

## SC CARES – Minority and Small Business Relief Grant Program

### WHAT DO YOU NEED TO KNOW BEFORE YOU APPLY?

#### WHO

Minority or Small Businesses that meet the following criteria:

- Employ 25 or fewer employees;
- Physically located in the State of South Carolina;
- In operation from September 13, 2019, to present; and
- Experienced a business impact due to COVID-19

#### WHAT

- Up to \$40 million in grant funds are available to reimburse qualifying expenditures for providing services or revenue loss due to COVID-19
- Grant awards will range from \$2,500 to \$25,000
- Qualifying expenditures include:
  - **Business staffing costs** (Ex. payroll and associated employee benefits, temporary and/or contract labor costs)
  - **Business operating costs** (Ex. supplies, raw materials, technology, marketing, communications)
  - **Facility costs** (Ex. rent, lease, or mortgage payments; equipment leases and purchases; utility costs)
  - **Personal Protective Equipment** (Ex. protective/sanitation supplies and equipment, installation of protective barriers, temperature detection equipment, disinfecting services)
  - **Revenue loss** (due to being partially or completely closed due to the COVID-19 public health emergency)

#### WHEN

The application window opens on October 19, 2020 and closes on November 1, 2020.

#### WHERE

A link to the application will be made available on the following website:

<https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>.

#### REQUIRED ORGANIZATIONAL SUPPORTING DOCUMENTATION

- A completed and signed IRS Form W-9 (must include Social Security Number, Employer Identification Number, or Taxpayer Identification Number) for the business
- Government-issued identification for at least 1 business owner (driver's license, US passport, or other government-issued identification card)
- Brief statement on business prior to COVID-19 and what the effects of COVID-19 have been to the enterprise

#### REQUIRED QUALIFYING EXPENDITURES DOCUMENTATION

Qualifying Expenditure	Required Documentation
<b>Business staffing costs</b>	Payroll records that shows employees, hours worked, dates worked, and pay rate

<b>Business operating costs</b>	Invoices/receipts of purchases
	Contracts and/or purchase orders for purchases
<b>Facility costs</b>	Rent, lease, or mortgage statement for facility used for the organization's property (cannot be a personal residence)
	Rent, lease, or purchase statement for equipment
	Utility bill for the organization's property (cannot be a personal residence)
<b>Revenue loss</b>	Revenue reduction worksheet (template to be provided); should show total loss of revenue for March-November 2020 as compared to March-November 2019; and,
	<p>Must be supported by at least <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>• 2019 and 2020 quarterly or annual tax filings</li> <li>• Profit/Loss Statement</li> <li>• Business financial ledger</li> <li>• Bank statements</li> <li>• Tax returns</li> <li>• Proof of contracts with dollar amounts</li> <li>• Certified Accountant Statements</li> <li>• Schedule C</li> <li>• Form 940 or 941</li> <li>• Self-certification statement</li> </ul>

#### **PROGRAM TIMELINE**

- October 12 – Publish application and documentation requirements for the grant program
- October 13 – Publish FAQ guidance, and open SC CARES Call Center for Minority and Small Business Relief Grant Program
- October 15 – Publish recorded webinar with instructions for application
- October 19 – Application window opens
- November 1 – Application deadline
- November 2 to December 3 – Applications review period.
- December 8 to December 15 – Grant award notification

#### **ADDITIONAL INFORMATION**

Additional information on the grant program may be found on the following website, beginning October 13: <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>.

You may also contact the SC CARES Call Center Monday through Friday from 8:30 am to 5:00 pm at (803) 670-5170 or [sccares@admin.sc.gov](mailto:sccares@admin.sc.gov).