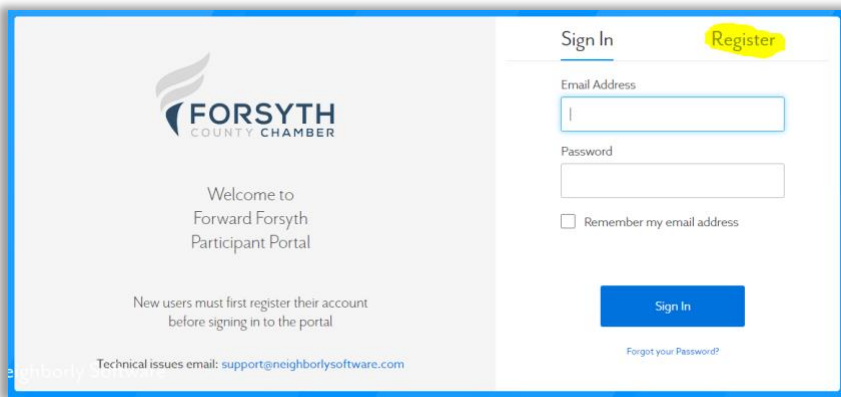


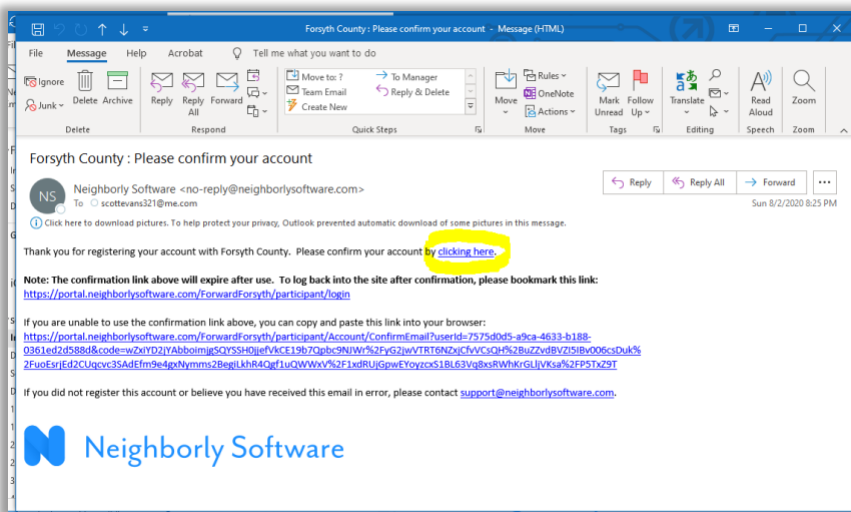
INSTRUCTIONS FOR THE APPLICATION PROCESS

The below is a step-by-step instruction list to help guide you through the process. We suggest that you print this out and have it next to you as you move through the application process. We have provided screenshots for what you should be expect to see as you move along. This process picks up after you have read through the www.forsythcountycares.com website and clicked the link to begin the application process.

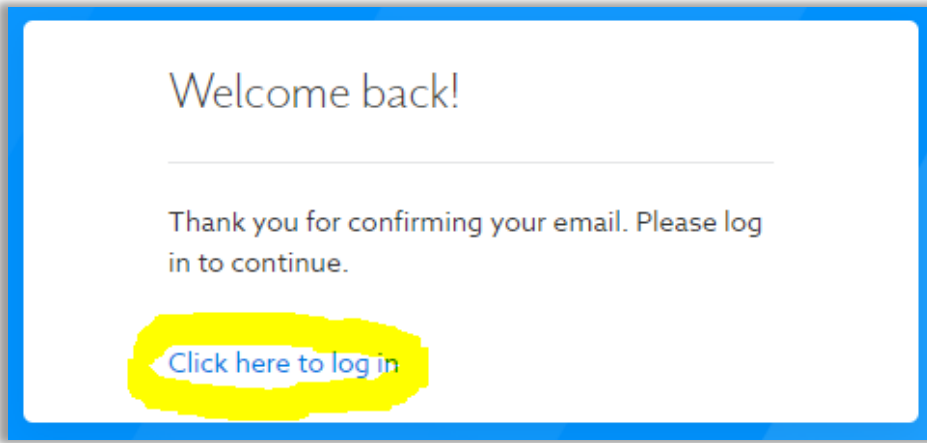
Step 1: Once on the Participant Portal, click the register button highlighted in the upper right corner of the screenshot below.



