

Tarrant County Small Business Assistance Grant Program



Application Checklist

Application submittal period goes from June 22nd at 10am to July 1st at 6pm.

ALL BELOW MUST BE CHECKED TO QUALIFY FOR THE PROGRAM!

- My address is a Tarrant County City that is not Fort Worth
- My business is a for-profit business with 25 or fewer Full-Time Equivalent (FTE) employees as of March 1, 2020 (FTE employees are Full-Time + Part-Time employees (those that work less than 30 hours per week). Your FTE number = (Total average of hours worked per week by each part-time employee / 30) + Full-Time employees.
- My company is a Sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership or limited liability company.
- My business was open on or before January 1, 2020, yet was closed or partially closed because of COVID-19 and is in need of reimbursement for business interruption and/or incurred costs.
- My business does not have delinquent 2018 or prior year property taxes, tax liens or judgments.

NOTE: Owners of multiple businesses are only eligible to make grant application for ONE business location.

* All applicants are 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					

INFORMATION NEEDED TO FOR APPROVAL OF APPLICATION!

- 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).
- 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.
- 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 #/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.

Your signature will be required as a good faith certification as to the truth and accuracy of your information provided.