

## 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.

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### 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.

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### 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](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.

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### SENDING YOUR APPLICATION - There are TWO WAYS:

1. SCAN EVERYTHING: and EMAIL THE FILES to [CityBDRelief@cityofrochester.gov](mailto: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.

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

*John DeMott & Chris McDonald*

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