



Tarrant County Small Business Assistance Grant Program

- \$30 million in CARES Act funding to provide grants to Tarrant County small businesses (outside of Fort Worth) financially impacted by the COVID-19
- \$6 million (20%) of this funding allocated for businesses with 51% Minority, Woman or Veteran ownership
- Amount of individual grants determined by the information provided, the number of eligible grant applications received and the funding pool available, with no individual grant being more than \$10,000
- Application submittal period begins **June 22, 2020 at 10am** and ends **July 1, 2020 at 6pm**.

Review Requirements & Get Your Paperwork Ready Now!

<http://smallbusiness.tarrantcounty.com>

Program Overview

Grant funding under the Tarrant County Small Business Assistance Grant Program is limited to businesses who meet certain criteria, including:



- A small business with 25 or less Full Time Equivalent employees
- Located within Tarrant County, outside the City of Fort Worth
- A for-profit business in operation in Tarrant County as of January 1, 2020
- Applications limited to one (1) business per Owner(s)
- Business was closed or partially closed due to COVID-19
- Business shows a reduction in Net Profit or an increased Loss from COVID-10

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Business Eligibility and Requirements

- **A for-profit business with 25 or fewer Full Time Equivalent (FTE) employees as of March 1, 2020**
 - **Sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership or limited liability company**
- **Active or open on or before January 1, 2020, yet closed or partially closed because of the COVID-19 and in need of reimbursement for business interruption and/or incurred costs**
- **Business shall not have delinquent 2018 or prior year property taxes, tax liens or judgments**
- **Owners of multiple businesses are only eligible to make grant application for ONE business location. Application will include disclosure of owner(s)**
- **Grant proceeds may be for costs incurred after March 1, 2020 through May 31, 2020**
 - **Grant funds received are not for the same costs covered by 1) other federal grants or loans business has received (i.e. PPP, SBA EIDL, or other federal program funds), 2) other local grants, or 3) business interruption insurance payments**

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Eligible Expenses for Grant Funding Consideration

- Payroll costs for employees/Owner Compensation
- Rent, lease or mortgage payments
 - For real estate used for business purposes (i.e., storefront or warehouse, excluding personal residence). Note: excluding escrow for property taxes
 - For business property (e.g., equipment, delivery vehicle, food truck, technology, payment and communications systems and equipment)
- Utility payments for business properties (excluding personal residence)
- Suppliers payments and costs of critical business operations (raw materials, inventory spoilage, etc.)
- PPE (masks, gloves, etc.) and sanitation supplies and equipment
- Interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence)

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Application Process/Grant Fulfillment



- The application will be available for submittal on June 22, 2020 at 10am through July 1, 2020 at 6pm at <http://smallbusiness.tarrantcounty.com>
- All required documentation must be uploaded and submitted with the application in order to be complete. Applications missing required documentation will be determined incomplete and ineligible for funding
- In early July, applicant will receive an email indicating grant approval or denial, and if approved, the dollar amount of the grant
- Checks for grant awards will be issued in mid-July to qualifying grant recipients through U.S. mail to the address listed in the provided Form W-9

NOTE: Tarrant County is a governmental body subject to the Texas Public Information Act. Information submitted to Tarrant County in the application may be subject to the Act and, therefore, subject to public release

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Grant Funding Determination



The Grant funding determination will be based on the following:

- Grant funding eligibility and grant reimbursement amount will be determined based on the financial and other information provided in this application, along with the required documentation.
- To establish grant eligibility, business must show a reduction in Net Profit or an increased Loss when April and May 2020 is compared to January through March 2020 Net Profit/Loss.
- The amount eligible for reimbursement by the Grant is the total actual costs for April and May 2020 plus the calculated average owner's compensation or partnership draw incurred but not paid.
- The dollar amount of individual grants will be determined by the information provided, the number of eligible grant applications received, and the funding pool available, with no individual grant being more than \$10,000.

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Example of Financial Information to be Included

Applicant required to provide Monthly Revenue, Payroll/Owner Compensation and Fixed Expenses for the months of January 2020 - May 2020 when submitting the application, in a format similar to that shown below.

