

## **Newark Small Business COVID-19 Emergency Grant Round 3**

### **Frequently Asked Questions (FAQ)**

**Note that non-profits and any businesses that violated the 10-day shutdown are not eligible to apply for this grant.**

#### **How much can a small business be awarded?**

Grant awards can be up to \$25,000.

#### **What is the purpose of this grant?**

This grant aims to help for profit small businesses and microenterprises with losses they have experienced due to COVID-19 in order to remain open and retain jobs.

#### **What businesses are eligible for this grant?**

- Must have a for profit business with a physical establishment located in Newark.
- Must have twenty five (25) employees or less.
- Must have been in operation for at least one year.
- Must have experienced a loss of income due to COVID-19.
- Have committed NO violations of the City of Newark COVID-19 shutdown guidelines.
- Have NOT been awarded a grant from the City of Newark during previous rounds.
- Have NO threatening or pending litigation or material contingent obligation against applicant.

If one or more of the above listed is not met, the business will not be eligible for this grant.

#### **What expenses does the grant award cover?**

Grant awards cover accounts payable, payroll, inventory, licensing and license renewal, utilities, accounting and auditing services, rent, insurance, COVID-related equipment and supplies for adaptation and recovery.

#### **What period of time does the grant cover?**

Grant awards cover losses experienced during this pandemic, dating back to March 2020.

#### **What is the funding source for this grant?**

This \$2 million grant is funded by local trust funds and US Department of Housing and Urban Development Community Development Block Grant (CDBG) funds.

#### **Who is administering this grant?**

This grant program is administered by the City of Newark, Department of Economic and Housing Development.

#### **When can applicants apply?**

The online application opens December 17 at 2pm and closes on December 31 at 5pm.

**Where can applicants apply?**

Eligible Newark small businesses can apply by visiting NewarkCOVID19.com, the City of Newark's website for all COVID-19 related information and resources. For direct access to the application go to [Newarkcovid19.com/programs/small-business-grants](https://Newarkcovid19.com/programs/small-business-grants)

**How do applicants apply?**

Eligible Newark for profit small businesses can apply by completing the online application using a desktop computer, laptop, tablet or smart phone and uploading all required documents at the end of the application. Required documentation (whole document) can either be scanned using a scanner or photographed using a mobile phone or device and uploaded to the online application. Clear, legible document images must be uploaded. No applications can be submitted in-person.

**What will applicants need to provide to complete an application?**

Eligible Newark small businesses will need to provide the following supporting documentation:

- Corporate registration(s) and/or license(s)
- Proof of general liability insurance as required for the size and scale of the business
- Most recent year's corporate tax returns (2019 preferred, 2018 accepted)
- Internal business financials (profit and loss/balance sheet)
- Payroll/employee information (list of names and income)
- Evidence of hardship/losses due to COVID-19 related business disruption (i.e. aging accounts payables, outstanding obligations, etc.)
- A detailed statement or budget indicating how funds will be used
- A COVID-19 adaptation and recovery plan for the next 1 to 3 years. Can include outdoor structures, e-commerce, applications fees, PPE, digital literacy training, enabling remote working, diversifying products/customers/suppliers, reducing costs, securing mentors, safety protocols, marketing strategy, occupancy limits, and outdoor usage, etc. (limit to one page)

We urge you to provide as much information as possible so that a proper assessment of impact can be analyzed. Your financials can be used to help you demonstrate loss

**How will awardees be selected?**

Awardees will be selected by a committee guided by the above criteria and scoring will be weighted based on:

- Proven need
- Newark residents employed
- Type of business, preference to personal services
- Location; Newark small businesses eligible everywhere, but 25% of grant funds awarded to hot spot zip codes (07104, 07105, and 07107)
- Minority and/or Women-Owned Business Enterprise
- Owners and/or employees with annual income below:

80% Area Median Income	Number in Household							
	1	2	3	4	5	6	7	8
	56,430	64,491	72,553	80,614	87,063	93,512	99,961	106,410

### **What is the grant award timeline?**

The application closes on December 31 at 5pm.

Applications will be scored throughout the month of January 2021.

Grant awards will be made in February 2021.

### **How will applicants be notified?**

Applicants will be notified by email as to whether a grant will be awarded.

### **Who can prospective applicants contact with questions or if assistance is needed?**

The City of Newark's Economic and Housing Development Dept. can be reached for questions about eligibility and how to apply at [EHD@ci.newark.nj.us](mailto:EHD@ci.newark.nj.us) with the subject line "SBAGrant" and your business name. Someone will reply to you as soon as possible.

Invest Newark is partnering with the City of Newark to provide technical assistance for businesses. Invest Newark can also provide assistance with completing the application in Portuguese and Spanish. Please send email inquiries to [capitalconsulting@investnewark.org](mailto:capitalconsulting@investnewark.org) with the subject line "SBAGrant" and your business name. Someone will reply to you as soon as possible.

### **Are there any additional resources for small businesses?**

Local and state level organizations have been providing various forms of relief since COVID-19 struck and continue to do so based on funding availability. Feel free to visit the following for additional resources, whether it be funding, information or advocacy:

#### *Local Resources*

City of Newark COVID-19 One Stop– [www.newarkcovid19.com](http://www.newarkcovid19.com)

Invest Newark Small Business Information – [www.investnewark.org](http://www.investnewark.org)

Greater Newark Enterprises Corp – [info@new.gnecorp.org](mailto:info@new.gnecorp.org)

#### *State Resources*

New Jersey COVID-19 Information Hub - <https://covid19.nj.gov/>

New Jersey Business Programs: <https://cv.business.nj.gov>

New Jersey Jobs Portal: <https://jobs.covid19.nj.gov>