



Small Business Improvement Grant – Checklist

Required Documents
1. Completed NJEDA online application
2. Current NJ tax clearance certificate (cannot be approved until received) -Directions for securing your tax clearance certificate
3. Documentation to verify entity applying's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors) Sole Proprietor: provide a Certificate of Trade Name (filed with the County Clerk) LLC: Certificate of Formation and Operating Agreement Corporation: Certificate of Incorporation and Bylaws Not-for- Profit: Certificate of Incorporation and Bylaws Out of State: If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.
4. Ensure entity applying has used proper name. Please check on: Business Name Search (njportal.com)
5. Federal Tax Filings (3 most recent consecutive years if available) – used to verify revenue at time of application to ensure meet SBA's definition of a small business
6. WR30 , Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter (3-months) prior to application and at time of application
7. Fully completed and uploaded at time of application Landlord Certification form provided by NJEDA
8. Executed lease or recorded deed evidencing site control of the relevant property
9. Fully completed and signed Prohibited Activities in Russia/Belarus certificate . Only for grants over \$25,000.

Eligibility Requirements
1. Must be a small business as defined by SBA based on NAICS code at time of application and one quarter (3 months) prior to application - not-for-profits are eligible as well.
2. Project costs must be at least \$5,000 and incurred on or after March 9, 2020 and two years prior to application date.
3. Project must be completed with proof of payment prior to application, or the expense is not eligible for reimbursement. Proof of payment can be a paid invoice, canceled check, credit card statement, bank statement, etc.
4. Eligible project costs that can be reimbursed must be capital improvements and purchases of new furniture and fixtures needs at the business location. This cannot include equipment that may leave the business location, or software that may need to operate a piece of equipment.
5. Project must have commenced no more than <u>2 years</u> prior to the application date
6. Home-based businesses are eligible but can only receive reimbursement for purchased <u>new</u> equipment and/or installation including furniture and fixtures. Home-based businesses are <u>not</u> eligible for reimbursement for renovation or improvement projects.
7. Applicant must be a commercial business that is the tenant or owners, cannot be a landlord.
8. Applicants are eligible to submit <u>one</u> application per EIN. Applicants operating from multiple locations under a single EIN are limited to 1 application only but may pool project costs from multiple locations into a single application.



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| <p>9. Applicant must agree to pay the program minimum wage requirements of the greater of \$15/hour or 120% of minimum wage unless employees are tipped employees then 120% of minimum wage is required to be paid.</p> <p>10. For grants under \$25,000 this is required for 2 years after execution of the grant agreement.</p> <p>11. For grants over \$25,000 this is required for 4 years after execution of the grant agreement.</p> |
| <p>12. Must be in good standing with any previous NJEDA approvals</p> <p>13. For projects over \$50,000 Green Building Standards must apply</p> <p>14. If a contractor was used that has 4 or more employees they must provide Affirmative Action paperwork.</p> <ul style="list-style-type: none">- AA Form 1- Initial Construction Project Workforce Report- AA Form 2- Monthly Project Workforce Report |
| <p>15. The small business must be in substantial good standing with the NJ Department of Labor and Workforce Development, the NJ Department of Environmental Protection, and the Department of Treasury (as determined by each Department)</p> |