

NYS COVID-19 Pandemic Small Business Recovery Grant Program

Be prepared to answer these questions on your grant application:

Person Filling Out Application Information

- First & Last Name
- E-mail
- Phone Number
- Business Name
- Zip Code of Business
- Referral Partner (Your selection for this field will not impact your application)
- Preferred Language

Business Owner Information

Owner First & Last Name

- Owner E-mail
- Owner Address, City, State, Zip Code, and County
- Owner Birthday
- Owner Social Security Number (or ITIN)
- % of Ownership

Business Information

- Business Name
- DBA (if applicable) Note: If your business does not have a DBA, type “NONE” in this field.
- Business EIN
- Business Phone Number
- Business Type
- State of Incorporation
- Business Address, City, State, Zip Code, and County
- Business Start Date
- Business Website Note: If your business does not have a website, type “none.com” in this field.

How can we help?

- Purpose of Grant
- Estimated Grant Eligibility Amount Note: The grant amount you can request is based on your Annual Gross Receipts in 2019.
 - Annual Gross Receipt for 2019 (this must match your tax returns)
 - Was your business profitable in 2019? (line 28, IRS Form 1120; line 22, IRS Form 1065; line 31, IRS Form 1040 Schedule C; or line 34, IRS Form 1040 Schedule F).
- # of Full -Time Employees (2020)
- # of Part -Time Employees (2020)
- # of Jobs Created (2020)
- # of Jobs Retained (2020)

Business Demographics

- Who is your customer base? B2B: Business-to-Business Company provides services or products to other businesses, B2C: Business to Consumer Company sells directly to individual consumers.
- What does your business do? What type of business is it?
- Tell us more.
- NAICS Code
- Women-Owned Business?
- Veteran-Owned Business?
- Disabled?
- Race?
- Ethnicity?
- Franchise?
- Minority-owned Business?

Disclosures

1. As of the date of the application is your business open and operating?
2. Is your business organized as For-Profit Business?
3. Are you in substantial compliance with applicable federal, state and local laws, regulations, codes and requirements?
4. Do you owe any federal, state, or local taxes prior to July 15, 2020, and do not have an approved repayment, deferral plan, or in agreement with appropriate federal, state, and local taxing authorities?
5. Is your business in the For-Profit Independent arts and cultural sector as defined above? (if you answer "yes," please answer the additional questions in the application)
6. Are you Service-Disabled Veteran Owned Business?
7. Is your business set-up as a worker cooperative?
8. Is greater than 50% of the small business owned by socially and economically disadvantaged persons, which may include minority or women-owned, service disable veteran or veteran-owned businesses, or businesses located in communities that were economically distressed prior to March 1, 2020 (per the U.S. Census)?
9. Annual gross receipts for 2019? (this should match your tax return)
10. Annual gross receipts for 2020? (this should match your tax return)
11. How many months were you in operation in 2019?
12. During COVID-19 Pandemic, has your business received any COVID-19 related emergency funding?
13. Did you receive any help or support from a NYS Technical Assistance Provider?
14. Did you receive any help or support from an Entrepreneurship Assistance Center (EAC)?
15. Did you receive any help or support from a Community Development Financial Institution (CDFI)?
16. Did you receive any help or support from a Chamber of Commerce?
17. Did you receive any help or support from a Small Business Development Center (SBDC)?
18. Is your business currently in need of technical assistance support or help?
19. Is your business currently in need of a loan?

ELIGIBLE USES OF FUNDS

Grants must be used for COVID-19 related expenses incurred between March 1, 2020 and April 1, 2021. These include:

1. Payroll costs;
2. Commercial rent or mortgage payments for NYS-based property (but not any rent or mortgage prepayments);
3. Payment of local property or school taxes associated with a small business location in NYS;
4. Insurance costs;
5. Utility costs;
6. Costs of personal protection equipment (PPE) necessary to protect worker and consumer health and safety;
7. Heating, ventilation, and air conditioning (HVAC) costs;
8. Other machinery or equipment costs;
9. Supplies and materials necessary for compliance with COVID-19 health and safety protocols; or
10. Other documented COVID-19 costs as approved by Empire State Development.

INELIGIBLE USES OF FUNDS

Grants awarded under the program may not be used to re-pay or pay down any portion of a loan obtained through a federal COVID-19 relief package for business assistance or any New York State business assistance programs.