



THE DOWNSTATE GRANT FOR SMALL BUSINESSES

THE FEDERAL GOVERNMENT HAS ALLOWED STATES TO RE-PURPOSE COMMUNITY BLOCK DEVELOPMENT FUNDS TO ASSIST SMALL BUSINESSES EFFECTED BY COVID-19 CLOSURES. THE GRANTS ARE SUBMITTED ON BEHALF OF THE BUSINESS BY THE CITY OF METROPOLIS.

IN ORDER TO BE ELIGIBLE FOR THIS GRANT YOUR BUSINESS MUST:

- HAVE BEEN OPEN AND OPERATED UNDER THE SAME OWNERSHIP FOR 3 YEARS
- MUST HAVE EITHER 1 FULL TIME OR 2 PART TIME EMPLOYEES ASIDE FROM THE OWNER(S)

IF YOU MEET THESE QUALIFICATIONS YOU CAN APPLY!

THE PURPOSE OF THIS FUNDING IS TO RETAIN EMPLOYEES AND CONTINUE OPERATIONS FOR A MINIMUM OF 60 DAYS AFTER THE AWARD DATE. THE MAXIMUM AMOUNT THAT CAN BE AWARDED IS \$25K. THE AMOUNT REQUEST IS DETERMINED THROUGH THE GATA BUDGET SPREADSHEET COMPLETED BY THE CITY USING NUMBERS PROVIDED IN FORMS BELOW PLEASE KNOW THAT ALL INFORMATION SUBMITTED ON THE FINAL GRANT IS FOIA REQUESTABLE.

What do I need to Submit?

BUSINESSES NEED TO SUBMIT THE FOLLOWING FORMS: - Click on form name to download form

- **PROJECT SUMMARY INFO REQUEST** - Info used on the GATA Budget and in Project Summary
- **NET INCOME VERIFICATION** - P & L Statement Info. Please only put info requested on Jan Budget
- **EMPLOYEE STATUS VERIFICATION FORM** - Submit 2 Copies of this form. 1. Fully completed 2. Only last name and work status
- **BUSINESS INFORMATION FORM** - Standard business contact information
- **YOUR MOST RECENT BUSINESS BANK STATEMENT**
- **A 1ST DRAFT OF YOUR PROJECT SUMMARY**

- PROVIDE A SUMMARY OF THE BUSINESS' PRESENT SITUATION.
 - BRIEF DESCRIPTION OF THE COMPANY
 - TYPE OF BUSINESS
 - PRODUCT OR SERVICE PROVIDED
 - HOW LONG YOU HAVE BEEN IN OPERATION
 - DESCRIBE HOW THE CDBG FUNDS WILL BE USED AND REASONS WHY THEY ARE NEEDED IN ORDER FOR THE COMPANY TO BE IN A POSITION TO RETAIN JOBS.
 - SPECIFIC NEEDS NEED TO BE IDENTIFIED. EXPLAIN WHAT CIRCUMSTANCES MAKE THIS PROJECT NECESSARY, IN MAINTAINING ADEQUATE PERMANENT WORKING CAPITAL TO SUSTAIN OPERATING NEEDS

IF YOU HAVE QUESTIONS ABOUT ANY OF THE FORMS OR NEED ASSISTANCE COMPLETING THE FORMS, PLEASE CONTACT:

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