

The City of Rochester EMERGENCY BUSINESS RETENTION GRANT - up to \$3,000

It is a GRANT, not a loan! It does not need to be paid back!

- The grant covers any UNPAID bills you have right now. Rent or mortgage, RG&E, Internet, business phone, supplies & inventory purchases. You will need to show an unpaid bill for each expense, so you may have to ask your landlord for a statement or invoice of rent due.
- After you're approved the City will mail you a check for the total amount of these bills, up to \$3,000. The process may take 4 to 5 weeks. You must agree to use the grant money to actually pay those bills.

APPLICATION INSTRUCTIONS

- Print out the Business Emergency Retention Grant form.
- Page 1. & 2. Fill in all the information, answer all the questions, and sign.
- Page 3. Sign the application certification.
- Page 4. Initial the two statements at the bottom and sign.
- Page 5. Fill in your business' name, check line 1, and fill in your name, title, signature & date.
- Page 6. Sign the credit check consent form.
- Page 7. Fill in top of the W9 form and sign.
- Page 8. Fill in the Disclosure information requested.
- Page 9. Check line 1 or 2. Fill in the added information if line 2 is checked. Sign and date.

ATTACHMENTS:

1. ___ the most current business Federal Income Tax Return for the past year.
(If a 2019 tax return is not available, please provide a 2018 Federal Tax Return along with an interim financial statement for all of 2019 (balance sheet & income statement), dated within 60 days.
2. ___ a copy of your current Workers Compensation insurance certificate.
OR if Workers Compensation Insurance is not required, then provide a CE 200 form. You may apply for and receive it immediately on-line at the following address:
http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
3. ___ a copy of each unpaid bill / expense that will be paid to maintain operations and retain jobs through the use of this grant. Grant funding may be utilized towards the following daily operating expenses: rent/mortgage, insurance, inventory, utilities and payroll.

SENDING YOUR APPLICATION - There are TWO WAYS:

1. SCAN EVERYTHING: and EMAIL THE FILES to CityBDRelief@cityofrochester.gov You will get a reply.
This is the fastest way to apply! It's best to make sure your business name is in the file name for each scan file. If you don't have access to a scanner you may be able to scan with your Phone. Also, places like Staples and FedEx stores will scan documents for you - for a small charge.
2. PUT THE APPLICATION and ALL ATTACHMENTS in an ENVELOPE and DELIVER IT to CITY HALL. Go inside Fitzhugh St. entrance & place the envelope in the Drop Box marked for grant applications.

Please let us know if we can help with any of the above steps. Just email or call.

John DeMott & Chris McDonald

SW Street Liaison Office, 19th Ward Community Association
St. Mary's Campus, 1st Floor, 89 Genesee St, Rochester NY 14611
Email: swroc.connections@gmail.com Phone/Text: 585-313-2559