	January 2020	February 2020	March 2020	April 2020	May 2020
Business Revenue					
Payroll/Owner Compensation					
Facility Rent/Lease/Loan					
Equipment Rent/Lease/Loan					
Utilities					
Other _____					
Other _____					
Net Profit/Loss					

For Payroll/Owner Compensation - Include costs only up to \$100,000/employee, including gross payroll, retirement costs and health insurance costs; Sole Proprietor, Partnership, C Corporation and S Corporation applicants can use the calculated average monthly amount from their 2018 or 2019 Schedule C, Form 1065, Form 1120, or 1120S for owner compensation or draw incurred but not paid, less any unemployment benefits.

For Expenses – Include facility rent/lease payment, rent/lease of existing business equipment, payment of existing business-related loans for equipment, vehicles and/or real property, utilities and other expenses (excluding costs associated with your personal residence). Incurred but deferred expenses for facility and equipment rent/lease/loan are allowed under the program guidelines. Payments or escrow for property, sales or other taxes cannot be included.

For Other Expenses – Include contract labor, supplier payments, new or expanded technology applications and Wi-Fi services, cost of critical business operations (raw materials, inventory spoilage, etc. payments), PPE and sanitation supplies and equipment and interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence).

Application Information / Required Documentation

Documentation of registered business:

- Government Issued Identification for person authorized to submit application on behalf of the business (One required – Driver’s License, Passport or other Government issued ID)
- Form W-9 (with Social Security Number, Employer Identification Number or Individual Taxpayer Identification Number)

Documentation of Expenses:

➤ Payroll/Owner Compensation

- 1st Qtr. 2020 Form 941 plus; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support.

➤ Expense Documentation

- Itemized list of monthly fixed expenses and proof of payment of expenses plus; Bank statements for January 1 – May 31, 2020; If expense payments are not shown in bank statement, provide credit card statements, or receipts of cash or other payments (with all applicable expense items highlighted in all statements)
- ***NOTE: Account numbers and personally identifiable information (with the exception of Tax ID/Social Security number and Government ID) must be redacted from bank and credit card statements prior to submission. Failure to provide this information as set forth above will render the application ineligible for funding consideration***

Applicant Certification/Signature Required



- **Good faith certification as to truth and accuracy of information provided**
- **Grant request is necessary due to conditions caused by COVID-19**
- **Agreement that use of grant funds are subject to audit if required and subject to claw-back provisions if funds are not used as intended under the grant program**
- **That business does not have delinquent 2018 or prior year ad valorem taxes, tax liens or judgments**
- **Certification of 51% Minority, Woman or Veteran Ownership of Business, if applicable**
- **Business owner with 20% or more equity ownership has not been incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years**

<http://smallbusiness.tarrantcounty.com>

Ineligible Businesses



- *Non-Profit Businesses/Organizations*
- *Franchisee of a National Franchise*
- *Real Estate Developers/Investors*
- *Governmental/Taxing Agencies/Departments*
- *Hobby businesses as defined by federal law (activity not pursued for profit)*
- *Multi-level marketing*
- *Gambling concerns, including eight-liners, gaming rooms, casinos, racing operations or other activities whose purpose involve a form gambling*
- *Lobbying organizations and political organizations subject to Internal Revenue Code 527*
- *Sexually oriented businesses (live performances, product sales, items or materials)*
- *Businesses primarily engaged in lending, investments or to an otherwise eligible business engaged in financing or factoring.*
- *Pawn Shops, Pawn Broker, Secondhand Goods Dealer*
- *Bail Bond business*
- *An individual who employs household employees such as nannies or housekeepers*
- *A business where a 20% or more equity owner is incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years*
- *Concerns engaged in illegal activities under federal, state or local laws*
- *A business that is otherwise prohibited by federal or Texas law*
- *A business that is ineligible or precluded to receive federal or State of Texas funding due to federal laws (including but not limited to the CARES Act) or Texas laws*

