

RECOVERY GRANTS APPLICATION CHECKLIST

01

SMALL BUSINESSES

- Independently owned (chains not eligible)
- No more than 25 full-time eligible employees or equivalent

SOCIAL SERVICES NON-PROFITS AND TRAVEL, TOURISM, HOSPITALITY, AND ARTS NON-PROFITS

- Have an organizational Budget under \$1,000,000, not including pass through assistance provided from other sources to recipients
- Have board approval to apply
- Documentation showing service in or to low-to-moderate income areas (50 percent or more of clients living within QCTs or whose clients' average household income is under \$50,000)

02

LOCATION

- Within the city corporate limits

BUSINESS STATUS

- In business/fully functioning on or before January 1, 2020

BEHIND ON

- Mortgage, rent, lease, and/or utilities at time of application (with obligations incurred before City Council approval).

ALL PAST DUE STATEMENTS/COSTS MUST

- Be dated after November 22, 2021
- include all pages of the notice, total payment, amount and list of all missed months and/or payments

03

SMALL BUSINESSES

- Secretary of State documentation indicating current/active status
- Full time employee calculation (Add up total number of hours worked by all employees in a typical pre-COVID-19 week and divide that number by 40. This is your FTEs).

NON-PROFITS

- Total organizational budget amount
- 501(c)(3) IRS letter or documentation of tax-exempt church.
- Letter of incorporation
- Secretary of State documentation indicating current/active status
- Documentation serving low-to-moderate income areas (zip codes, maps, etc. no names or addresses of clients) within the Qualified Census Tract

04

ADDITIONAL VERIFICATION MATERIALS

- Describe the type of business/non-profit operating
- Date of opening
- Be in good standing with the City of Winston-Salem
- Have no outstanding judgement, tax liens, or pending lawsuits against entity.
- Not be delinquent on Federal taxes, direct, or guaranteed Federal loans, Contracts or grants.
- Not be suspended or debarred from contract with Federal government, receiving loans or grants.
- Describe in 500 characters or less what the grants funds will be used for and how it will help sustain your business/non-profit.

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READY TO APPLY

- Visit the CLFRF application website to begin your application

For questions about this application contact:

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