



Tarrant County

CARE 4 Tarrant

Small Business Assistance Grant Application

Business Name (as shown on tax records)

Trade Name/DBA (if different from above)

Tax ID Number (EIN#)

Social Security Number

Primary Business Contact Name

Primary Contact Phone Number

Primary Contact Email

Secondary Business Contact Name

Secondary Contact Email

Business Website URL (if applicable)

Was your business operating and open to the public as of January 1, 2020?

Yes No

Is your business an independently owned and operated franchise (non-franchisor owned)?

Yes No

The next boxes only appear only if “yes” to above

SBA Franchise Identifier Code (if applicable)

[Click here for Code \(link\)](https://www.sba.gov/document/support-sba-franchise-directory) SBA Franchise Directory. <https://www.sba.gov/document/support-sba-franchise-directory>

Upload the operation agreement between the franchisor and franchisee. *Only appears if “yes” to franchise question.*

Upload the most recently filed (2019 or 2020) Texas Comptroller of Public Accounts confirmation receipt for the Annual Franchise Report. *Only appears if “yes” to franchise.*

In what City is your business physically located and/or good or services provided?

Indicate city name or unincorporated area

Physical Business Address (street location; no PO Box)

Address Line 1

Address Line 2

City

State

Zip Code

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

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)*

How many total employees did you employ on March 1, 2020?

Was your business closed or partially closed due to the COVID-19 pandemic public health emergency since March 1, 2020? *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 this business or another business with same Owner(s) received a Tarrant County Small Business Assistance Grant award during the first round of the program?

Yes

No

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 will not be used for the same costs covered by other

Federal grants or loans, local grants, or business interruption insurance payments your business has received (i.e. PPP, SBA EIDL, other federal or local program funds)?

Yes

*****Must Complete the Boxes Below To Be Eligible for Funding Consideration*****

***Instructions for Financial Impact Due to Covid-19 – use the bank statements for your business to enter the deposits received during the months listed in the table.**

Financial Impact Due to Covid-19	
January 2020 Business Related Deposits	-
February 2020 Business Related Deposits	-
April 2020 Business Related Deposits	-
May 2020 Business Related Deposits	-

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):

U.S. Government Identification ONLY 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 (Completed and Signed)

Payroll Documentation

- ✓ 1st quarter 2020 (January through March) Form 941; and/or
- ✓ Sole Proprietor or Single Member LLC - 2019 or 2018 Schedule C and Form 1040;
- ✓ Sole Proprietor – 1099 for contractor payments for 2019;
- ✓ Partnership - 2019 or 2018 Form 1065 and Schedule K1;
- ✓ C Corporation - 2019 or 2018 Form 1120;
- ✓ S Corporation - 2019 or 2018 Form 1120S and Schedule K1; and
- ✓ Support for Owner Compensation or Draw incurred but not paid.

Expense Documentation

- ✓ Sole Proprietor and Single Member LLC - 2019 or 2018 Schedule C, Form 1040, and the detailed statement of "Other expenses" listed on line 27a; or
- ✓ Partnership - 2019 or 2018 Form 1065 and the detailed statement of "Other deductions" listed on line 20;

- ✓ C Corporation - 2019 or 2018 Form 1120 and the detailed statement of "Other deductions" listed on line 26;
- ✓ S Corporation - 2019 or 2018 Form 1120S and the detailed statement of "Other deductions" listed on line 19.

January 2020, February 2020, April 2020 and May 2020 Bank Statements

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**, the business must show an impact when April and May 2020 business related deposits are compared to January and February 2020 business related deposits.
- **The amount eligible for reimbursement** by the Grant is **one** of the following:
 1. 1.5 x the average payroll costs (including the calculated average owner's compensation or partnership draw incurred but not paid). The average will be calculated using the 2019 or 2018 tax return or 1st quarter 2020 (January through March) Form 941 submitted with the application.
 2. 3 x the average allowable expenses, per the Tarrant County Small Business Assistance Program guidelines. The average will be calculated using the 2019 or 2018 tax return submitted with the application.
- **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.

Required Certifications

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 I have provided herein are truthful and accurate. I further certify that this business is an eligible business for the purposes of this grant as set forth in the Tarrant County Small Business Assistance Grant Program Guidelines, and 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 or incurred 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

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

Yes

Printed Full Name of Grant Applicant