Frequently Asked Questions

- ❖ ***I just started a new business. Am I eligible to apply for the grant?*** *In order to be eligible for a Tarrant County Small Business Assistance grant, your business must have been operating as of January 1, 2020.*
- ❖ ***I live in Fort Worth, but my business is located in another Tarrant County city. Am I eligible to apply?*** *Yes, the Tarrant County Small Business Assistance Grant Program is for businesses located in Tarrant County, outside of the City of Fort Worth (Fort Worth received their own direct CARES Act funding and has a separate small business grant program for Fort Worth business locations).*
- ❖ ***My business has two locations, one in the Mid-Cities and one in Fort Worth; can I apply on behalf of both locations?*** *The Tarrant County Small Business Assistance Grant Program is limited to business locations in Tarrant County outside of Fort Worth. You may apply only using business and financial information pertinent to the non-Fort Worth location.*
- ❖ ***I have multiple businesses in Tarrant County. Can I make application for a grant for each business?*** *No, business owners with more than one business are limited to one (1) business application and grant award.*
- ❖ ***My business already received funding from the Paycheck Protection Program (PPP) or an Economic Injury Disaster Loan (EIDL). Am I still eligible for these funds?*** *Yes. If a business has already received funds from the Paycheck Protection Program (PPP), an Economic Injury Disaster Loan or other state or local grant program, they are still eligible to receive Tarrant County Small Business Assistance Grant funds. However, the grant funds cannot be for the same costs covered by another program.*

Frequently Asked Questions (continued)

- ❖ ***My business is a nonprofit company, am I eligible for these grant funds?*** No, the Small Businesses Assistance Grant Program is limited to for-profit businesses only. However, please check the Tarrant County website for funding opportunities available to Non-Governmental Organization (NGO) in Tarrant County and check for eligibility under the NGO Program.
- ❖ ***My business was open, but had reduced staff and hours due to COVID-19. Is that considered partially closed?*** Yes, if your business was fully closed at any point due to COVID-19 you are eligible. If your business was open but with reduced open hours, was operating with reduced staff, had limited service available (such as to-go, online, or curbside pick-up only), and/or had a reduction in workload from normal operations, then it would be considered partially closed.
- ❖ ***The requirements show only businesses with 25 or fewer Full Time Equivalent employees are eligible to apply for the grant. My business has 12 full-time employees and 23 part time employees. How do I determine the total Full Time Equivalent (FTE) employee number?*** Part-time employees are those that work less than 30 hours per week. Your FTE number = (Total average of hours worked per week by part-time employee / 30) + Number of full-time employees
- ❖ ***What if some of my employees are technically independent contractors? Do they still count towards my employee count and payroll calculations for the grant?*** No. Contractors do not count as employees for the purposes of this grant. Independent contractors are eligible to apply for this grant on their own if they meet the requirements.
- ❖ ***My business had to lay off staff as a result of COVID-19. Are these levels dependent on how many staff I have now? Or how many I had at the beginning of COVID-19?*** This grant is based on the number of full-time equivalent staff (not including contractors) employed as of March 1, 2020.

Frequently Asked Questions (continued)

- ❖ **Can a small business run out of a personal home apply for the grant?** Yes, but expenses incurred and eligible for grant funding for in-home businesses cannot be for a personal residence (ie. mortgage, utilities, other business costs for a personal residence are not eligible). These businesses may have other costs eligible costs (ie. equipment lease, food truck payment, etc.)
- ❖ **My landlord deferred my building lease payment for April and May to a later date for future payment once my business is fully operational and profitable again. Can I show those lease payments in my listing of costs?** Yes, grant proceeds may be for expenses *incurred* after March 1, 2020 through May 31, 2020. Rent or loan payments that are incurred, even though allowed to be deferred for payment at a later date, may be included in the listing of monthly costs for the month in which they were incurred. If those payments were actually forgiven however, they cannot be included.
- ❖ **If I do not submit all required documentation with the application, could my business be denied funding?** Yes, all documentation must be uploaded and submitted with the application in order to be eligible for consideration.
- ❖ **How much funding can I receive for my business?** The amount eligible for reimbursement by the Grant is the total actual costs for April and May 2020, plus the calculated average owner's compensation or partnership draw incurred but not paid. The dollar amount of individual grants will be determined by the information provided, the number of eligible grant applications received and the funding pool available, with no individual grant being more than \$10,000.
- ❖ **What can these funds be used for?** Grant proceeds may be for expenses incurred after March 1, 2020, through May 31, 2020. Grant funds received are not for the same costs covered by 1) other federal grants or loans business has received (i.e. PPP, SBA EIDL, or other federal program funds), 2) other local grants or 3) business interruption insurance payments.
- ❖ **Do I need to document/report how I use these funds?** Yes. Business owners who receive this grant may be audited in the future and are required to be able to document how the funds are used.
- ❖ **Are printed/mailed application forms being accepted?** No, Grant applications and all required documentation may only be submitted online.