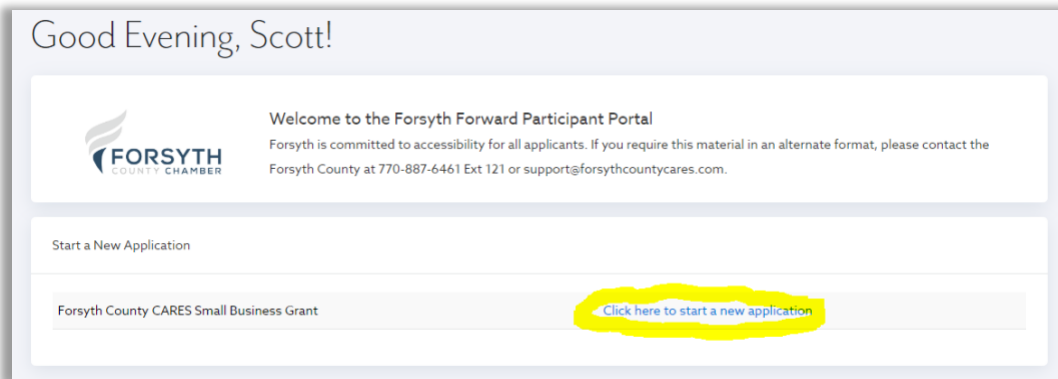
Step 2: After registering, you will receive a verification email. Check your email for an email from Neighborly Software with “Forsyth County: Please confirm your account” in the subject line. Confirm your account by clicking the link highlighted below.



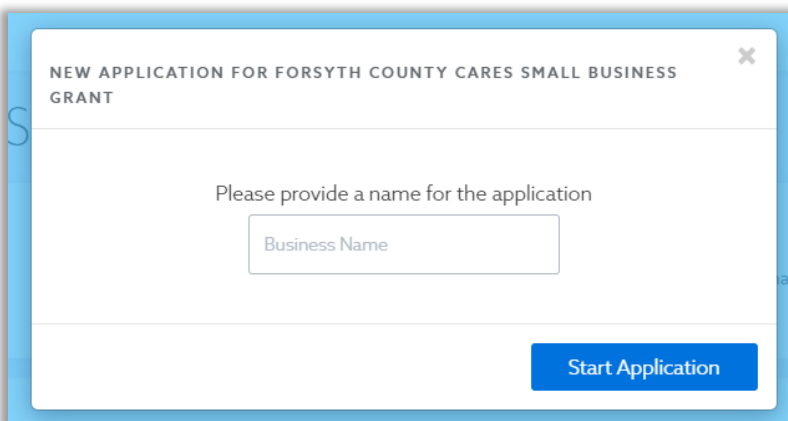
Step 3: The confirmation link will take you to this screen. Click the highlighted link to open the application page.



