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:

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

<table>
<thead>
<tr>
<th>Qualifying Expenditure</th>
<th>Required Documentation</th>
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<tbody>
<tr>
<td>Business staffing costs</td>
<td>Payroll records that shows employees, hours worked, dates worked, and pay rate</td>
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### Business operating costs
- Invoices/receipts of purchases
- Contracts and/or purchase orders for purchases

### Facility costs
- 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)

### Revenue loss
- Revenue reduction worksheet (template to be provided): should show total loss of revenue for March-November 2020 as compared to March-November 2019; and,

- Must be supported by at least one of the following:
  - 2019 and 2020 quarterly or annual tax filings
  - Profit/Loss Statement
  - Business financial ledger
  - Bank statements
  - Tax returns
  - Proof of contracts with dollar amounts
  - Certified Accountant Statements
  - Schedule C
  - Form 940 or 941
  - Self-certification statement

### 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](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).