



REQUIRED INFORMATION

All applicants for the New Jersey Community Stage Relief Grant Program will need to provide the following information as part of the application:



- ❑ Contact information (phone number and email address) for an Authorized Representative
- ❑ Official business name and DBA/trade name (if different from official name)
- ❑ Business address and primary business location
- ❑ Business formation date and date operations began (may be different from business formation date)
- ❑ Federal Employer Identification Number (EIN)
- ❑ Business ownership structure (i.e. Sole Proprietor, C-Corporation, S-Corporation, etc.)
- ❑ 2019 and 2020 annual revenue
- ❑ 2019 and 2020 business operating revenue, including specific figures for Q2 2019 and Q2 2020



REQUIRED DOCUMENTATION

Businesses and venues will also need to provide the following documentation. All documents should be saved in a digital format that will be easy to upload (PDF, PNG, or JPEG).

The NJEDA strongly encourages all applicants to compile these documents before the application opens.

- **Current New Jersey Tax Clearance Certificate.** Certificates may be requested through the State of New Jersey's online Premier Business Services (PBS) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS.
- **Documentation demonstrating involvement in an average of at least two live performances or events per week (a total of at least 26 events) in any consecutive 13-week period beginning January 1, 2019.** Events featuring multiple artists can count as multiple "performances," with each artist counting as one performance (i.e. an event with three performers would count as three "performances"). Examples of acceptable documentation include ticket system reports, payment processor reports, receipts, dated marketing materials, media reports on events, tickets, ticket stubs, box office reports, ledgers, income statements, and live event calendars.
- **Documentation demonstrating the collection of admission fees for events.** Examples of documentation include reports provided by a third-party ticket seller or payment processor, copies of receipts or tickets/ticket stubs sold at an event, in house administrative documentation, marketing materials, and third-party media.
- **2019 and 2020 income statements.** Applicants that do not have 2019 and 2020 business income tax filings can provide quarterly income and expense statements for all quarters of 2019 and 2020 with a breakdown substantiating the operating revenue numbers specific to their venue or business. Examples of documentation that would fulfill this requirement include management prepared financial reports, financial reports generated by an accounting system or software package, or financial reports prepared by a third-party (i.e. a CPA, accountant, or bookkeeper).
- **2019 and 2020 New Jersey business tax returns.**
- **Documentation showing mutual agreements between four (4) different artists or their representatives and the applying entity or host venue that clearly demonstrate the performing artist was paid.** Examples of documentation include a contract executed by both the performing artist and the hosting venue that clearly stipulates the basis by which the performing artist is paid, or written or electronic copies of agreements such as copies of emails, electronic messages, and dated text messages if it is clear that the compensation was mutually agreed upon and is consistent with program requirements.
- **Venues only:** New Jersey Certificate of Occupancy.



Check your eligibility and prepare to apply at
<https://bit.ly/njedacommstagegrant>