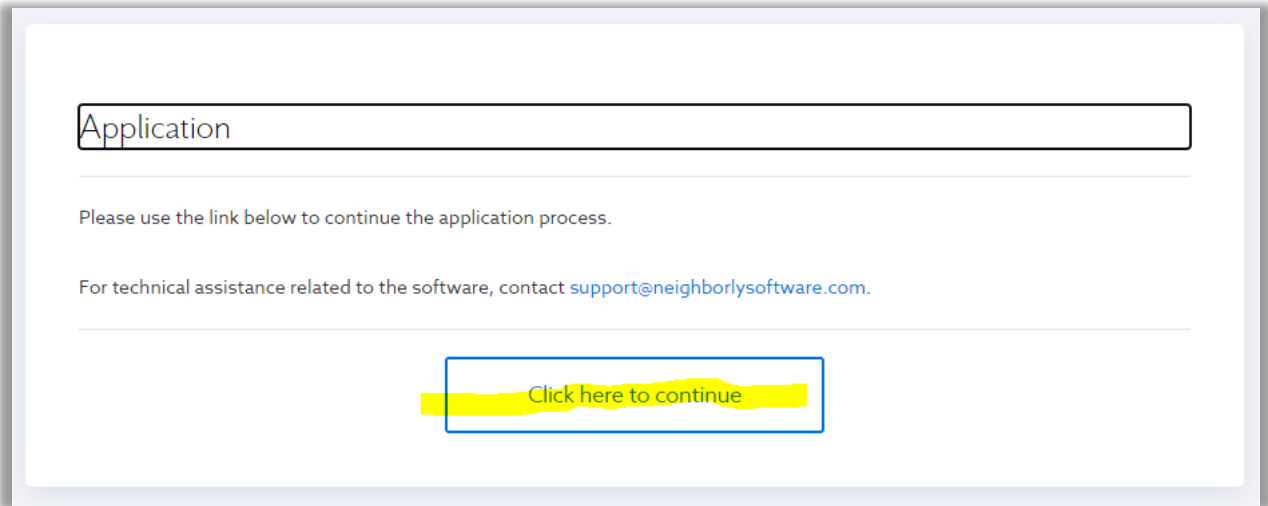
Step 4: Start the application by clicking the new application link.



Step 5: Provide your business name as the name for the application.



Step 6: Click the highlighted link below to open the first page of the application.



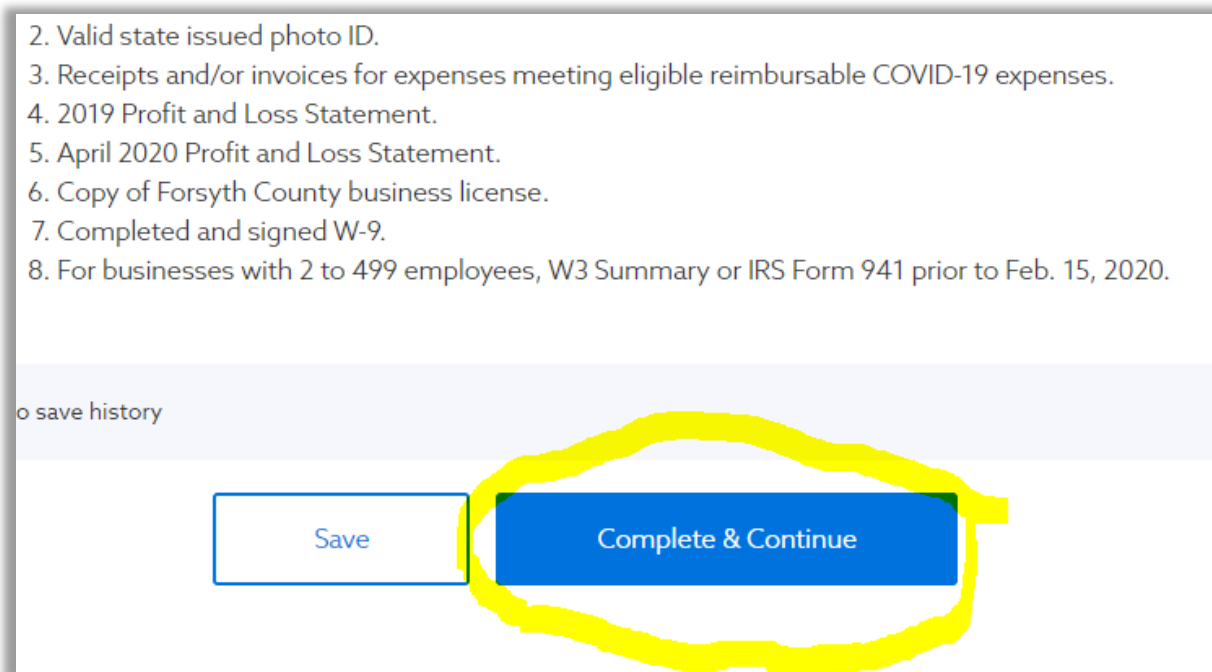
Application

Please use the link below to continue the application process.