Tarrant County Cares Small Business Assistance Grant Application

Business Name (as shown on tax records)

Trade Name/DBA (if different from above)

Tax ID Number/Social Security Number

Primary Business Contact Name

Phone Number

Email

Was your business in operation as of January 1, 2020?

Yes No

In what City is your business physically located?

Indicate city name or unincorporated area

Business Address (street location; no PO Box)

Address Line 1

Is your mailing address different than your business address?

Yes No

If yes, list Mailing Address below:

Address Line 1

Address Line 2

City

State

ZIP Code

Name of Business Owner(s)

First Name

Last Name

Percent of Ownership

[Click to add additional Owners](#)

Is the business 51% or more Minority, Women or Veteran owned?

Yes No

Tarrant County Cares Small Business Assistance Grant Application

Type of Business (Select from Business category below)

***drop down menu with types (retail, restaurant, etc.)*

Federal Tax Classification of person on Form W-9; line 1 (Select from category below)

***drop down menu with types (Individual/sole proprietor or single member LLC, C Corporation, S Corporation, Partnership, Other)*

How many total Full-Time Equivalent (FTE) employees did you employ on March 1, 2020?

Part-time employees are those that work less than 30 hours per week. Your FTE number = (Total average of hours worked per week by part-time employee / 30) + Number of full-time employees

How many were full time (30 or more hours per week)?

How many were part time (less than 30 hours per week)?

How many total Full-Time Equivalent (FTE) employees do you CURRENTLY employ?

How many are full time (30 or more hours per week)?

How many are part time (less than 30 hours per week)?

Was your business closed or partially closed due to the COVID-19 pandemic public health emergency?

If your business was open but with reduced open hours, was operating with reduced staff, had limited service available (such as to-go, online, or curbside pick-up only), and/or had a reduction in workload from normal operations, then it would be considered partially closed.

Yes No

Has your business experienced a business interruption and/or incurred costs due to closure or partial closure of business since March 1, 2020 because of the COVID-19 public health emergency.

Yes No

Must Complete the Box Below To Be Eligible for Funding Consideration

Provide Monthly Revenue, Payroll/Owner Compensation and Fixed Expenses for the Months of January 2020 - May 2020 as follows:

	Jan	Feb	March	April	May
Business Revenue					
Payroll/Owner Compensation					
Facility Rent/Lease/Loan					
Equip Rent/Lease/Loan					
Utilities					
Other _____					
Other _____					
Net Profit/Loss					

***For Payroll/Owner Compensation** - Include costs only up to \$100,000/employee, including gross payroll, retirement costs and health insurance costs; Sole Proprietor, Partnership, C Corporation and S Corporation applicants can use the calculated average monthly amount from their 2018 or 2019 Schedule C and Form 1040, Form 1065, Form 1120, or Form 1120S for Owner Compensation or Draw incurred but not paid, less any unemployment benefits.

***For Expenses** – Include facility rent/lease payment, rent/lease of existing business equipment, payment of existing business-related loans for equipment, vehicles and/or real property, utilities, and other expenses (*excluding costs associated with your personal residence*). *Payments or escrow for property, sales or other taxes cannot be included.*

***For Other Expenses** – Include contract labor, supplier payments, new or expanded technology applications and Wi-Fi services, cost of critical business operations (raw materials, inventory spoilage, etc. payments), PPE and sanitation supplies and equipment, and interest on other business debt obligations incurred before January 1, 2020 (excluding personal residence).

Tarrant County Cares Small Business Assistance Grant Application

***You are required to provide the following for Financial Documentation:**

- ✓ **Payroll Documentation** (1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support.
- ✓ **Expense Documentation** (Bank statements for January 2020 through May 2020, Credit Card statements January 2020 through May 2020). If expenses are not shown in bank or credit card statement(s), provide receipts of cash or other payments.

