



## **SMALL BUSINESS RELIEF GRANT (MC-SBRG) PROGRAM APPLICATION INSTRUCTIONS**

Thank you for your interest in applying for the Middlesex County Small Business Relief Grant Program! Middlesex County created this program to assist local small businesses who have been negatively impacted by the coronavirus pandemic.

### **BEFORE YOU BEGIN THE APPLICATION**

Please read over the guidelines and instructions carefully before you begin. Within the application you will attest to the fact that you that you have reviewed and understand both documents.

Please understand that in an effort to expedite processing applications, representatives from Middlesex County, Magyar Bank, or Deluca Advisory Group may be reaching out to you for further information or clarification. Please make sure to check your junk emails should these communications be routed to your Junk folder, as this could cause delays in application approval.

### **NAVIGATING THE APPLICATION PORTAL**

At any time, you can save your application and return to make changes by clicking the “Save Draft and Exit” link. Your application is not considered complete unless it has been reviewed and signed.

Throughout the application, should you have any questions pertaining to what a certain field is asking, hover over the Question Mark icon for further clarification. Please make sure to complete all fields and review for accuracy before you move on to the next section.

Certain responses may require further clarification. Please answer the questions as they appear.

Based on your responses, you may not be able to proceed due to a disqualifying answer. This means you are ineligible for this specific grant. Please exit and keep informed of any future funding opportunities on the Middlesex County website: [www.middlesexcountynj.gov](http://www.middlesexcountynj.gov)

### **GENERAL BUSINESS INFORMATION**

- As per grant requirements, your business must operate from a physical location (also referred to as brick and mortar) within Middlesex County. Please indicate whether the property your business operates out of is either commercial real estate, home-based, or both. If you are a home-based business, enter the percentage of your home being used for business operations.
- The grant requires you to upload a photo of your physical property. This will be used to confirm that your business indeed operates out of a physical property located in Middlesex County. Please take a photo of the frontage of your business property or office from the view of the street. (Think: Google Maps, not office suite interior doors.)
- Indicate whether your business has completely closed due to the pandemic and if it is currently active. If your business permanently closed due to the pandemic, it is no longer active. Based on your response, more clarification may be required. Answer the questions as they appear.



- Enter your North American Industry Classification System number or NAICS number. If you are unsure, for your convenience we have provided a link to a tool to look up your businesses applicable number.
- Indicate whether your business was operating as of March 1<sup>st</sup>.
- Indicate whether your business has been significantly altered or affected by the pandemic and describe how your business was affected.
- Enter the number of employees that were full time or full time equivalent as of March 1<sup>st</sup>. Full time equivalent means at least 30 part time hours. Enter the same for as of July 31<sup>st</sup>.
- Indicate whether you or a co-owner have applied or plan to apply for funding for any other owned or co-owned business entity.
- Indicate whether you or a co-owner own any other businesses or have common management with any other businesses within the last 5 years. Based on your response, more clarification may be required. Answer the questions as they appear.
- Please indicate whether you have received or applied for additional funding through the CARES Act, another grant or loan program, or private insurance. If your answer is yes, you will move to a screen to enter more details.

## **BUSINESS TAX INFORMATION**

- You will be prompted to upload your 2018 and 2019 tax returns or other applicable documents. For these tax returns, please include all schedules.
- What you see on the next screen will depend on your business formation. You will be asked either Business Ownership Information or Principal Person information.

## **DUE DILIGENCE**

- Based on certain responses, you may be required to upload certain documents or provide further explanation. Please answer the questions as they appear.

## **REQUIRED BUSINESS DOCUMENTS**

The next screen is where you upload all required documentation detailed in the guidelines.

- This may require personal information for other owners. Please have this information readily available for upload before you begin the application.

## **ADDING EXPENSES AND/OR LOST REVENUE**

The next sections are where you will begin to add expenses and/or lost revenue for reimbursement.

- For those applying for expense reimbursements, add a new record for each vendor or reimbursement category. You will need to answer questions about each reimbursement request and include credit card statements, receipts, invoices, purchase orders, photos, contracts, utility bills, current lease agreements, or other appropriate documentation.
- For reimbursement of salaries, please provide Payroll Registers, IRS Form 941, NJ Division of Taxation Form 927 or 927W for the Previous 2 Years and the Affected Period, and NJ Division of Taxation Form WR-30 for the Previous 2 Years and the Affected Period.
- For those applying for loss of revenue reimbursements, there will only be one record added. Please answer each question and include the requested documentation. One of the



attachments is the Sales Tax Report. We are specifically requesting the ST50/ST51 quarterly reports for the periods requested for reimbursement for 2020, 2019, and 2018. If you filed monthly payments, we are requesting payment receipt report for the periods requested for reimbursement for 2020, 2019, and 2018.

- There is space to upload other documents to further substantiate your loss of revenue.

## FINALIZING YOUR APPLICATION

- The next screen will display the Total Expenses and Total Revenue requested for reimbursement. These are calculated fields. If these do not match your records, please go back and make corrections as needed.
- The last section of the application is the Certification and Authorization. Please carefully as these are subject to legal review and prosecution if false information has been provided.
- The next screen is for internal review only. Proceed to the next screen.
- Finally, review, and sign the application. Once you click Confirm and Submit your application is finalized. Until you do this, your application is not considered complete.
- If your application is approved, you will receive an email with the award amount and estimated date of payment. If your application is rejected for any reason, you will receive an email notification explaining why.

## QUESTIONS?

Email // [carla.cefalo@co.middlesex.nj.us](mailto:carla.cefalo@co.middlesex.nj.us) // [rachel.cohen@co.middlesex.nj.us](mailto:rachel.cohen@co.middlesex.nj.us)

Phone // **732-745-3890**