

Appendix A – Sample Application

Program Overview

Please provide the following information

Forsyth County CARES Small Business Grant Application

On March 27, 2020, the President signed into law the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. Section 601(a)(1) of the Social Security Act as added by section 5001 of the CARES Act to provide \$150 billion for the Department of the Treasury to make payments to units of local governments for the use of funds to recover those cost associated with the response to COVID-19.

The CARES Act allows local government leaders to use a certain amount of its allotted funds for a grant fund to aid local businesses in their economic recovery effort. Forsyth County Government and the City of Cumming have initially identified up to \$10 million in emergency relief funds to support the small businesses hardest hit by the COVID-19 pandemic. Funds are available as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act federal stimulus package mentioned above. This program, the Forsyth County CARES Small Business Grant is intended to help offset the significant, temporary loss of revenue to these qualified businesses during this pandemic, and to assist businesses in retaining and paying employees.

The emergency relief is targeted specifically to help local businesses with a commercial location within Forsyth County cover immediate financial needs. Grants are strictly limited to businesses located physically within Forsyth County. Funds can only be used to reimburse the cost of business interruption due to COVID-19 as a result of required closures, voluntary closures to promote social distancing, or decreased customer demand.

Such cost can include...

- Working capital
- Machinery and equipment
- Payroll expenses
- Health care benefits
- Contract labor
- Supplier payments
- Rent, lease, or mortgage payment for real property used for business purposes
- Rent, lease or purchase payment for business property
- Utility payments for business properties
- Cost of critical business operations
- Personal Protective Equipment (PPE), sanitation supplies and equipment

The grant is divided into category levels based on number of employees and awarded on a “first come, first served” basis until each level allotment’s funds are extinguished. The certification of grant awards will be under the care of an independent volunteer committee selected by the Forsyth County Board of Commissioners.

Eligible Businesses

Small businesses in the City of Cumming and Forsyth County that have suffered significant, temporary loss of revenue or job losses directly related to the COVID-19 pandemic, particularly businesses that have been directly affected by state business closure orders, are eligible.

1. Businesses with their principle location inside Forsyth County (which includes the City of Cumming).
2. In business and operating as of March 1, 2019.
3. Can demonstrate a reduction in sales/revenue due to COVID-19.
4. Includes sole proprietors and independent contractors.

Requirements

1. Must have current City of Cumming or Forsyth County business license as of March 1, 2020.
2. Can demonstrate business interruption as a result of the COVID-19 pandemic.
3. Must certify on the application that use the grant funds will only be used for authorized business expenses.
4. Plan to resume normal operations after emergency guidelines are lifted.
5. Shall cooperate with appropriate officials for grant auditing purposes.
6. Business can demonstrate ongoing business operations a minimum of 1 year prior to March 1, 2020.
7. No owner, officer, partner, or principal actor of the business has a felony conviction for financial mismanagement within the last three years for which he or she is still serving a sentence (including prison, parole, and probation).
8. Business is NOT publicly traded, partially owned by a hedge fund, or a corporate-owned franchise.
9. Business does not have any current city, county, state or federal tax lien.
10. Business does not have any current unpaid code enforcement liens and is not operating in violation of any state, federal or local laws.
11. Commit to recommended COVID-19 Safety Guidelines.

Required Documents

1. 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.
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. Signed and executed Forsyth County CARES Small Business Grant program application.
7. Copy of their Forsyth County or City of Cumming business license.
8. For businesses with 2 to 499 employees, W3 Summary or IRS Form 941 prior to Feb. 15, 2020.
9. Itemized Summary of eligible reimbursable COVID-19 expenses.

Applicant must check box to confirm that each statement is true for all questions. If any statement is not true, the business is not eligible.

- A.1. Business is physically located within the boundaries of Forsyth County, Georgia and possessed a current business license issued by the Forsyth County Government or City of Cumming before March 1, 2020.
- A.2. Business can demonstrate it was operating as of March 1, 2019, approximately one year before COVID-19 began to affect the US economy and was still operating as of February 29, 2020.
- A.3. Business can demonstrate that it suffered economic damages from business interruption caused by COVID-19 since March 1, 2020, excluding those covered by insurance or reimbursement from any federal program.
- A.4. Business expects to resume normal operations after emergency guidelines are lifted.
- A.5. Business owner agrees to cooperate with appropriate officials if ever required to participate in grant audit.
- A.6. No owner, partner, or principal actor of the business has a felony conviction for financial mismanagement within the last three years for which he or she is still service a sentence (including prison, parole, and probation).
- A.7. Business is NOT a publicly traded company, partially owned by a hedge fund or corporate-owned franchise.
- A.8. Business does NOT have any current city, county, state, or federal tax lien.
- A.9. Business does NOT have any legal actions against or from Forsyth County, including current unpaid code enforcement liens and is NOT operating in violation of any state, federal or local laws.
- A.10. Business operations is NOT comprised of an individual or organization who holds real property for passive sale or investment with no active ties to a for-profit business activities at the location.
- A.11. Business is NOT owned or operated by officials or employees of Forsyth County government or the Forsyth County Chamber of Commerce.
- A.12. Business is NOT including receipts for this grant for expenses used in any other local, state or federal relief program for expenses incurred as a result of COVID-19 coronavirus. (Business may be eligible for this grant if they have received other CARES Act funds, but cannot use the fund to pay for the same expenses presented for those programs.)

