

**Q: How do I apply for the Greenville County CARES Grant Program?**

A: All applications are available online and can be accessed by visiting the Greenville County website: [www.greenvillegov.org](http://www.greenvillegov.org).

**Q: When does the application process begin?**

A: The application process will be open July 6, 2020.

Small Business Relaunch Grant program will begin July 6, 2020. First wave of funding is for small businesses that DID NOT receive PPP, EIDL; or benefited from the SBA Debt Relief Program under the CARES Act. Second wave of funding will begin on July 20, 2020 for all other small businesses, including those who have received PPP, EIDL, or benefited from the SBA Debt Relief Program.

**Q: When does the application process end?**

A: The application process will be a “first come” basis until further notice.

**Q: What documents do I need in order to apply?**

A: Applicants will have to provide documents based on the type of business and application being completed. For full list, please visit Greenville County website and select appropriate application:

**Documentation for Small Business Relaunch Program (including Minority Business & Non-Profits)  
For Profit Business**

D. Required Documentation

- For businesses with more than 1 employee, a copy of your 2019 W3 showing the number of employees. If not required to fill out a W3, please submit a copy of your 2019 1040 form. \*Required
- A copy or picture of each owner's photo ID (Driver's License or state-issued ID) \*Required
- A current copy of the City Business License from the municipality in which the business is located (if applicable).
- A paid Greenville County Business Property Tax receipt which can be located on the Greenville County Tax Search website: [Property Tax Search](#) \*Required
- If sole proprietor, S-Corp, or partnership, please provide a copy of your IRS required business schedules (ie Schedule C, K1 form, etc).
- A completed and signed IRS W-9 form. The Business name and address must match the information provided on both Greenville County Tax Receipt and grant application. You may get a blank form on IRS website: [IRS](#) \*Required
- Proof of payments for eligible expenses that grant funds will reimburse (ie itemized bank statements, receipts, etc). \*Required

## **Non-Profit Business**

### D. Required Documentation

- Please attach a copy/picture CEO/Executive Director's Driver's License *\*Required*
- 501c3 Determination Letter – including information outlining Health & Human Services or Art programs *\*Required*
- Most recently filed IRS Form 990 *\*Required*
- A completed and signed IRS W-9 form. The Mailing Address must match your organization registration and entries in the General Information section. You may get a blank form on the IRS website: [IRS](https://www.irs.gov/individuals/forms/w9) *\*Required*
- For non-profits with more than 1 employee please submit your 2019 W3 form. If not required to fill out a W3, please submit a copy of your 2019 1040 form. *\*Required*
- Proof of payments for eligible expenses that grant funds will reimburse (ie itemized bank statements, receipts, etc). *\*Required*

#### **Q: Are independent contractors eligible to receive grant funds?**

*A: No. An independent contractor is typically a person who provides services under a written agreement. They will not have any of the required documentation needed for application. Therefore, only businesses legally organized and located in Greenville County are eligible to receive grant funds.*

#### **Q: Is there a stipulation on how I can spend the grant funds?**

*A: Funds for the Small Business Relaunch Program are only to be used for reimbursement of allowable expenses related to COVID-19. Allowable expenses include, PPE, equipment, supplies, processes, building/equipment modification or adaptation, and operation procedures due to COVID-19.*

#### **Q: Am I able to save and come back to my application?**

*A: Yes.*

#### **Q: May I edit my required documents after I submit my application?**

*A: No. Documents cannot be edited after the application has been submitted. If you are missing a document or uploaded something incorrectly – you will be notified and asked to go into your application to amend by uploading appropriate documentation.*

#### **Q: What if my application is incomplete?**

*A: Applications will be automatically rejected if documents are missing, falsified or illegible.*

#### **Q: How many businesses will Greenville County assist?**

*A: Greenville County will provide grants to as many businesses as the grant allocation will fund.*

#### **Q: Do I have to pay the money back?**

*A: No. You will not have to pay back the grant unless money awarded is used for any purpose other than what is stated in the completed application.*

**Q: Where is this money coming from?**

*A: The funds for the Greenville County Grant Program are part of the County's Federal CARES Act funding.*

**Q: How much money will I receive?**

*A: This will vary depending on application and requests made. See below for eligibility as it pertains to the Small Business Relaunch Grant Program:*

- *Small businesses (including minority business and non-profits) with 1-5 employees are eligible up to \$5,000 and those with 6-50 employees are eligible up to \$10,000 to reimburse eligible COVID-19 related costs.*

**Q: Can my business qualify for other Greenville County grant programs?**

*A: Yes. You may apply to any grant programs that your business qualifies for based on given criteria.*

**Q: What is the approval process?**

*A: Applications will be reviewed in the order they are received. The review process will be tiered – final approval being in determined by County Administrators Office. Applicants will be notified by email as to whether their application has been approved or denied.*

**Q: Who will provide the funds if my business is approved?**

*A: The Greenville County Finances Office will coordinate and execute all grant distribution.*

**Q: How will I know my application has been successfully submitted?**

*A: After you submit your application, you will see a confirmation screen letting you know that it has been received. We recommend you make a copy of the confirmation screen for your records.*

**Q: Who can I contact if I have any questions?**

*A: Residents can call 467-CARE (2273) or email [cares@greenvillecounty.org](mailto:cares@greenvillecounty.org) with questions or visit the Greenville County website – [www.greenvillecounty.org](http://www.greenvillecounty.org).*

**Q: Am I eligible to apply if I live in another County, but my business is located in Greenville County?**

*A: Yes, if the business has a physical "brick and mortar" location in Greenville County.*

**Q: How do I know if my business is a publicly traded company?**

*A: Businesses can visit the [U.S. Securities and Exchange Commission's filing and forms web page](#).*