

# Newark Small Business Emergency Grant Fund

## Frequently Asked Questions

**Q: What are the eligibility criteria?**

A: Your business must meet the following:

- Have a nonresidential business with a physical establishment located in Newark
- Have ten (10) employees or less.
- Have experienced a direct loss of income due to COVID-19.

**Q: Where can I apply?**

A: The application is available on United Way of Greater Newark's website <https://uwnewark.org/> under Resources for Organizations. Or you can go directly to the online application at <https://www.surveymonkey.com/r/NewarkSmallBusinessCOVID19Grant>

**Q: What financial documents are requested for the application?**

A: Please submit the following documentation to [sbapp@uwnewark.org](mailto:sbapp@uwnewark.org) with your business name as the subject. All information will be treated confidentially.

- Financial Statements: Income Statement and Balance Sheet either audited or from accountants or QuickBooks
- Evidence of Hardship/Loss Example: A statement explaining how your business has been impacted. Or you can provide revenue from January to March 2019 and revenue from January to March 2020. Or the ordinance saying your business had to be closed to customers
- Budget showing how funds awarded will be used
- NJ Business Registration
- Payroll/Employee information or 1099s
- Proof of Liability Insurance

**Q: Are redacted documents acceptable?**

A: Only redact very sensitive information like a social security number.

**Q: What evidence of hardship do I provide?**

A: Evidence of Hardship/Loss can be one or more of the following:

1. A statement explaining how your business has been impacted.
2. Provide revenue from January to March 2019 and revenue from January to March 2020.
3. If a restaurant, provide the ordinance stating your business had to be closed to customers.

**Q: I applied for the grant. When will awardees be notified?**

A: Awardees will be notified within 10 business days of applying.

**Q: When will awardees receive funds?**

A: Successful applicants will receive payment within 30 days of complete application submission.

**Q: I am an undocumented individual with an LLC in Newark. Is my business eligible to apply?**

A: Only U.S. citizens and green card holders are eligible.

**Q: Is there a credit score minimum?**

A: No credit score is not considered for this grant fund.

**Q: How long do we have to be in business for to apply?**

A: The business must be in operation for at least one year.

**Q: I am unable to load documents to the application. How do I submit documents for my application?**

A: Send documents as attachments to [sbapp@uwnewark.org](mailto:sbapp@uwnewark.org) with the name of your business as the subject.

**Q: I was completing the application and had to prepare documentation. When I came back to the site, it didn't allow me to continue. What should I do?**

A: Please begin the application process again with all documentation ready. Complete application and submit documentation as attachments to [sbapp@uwnewark.org](mailto:sbapp@uwnewark.org) with the name of your business as the subject.

**Q: I don't have a payroll I use 1099s. Can I still apply?**

A: Yes, as long as you are a Newark-based business that has an office or commercial space with less than 10 employees. Note: In the application, questions 15-18 addresses contract staff (paid via 1099). Also, ensure you specify special issues in question 38 of the application.

**Q: I just signed a lease in February and don't have all the documentation requested. Can I still apply?**

A: Yes. Provide as much information as possible to prove that you occupy the address you are claiming as the location of your business. Include a copy of the lease you signed. In question 38, provide a note explaining what information is not available and why.

**Q: I started my business last year and my corporate tax returns are not available. What can I submit instead of tax returns?**

A: Submit financial statements from your accounting software (e.g. Quickbooks) or any other evidence to prove you have an active business that has operated for more than one year to [sbapp@uwnewark.org](mailto:sbapp@uwnewark.org) with the name of your business as the subject.

**Q: I am a property manager with maintenance employees. Can I apply for this grant?**

A: You must have a legally formed business either a sole proprietor, LLC, or corporation with a non-residential business address with 10 employees or less.

**Q: What proof do you need to show that I am not getting income from renters?**

A: Provide emails or letters from tenants stating that they can no longer pay. Cancelled checks for January to March 2020 will also be accepted.

**Q: Are non-profits eligible to apply?**

A: Non-profit corporations are not eligible to apply for this grant. Non-profit organizations may apply for the SBA Economic Injury Disaster Loan and \$10,000 Loan Advance at <https://www.sba.gov/funding-programs/loans/coronavirus-relief-options>

**Q: Can an entertainment service business apply?**

A: The business must be a legally formed business (sole proprietor, LLC, corporation) with a non-residential address in Newark with 10 employees or less.