

Franklin CARES Act Business Grant Application

Application Submission

- 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
- Actual operating business expenditures between March 31, 2020 through September 30, 2020
- Projected budget expenditures for operations between October 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
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- Projected budget expenditures for operations between October 1, 2020 through December 31, 2020

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
- Actual operating business expenditures between March 31, 2020 through September 30, 2020
- Projected budget expenditures for operations between October 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
- Actual operating business expenditures between March 31, 2020 through September 30, 2020
- Projected budget expenditures for operations between October 1, 2020 through December 31, 2020
- Documents demonstrating loss and continued expenses