A.13. Business will commit to recommended COVID-19 Safety Guidelines to the best of their ability.

A.14. 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 THE BOX FOR ALL OF THE ABOVE QUESTIONS, YOUR BUSINESS WILL NOT QUALIFY FOR THE FORSYTH COUNTY CARES SMALL BUSINESS GRANT.

B. General Information

Please provide the following information

B.1. Legal Name of Business (as shown in Line 1 of W-9)

B.2. DBA (as shown in Line 2 of W-9)

B.3. Principal Business Address

B.4. Business Website Address

B.5. Taxpayer ID (TIN) (if sole proprietorship, enter social security number of sole proprietor) (As shown in Part 1 of W-9)

B.6. Mailing Address for Grant check (As shown in Line 5 & 6 of W-9)

OWNER OR REPRESENTATIVE CONTACT INFORMATION

B.7. First Name

B.8. Last Name

B.9. Primary Phone

B.10. Primary Email

B.11. Business Phone

B.12. Date Business Established

B.13. Business Legal Entity Type (as shown in Line 3 of W-9)

B.14. Where is your business located? (City or County)

C. Use of Grant

Please provide the following information

Uses

Grant funds can be used to reimburse the cost of business interruption due to COVID-19 as a result of required closures, voluntary closures to promote social distancing, or decreased customer demand between March 1, 2020 and December 21, 2020.

- Working capital
- Machinery and equipment
- Payroll expenses
- Health care benefits
- Contract labor
- Supplier payments
- Rent, lease, or mortgage payment for real property used for business purposes
- Rent, lease or purchase payment for business property
- Utility payments for business properties
- Cost of critical business operations
- Personal Protective Equipment (PPE), sanitation supplies and equipment

C.1. In less than 200 words, please give a brief description of how you plan to use the funds if you receive a grant.

C.2. What level of grant do you qualify for?

D. Required Documentation

Application must include all documentation listed below. The application shall not be approved if all required information is not provided in a legible form.

FOR MORE INFORMATION ABOUT REQUIRED DOCUMENTATION, PLEASE REFER TO THE TEXT BELOW.

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.

Copy of valid state issued photo ID.

Copy of current Forsyth County or City of Cumming business license

Receipts and/or invoices for expenses meeting eligible reimbursable COVID-19 expenses.

Itemized Summary of eligible reimbursable COVID-19 expenses. ([click here to see an example](#))

Business Financials

- Individual (Sole Proprietors and individual/single-owner LLCs)
 - [2019 Schedule C \(Form 1040\)](#) **OR**
 - If no 2019 Schedule C is available, provide 2018 Schedule C (Form 1040) **and** most recent Annual or Quarterly Balance Sheet or Profit & Loss Statement.
 - April 2020 Profit and Loss Statement
- Corporations (C-Corps, S-Corps, corporate Limited Liability Corporations (LLCs))
 - 2019 Corporation Income Tax Return ([Form 1120](#) or [Form 1120-S](#)) **OR**
 - 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
- Partnerships
 - 2019 Return of Partnership Income ([Form 1065](#)) **OR**
 - 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

Staffing

- [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.

Documentation

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**
***No files uploaded*

Active Forsyth County or City of Cumming business license ***Required**
***No files uploaded*

A copy or picture of each owner's photo ID (Driver's License or state-issued ID) ***Required**
***No files uploaded*

2019 Profit and Loss Statement ***Required**
***No files uploaded*

April 2020 Profit and Loss Statement ***Required**
***No files uploaded*

For businesses with 2 to 50 employees, W3 Summary or IRS Form 941 prior to Feb. 15, 2020. For a sole proprietor, a signed certification that they are a sole proprietor with no employees. ***Required**
***No files uploaded*

Receipts for qualified expenses to be reimbursed by this grant. Receipts must be equal to or exceed the amount of grant requested. If this grant is to help assist for expenses related to COVID-19 for a future date (not to extend past December 31, 2020, please submit a schedule for the expected expenses. For example, if this is to help pay for rent or lease payments for the months of September, October, November, and/or December 2020, please provide one past receipt for the payment made and list the expected payments for the future dates thru December 31, 2020. NOTE: Receipts for expenses reimbursed by other federal, state, and local grant programs MAY NOT be used for this program. ***Required**

Itemized Summary of eligible reimbursable COVID-19 expenses. ***Required**
***No files uploaded*

Applicant Certification

Please provide the following information

I certify that, I am authorized to submit this application on behalf of the business, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Those people performing service to administer the Forsyth County CARES Small Business Grant are authorized to make all the inquiries that they deem necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that money is provided pursuant to this application, the County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with federal requirements. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. I understand that knowingly making a false written declaration may be charged as a felony of the third degree.

Documents submitted to Georgia governments and agencies are subject to the Georgia Open Records law (O.C.G.A. § 50-18-71 et. seq.). The Georgia open record law has certain exceptions where disclosure is limited or not required. All information in the submitted Application, including attachments, may not have to be disclosed (See O.C.G.A. § 50-18-72(a)(20)(A through E) or if O.C.G.A. § 50-18-72(a)(34) is complied with); but Applicant understands that the Forsyth county, Georgia and those administering the 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

***Not signed*

Today's Date