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration.

All expense items must be highlighted in all statements. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Has your business received any Federal, State or other grants, loans or business interruption insurance to assist with costs of business interruption due to the COVID-19 public health emergency? (eg. SBA Economic Injury Disaster Loan/Grant, Payroll Protection Program Loan, local grant, etc.)

Yes No

If yes, do you acknowledge that Grant funds received under the Tarrant County Small Business Assistance Program are not to be used for the same costs covered by other Federal grants or loans, local grants, or business interruption insurance payments business has received (i.e. PPP, SBA EIDL, other federal or local program funds).

Yes Not Applicable

The Following Documents Must be Uploaded in a .pdf format and Included with the Application at Submittal (Applications without the required documents will be considered incomplete and ineligible for funding consideration):

- Government Identification for person authorized to submit application on behalf of the business** (One (1) required – Driver’s License, Passport, or other Government Issued ID)
- Form W-9**
- Payroll Documentation** - 1st Qtr. 2020 Form 941; for Sole Proprietor applicants provide 2019 or 2018 Schedule C and Form 1040, page 1; for Partnership applicants provide 2018 or 2019 Form 1065, page 1; for C Corporation applicants provide 2018 or 2019 Form 1120, page 1; and for S Corporation applicants provide 2018 or 2019 Form 1120S, page 1 for Owner Compensation or Draw incurred but not paid. If unemployment benefits were included in Payroll/Owner Compensation, provide the Texas Workforce Commission Statement of Wages and Potential Benefit Amounts or other support.
- Expense Documentation** - Bank Statements for January 1 – May 31, 2020 *(with all applicable Expense items **highlighted in all statements.**)*
- Additional Expense Documentation** - If Expense payments not shown in Bank Statement, provide Credit Card statements, or Receipts of cash or other payments *(with all applicable Expense items **highlighted in all statements.**)*

Account numbers or other personally identifiable information (with the exception of Tax ID/Social Security number and Government ID necessary for processing) must be redacted from bank and credit card statements prior to submission for funding consideration. Failure to provide this information as set forth above will render the application ineligible for funding consideration.

Grant Funding Determination:

- **Grant funding eligibility and grant reimbursement amount** will be determined based on the financial and other information provided in this application, along with the required documentation.
- **To establish grant eligibility**, business must show a reduction in Net Profit or an increased Loss when April and May 2020 is compared to January through March 2020 Net Profit/Loss.
- **The amount eligible for reimbursement** by the Grant is the total actual costs for April & May 2020 plus the calculated average owner's compensation or partnership draw incurred but not paid.
- **The dollar amount of individual grants** will be determined by the information provided, the number of eligible grant applications received, and the funding pool available, with no individual grant being more than \$10,000.

Certification By Signature Below That:

I certify that I am legally authorized to submit this application and the required documentation on behalf of the business named herein and the information and the statements that I have provided herein are truthful and accurate. I further certify that this business does not have delinquent 2018 or prior year ad valorem taxes, tax liens or judgments.

I understand the information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and Tarrant

County Small Business Assistance Program guidelines and, by submitting this application, I agree to comply with such guidelines and I understand and affirm that any funds awarded under the Tarrant County Small Business Assistance Program were expended as set forth in the program guidelines as a Types of Allowable Expense and are subject to audit, in addition to any other civil or criminal remedy or penalty that may be enforced against me, such funds must be forfeited and be immediately returned to Tarrant County and, further, I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United States Code or under state law.

Yes No

I attest that the business named herein has 51% or more Minority, Woman, or Veteran ownership of said business.

Yes Not Applicable

I attest that an owner with 20% or more equity ownership has not been incarcerated, on probation, on parole; presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has been convicted of a felony within the last five years.

Yes No

I acknowledge that Tarrant County is a governmental body subject to the Texas Public Information Act. Information I submit to Tarrant County in this application may be subject to the Act and, therefore, subject to public release.

Yes No

Signature

Printed Full Name

Date/Time Stamp

End of Application

Questions?

For questions or application/documentation assistance contact:



**Tarrant County Small Business
Development Center (SBDC)
Call Center - 817-515-2603**



**Tarrant County at
TCSBGrant@tarrantcounty.com
or 817-884-1267**