



Office of CARES Act Grant Application Instructions

Application Submission

- Submit the completed application and required documents as noted below based on the type of business entity (sole proprietorship, partnership, or corporation) under ***“Business Required Vetting Documents”***.
- You will receive a confirmation when your application has been successfully submitted.

Final Decision and Notification

- Once a decision has been made, you will be contacted.
- All funds will be distributed via checks made out in the business’s legal name.

Final Narrative and Financial Report

- Final report will be due 90 days after the project is complete. We understand this date may change and are happy to grant an extension if you make an advanced request.

Business Required Vetting Documentation

Business Type – Sole Proprietorship

- Copy of last 2 years tax returns including Form 1040 w/Schedule C Profit or Loss from Business (Sole Proprietorship);
- Copy of most recent Form W-3 Transmittal of Wage and Tax Statements
- Copy of most recent Form 1096 Annual Summary and Transmittal of U.S. Information
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 years tax returns
- Number of Independent Contractors (Form 1099’s-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31,2020

Business Required Vetting Documentation (Continued)

Business Type – Partnership

- Copy of last 2 years tax returns including Form 1040 w/Schedule K-1, Form 1065 U.S. Returns of Partnership Income
- Copy of Partnership Agreement
- Listing of all partners and percentage of partners ownership
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 years tax returns
- Copy of Form W-3 Transmittal of Wage and Tax Statements
- Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
- Number of Independent Contractors (Form 1099's-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31,2020

Business Type – Corporation

- Copy of last 2 years Corporation tax returns
- Copy of Article of Incorporation
- Listing of Board of Directors/Members
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 years tax returns
- Copy of Form W-3 Transmittal of Wage and Tax Statements
- Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
- Number of Independent Contractors (Form 1099's-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31,2020