended devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X



Mobile and tablet devices are not fully supported

HOW DO I APPLY TO THE SMALL BUSINESS GRANT PROGRAM?

Before you proceed, please review these general tips:

- The forms are comprised of multiple sections or tabs – for each form, you must complete the first section in its entirety before being allowed to proceed to the second section, and so on.
- An asterisk, *, indicates a required field (see “What Information is Required to Apply for the Small Business Grant Program” for the list of required information and documentation).

Registration Process Instructions

(If you have already registered, please skip to the “Application Process Instructions” below)

1. Go to [website URL] to begin the registration process.
2. Begin the registration process by filling out the registration form with all required information and submitting the form.

The screenshot shows the first step of the registration process, titled "Introduction". At the top, there are three tabs: "1 Introduction", "2 Prequalification", and "3 Registration". The "Introduction" tab is active. The page features the iParametrics logo on the left. The main heading is "Small Business Grant Program". Below the heading, there is a paragraph explaining the program's purpose: "The Small Business Grant Program aims to help rebuild the local economy and is designed to meet the needs of [Location]'s small businesses. The Program provides grants to cover eligible COVID-19 expenditures made or planned through year-end 2021, including costs associated with operating losses, costs of 'business interruptions and disruptions,' and expenses related to public health actions for businesses. Grants will be awarded on a rolling basis until funds are depleted." Below this, a welcome message states: "Welcome to the [Location] Small Business Relief Program. The first step in the process is to complete the registration process by following the instructions on these three pages. When you complete this process, and if you are prequalified, a link to the application form will be emailed to you." A note follows: "Please note that you must have access to email in order to complete the registration process and to submit the application. Please read the [End User License Agreement](#) before proceeding. Please download the [Application Intake Instructions](#) before proceeding. Save the instructions and read them before starting your application." At the bottom, there is a checkbox with the text: "By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement *". A "Next" button is located at the bottom right.



Based on your responses to the eligibility check, you may be ineligible for an award under the Program – if you are ineligible, you will not be allowed to submit the registration form.



During the application process, you will be asked for a Primary Contact email address – the email address used in the registration process must be the same as the Primary Contact email address. If the email addresses do not match, your application will be denied and you will have to restart the application process.

3. After submitting the registration form, you will receive an email for verification purposes – please click on the link in the email and click the “Verify Email” button to complete the registration process.

The screenshot shows a verification email from iParametrics. It features the iParametrics logo on the left. The main heading is "Small Business Grant Program". Below the heading, there is a message: "Thank you for submitting the Registration Form. Please verify your email by clicking on the button below." At the bottom right, there is a "Verify Email" button.

4. After verifying your email, you will receive an email with a link to the application form – please click on the link to start the application process.

Application Process Instructions

1. Begin the application process by filling out the application form with all required information and supporting documentation and submitting the form.

The screenshot shows the first page of a five-page application form. At the top, there are five numbered tabs: Page 1 (selected), Page 2, Page 3, Page 4, and Page 5. The main heading is "Small Business Grant Program" with the iParametrics logo to the left. Below the heading is a paragraph describing the program's purpose: "The Small Business Grant Program aims to help rebuild the local economy and is designed to meet the needs of [Location]'s small businesses. The Program provides grants to cover eligible COVID-19 expenditures made or planned through year-end 2021, including costs associated with operating losses, costs of 'business interruptions and disruptions,' and expenses related to public health actions for businesses. Grants will be awarded on a rolling basis until funds are depleted." Below this is a section titled "BEFORE YOU GET STARTED" with a sub-heading "Program Overview" and a link: "Click [here](#) to view and download the Program Overview, which includes application instructions, the list of documents that are required to be submitted with this application, and the application timeline and next steps." The main form area is titled "General Entity Information" and contains three input fields: "Legal Name of Entity *" (text input), "Entity Type *" (dropdown menu), and "Physical Street Address *" (text input).



Do not begin the application form if you have not successfully registered for the Program – your application will be denied and you will have to restart the application process.



The application must be completed in a single sitting – there is no option to save your progress and return at a later time – please gather all necessary material before starting the application process (see “What Information is Required to Apply for the Small Business Grant Program” for the list of required information and documentation).