For technical assistance related to the software, contact support@neighborlysoftware.com.

[Click here to continue](#)

Step 7: After reading each page of the application, you must click either link at the bottom of the page to move to the next page. Click the Save button first to save your work. Then press the Complete & Continue to move to the next page.



2. Valid state issued photo ID.
3. Receipts and/or invoices for expenses meeting eligible reimbursable COVID-19 expenses.
4. 2019 Profit and Loss Statement.
5. April 2020 Profit and Loss Statement.
6. Copy of Forsyth County business license.
7. Completed and signed W-9.
8. For businesses with 2 to 499 employees, W3 Summary or IRS Form 941 prior to Feb. 15, 2020.

o save history

[Save](#) [Complete & Continue](#)

Step 8: Check any true statement that would apply to your business.


A. Eligibility

Applicant must check box to confirm business is not eligible.

- Business is physically located at current business license issued 2020.
- Business can demonstrate COVID-19 began to affect the US
- Business can demonstrate COVID-19 since March 1, 2020, e program.
- Business expects to resume

Step 9: After clicking all the true statements, click Save and then click Complete & Continue to move to the next page.

- Business will commit to recommended COVID-19 Safety Guidelines to the best of their ability.
- If grant is awarded, business ONLY use funds for the approved uses listed below in Section C, Use of Grant.

 IF YOU DID NOT CHECK BOX FOR ALL ABOVE QUESTIONS, YOUR BUSINESS WILL NOT QUALIFY FOR THE FORSYTH COUNTY CARES SMALL BUSINESS GRANT.

No save history

Step 10: Type in the relevant information requested in each text box. Continue to click Save and then Complete & Continue to move to the next page.

B. General Information





Please provide the following information

B.1. Legal Name of Business (as shown in Line 1 of W-9)	OWNER OR REPRESENTATIVE CONTACT INFORMATION
<input type="text"/>	B.7. First Name
B.2. DBA (as shown in Line 2 of W-9)	<input type="text"/>
B.3. Principal Business Address	B.8. Last Name
<input type="text"/>	<input type="text"/>
<input type="text"/>	B.9. Primary Phone
	<input type="text"/>

Step 11: To upload the required documents, click the cloud icon highlighted below. Then choose the corresponding file on your computer and then upload to the application. Repeat this action for all required documents.

- If no 2019 tax return is available, provide 2018 tax return **and** Annual or Quarterly Balance Sheet or Profit & Loss Statement
- April 2020 Profit and Loss Statement

W3 Summary, 1096 (from 2019) or IRS FORM 941 (from 1st quarter 2020 or, if not completed, 4th quarter 2019). Sole proprietors may [complete and attach a certification](#) stating that business owner is the sole proprietor with no additional employees or subcontracted workers.

<input type="radio"/> Completed W-9 form for business, DBA, Tax ID Number (or Social Security Number for sole proprietor), and Mailing Address for Grant Check must match entries in General Information section *Required	Upload File 
<input type="radio"/> A copy or picture of each owner's photo ID (Driver's License or state-issued ID) *Required	Upload File 
<input type="radio"/> Receipts and/or invoices for expenses meeting eligible reimbursable COVID-19 expenses. *Required	Upload File 
<input type="radio"/> 2019 Profit and Loss Statement *Required	Upload File 

Step 12: After all files are uploaded, the final step is to electronically sign the final page. After providing the required information in the text boxes, click Save and then Complete & Submit.

Forsyth County CARES Small Business Grant cannot warrant, represent, or guarantee the applicability of any such exception. To that end, Applicant understands and expressly agrees that they submit the Application, including attachments, subject to the Georgia Open Record laws, and that there exists a possibility that information submitted could have to be disclosed under Georgia open record laws.

Applicant Name

Applicant Title

Signature

Date

No save history

The final step is to click Proceed to complete the application process.

CONFIRM

You will receive emails as your application moves through the review process.

Application Submitted

You may review your application by clicking on the links to the left.

For technical assistance related to the software, contact support@neighborlysoftware.com.

Scott Evans
My Profile
Sign Out