



CITY OF ROCKY MOUNT, NORTH CAROLINA COVID-19 CDBG-CV Small Business Assistance Grant Program

Applicant Checklist

How To Apply:

- Business owners may apply via mail or delivery for City of Rocky Mount's Small Business Assistance Grant at the following address below.
- Qualifying businesses selected to receive grants will be contacted by City staff with a request to submit additional documentation prior to issuance of grant award (see below listing of additional required documentation that will be requested).
- Applications will be reviewed by City of Rocky Mount staff. If an application is incomplete and requires additional documentation, applicants will be notified and given ten (10) business days to respond or submit necessary documentation. If the applicant is unable to complete the application, it will be denied.

Additional Required Documentation for Application Submittal:

Below is a listing of the documentation that will be requested by City staff upon notification of selection to receive a grant:

- A copy of the applicant's government-issued identification card or driver's license.
- Applicant's most recently completed form 2018 or 2019 IRS Form 1040 (all owners 51% or business or more), Schedule C (sole proprietorship), Form 1120 (corporations), and other IRS forms as may be necessary to evidence for-profit business status and \$150,000 or less in annual gross revenue.
- Documentation of expenses for which the business is requesting assistance:
 - Lease or Mortgage (Rent)
 - Monthly Utility Statements
 - Receipts for PPE and other COVID-19-related costs
- Self-Certification of Income Form for Applicant / Business Owner (if the applicant / Business owner is the position used to qualify for the retained LMI job / position)
- Self-Certification of Income Form for Qualifying Employees (or QuickBooks, General Ledger, Payroll Statements or Canceled Checks to evidence payment by the business of a LMI wage for a job / position)
- City of Rocky Mount Vendor Identification Number – The City will disperse grant fund award payments directly to the applicant. Awardee will be required to enroll as a vendor and provide the City with an IRS W9 form (Request for Taxpayer Identification Number and Certification).

Please submit all required documentation to:
331 S. Franklin Street
Rocky Mount, NC 27804
252-972-1100