

# Franklin CARES Act Business Grant Application

## **Application Submission**

- You will receive an email confirmation when your application has been successfully submitted.
- Submit the completed application and required documents as noted below based on the type of business entity (sole proprietorship, partnership, corporation, or non-profit organization) under “Business Required Vetting Documents”.

## **Final Decision and Notification**

- Once a decision has been made, you will be contacted.
- All funds will be distributed via checks to the business’s legal name.

*NOTE: If your business has already received any other COVID-19 financial assistance programs (PPP, SBA Disaster Loan, local non-profit organizations, etc.) or any other CARES Act funds, backup documentation will be reviewed to determine if your business qualifies under the Franklin CARES program.*

## **Business Required Vetting Documentation**

### Business Type – Sole Proprietorship

- Form 1040 with Schedule C Profit & Loss
- Most recent W-3 form Transmittal of Wage and Tax Statements
- Copy of W-9
- Number of Independent Contractors (Form 1099- MISC)
- Form 1096 Annual Summary and Transmittal of U.S. Information Returns
- Actual operating business expenditures between January 1, 2020 through March 31, 2020
- Projected budget expenditures for operations between June 1, 2020 through December 31, 2020

### Business Type – Partnership

- Form 1040
- Form 1065 U.S. Returns of Partnership Income with Schedule K-1
- Copy of Partnership Agreement
- Listing of all partners and percentage of partners ownership
- Copy of W-9
- Copy of Form W-3 Transmittal of Wage and Tax Statements
- Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
- Number of Independent Contractors (Form 1099-MISC)
- Actual operating business expenditures between January 1, 2020 through March 31, 2020
- Projected budget expenditures for operations between June 1, 2020 through December 31, 2020

# Franklin CARES Act Business Grant Application

## Business Type – Corporation

- Copy of Article of Incorporation
- Listing of Board Directors/Members
- Copy of W-9
- Number of employees per most recent years tax returns
- Copy of Form W-3 Transmittal of Wage and Tax Statements
- Copy of Form 1096 Annual Summary and Transmittal of U.S. Information Returns
- Number of Independent Contractors (Form 1099-MISC)
- Actual operating business expenditures between January 1, 2020 through March 31, 2020
- Projected budget expenditures for operations between June 1, 2020 through December 31, 2020

## Non-Profit Organization

- Copy of W-9
- Copy of the IRS determination letter
- Most recent 941 or 943 Form
- Actual operating business expenditures between January 1, 2020 through March 31, 2020
- Projected budget expenditures for operations between June 1, 2020 through December 31, 2020