2. After submitting the application form, you will receive a confirmation email within 2 hours with an Application ID – please save this email for your records.

WHAT INFORMATION IS REQUIRED TO APPLY FOR THE SMALL BUSINESS GRANT PROGRAM?

This section identifies all information and documentation that can be entered in the application. There are two types of information and documentation: required and optional. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below. Optional information and documentation will facilitate the review process and can help the Case Manager and Program Manager to make the best decision in the fastest manner. Please note that while some information and documentation is optional, failure to submit that information may preclude an application from being eligible to receive certain awards – for example, all expenditures information is optional, but if an Applicant does not provide any expenditures information, then the Applicant will not receive an award to cover expenditures.

Application Information

- Legal Name of Entity *
- Entity Type *
 - Choices include Sole Proprietorship, Partnership, Corporation, S Corporation, Limited Liability Company
- Physical Street Address, City, State, and Zip Code *

- Date of Inception or Incorporation *
- Federal Entity Identification Number *
 - Issued through the IRS
- NAICS Code *
 - Lookup: <https://www.naics.com/search/>
- Is the Entity currently in bankruptcy? *
- Relation to [Location] *
 - Choices include Entity is physically located in [Location], Entity provides services or goods in [Location], Entity has satellite office(s) in [Location]
- Business Classifications or Certifications*
 - Choices include Section 3 Business, Minority-Owned Business (MBE), Women-Owned Business (WBE), Service Disabled Veteran-Owned Business (SDVOB), Small Disadvantaged Business, Disadvantage Business Enterprise (DBE), Airport Concession Disadvantaged Business Enterprise (ACDBE))
- Number of Employees (2019 and 2020) *
- Gross Revenue (2019 and 2020) *
- Authorized Representative Name, Title, and Email *
 - Authorized Representative will be required to sign the financial assistance agreement agreeing to comply with the terms and conditions of the Coronavirus State and Local Fiscal Recovery Funds award during the submission process
- Authorized Representative Mailing Address, City, State, and Zip Code
- Primary Contact Name, Title, and Email
 - Primary Contact will serve as the main contact for the grant application, review, reporting and administration process
- Primary Contact Mailing Address, City, State, and Zip Code
- Was the Entity required to close due to COVID-19? *

If "Yes":

 - ➔ Length of Closure *
 - ➔ Is the Entity still closed due to COVID-19? *
- Did the Entity experience decreased revenues or production due to COVID-19? *
- Description of COVID-19 Impacts on Entity *
- Working Capital Information
 - Choices include Rent, Utilities, Non-Owner Salaries, Inventory
- Planned Expenditures Amount

If Greater than \$0:

 - ➔ Planned Expenditures Description *
- Incurred Expenditures Amount

If Greater than \$0:

 - ➔ Incurred Expenditures Description *
- Has the Entity applied for or received funding for items requested? *

If "Yes":

 - ➔ Choices: State Funding, Small Business Administration (SBA), Federal Emergency Management Agency (FEMA), Charitable Organization, Community Development Block Grants – COVID-19 (CDBG-CV), Other
 - ➔ Amount *
 - ➔ Comments

Application Documentation

- Most Recent Tax Return*
- Most Recent Budget
- Proof of Business Registration
 - Acceptable documents include Articles of Incorporation, Articles of Organization, Business License, Other Organizations Document, such as Partnership Agreement, Bylaws, etc.
- Authorized Representative Identification*
 - Acceptable documents include Government Issued Photo Identification, such as a Driver's License or Passport
- Primary Contact Identification *
 - Acceptable documents include Government Issued Photo Identification, such as a Driver's License or Passport
- Proof of Disruption
- Proof of Decreased Revenue or Production * (only if Entity answers "Yes" to "Did the Entity experience decreased revenues or production due to COVID-19?")
- Planned Expenditures Documents * (only if Entity puts values greater than \$0 for "Planned Expenditures Amount")
- Incurred Expenditures Documents * (only if Entity puts values greater than \$0 for "Incurred Expenditures Amount")
- State Funding Documents
- Small Business Administration (SBA) Documents
- Federal Emergency Management Agency (FEMA) Documents
- Charitable Organization Documents
- Community Development Block Grants – COVID-19 (CDBG-CV) Documents
- Other Documents