

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 October 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
Business staffing costs	Payroll records that shows employees, hours worked, dates worked, and pay rate

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 <u>one</u> 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>.

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.