



Newton County Small Business Relief Grant Program

PROGRAM OVERVIEW

Newton County, Georgia seeks qualified businesses to submit applications in response to the Small Business Relief Grant Program (SBRGP). The SBRGP was established in response to the economic impacts experienced by small businesses because of the COVID-19 pandemic and its lasting impacts on local small businesses.

Funding for the SBRGP is made available by the American Rescue Plan Act of 2021 (ARPA) and will be administered by Newton County. The goal is to provide financial assistance to small for-profit businesses with up to 25 employees (including the owner) at the time of application with up to \$20,000 in grant funding, depending on the demonstrated pandemic impact on the business and reimbursable expenses demonstrated by the business.

Total Program Budget

The program has been allocated \$1,000,000.00 in American Rescue Plan Act (ARPA) funding by Newton County.

Eligible Applicants/Businesses

- The business must be a for-profit businesses operating within Newton County, Georgia.
- The business must have 25 or fewer employees.
- The business must have been in operation on or before March 3, 2021, and still, be in operation currently.
- The business must be willing to enter into a contractual relationship between the County and the business to ensure compliance with City, State, and Federal guidelines.
- The business will have priority if it is located in a Qualified Census Tract (QCT).
- The business must possess the capacity to be successful with the use of American Rescue Plan Act funds.
- If the business is a sole proprietorship or a partnership, each person owning an interest in the business must be at least 18 years old.
- If the business is a sole proprietorship, the business must have a valid occupational tax certificate consisting of the owner's social security number. If the business is anything other than a sole proprietorship, it must have a valid occupational tax certificate containing the Federal Employer Identification Number (FEIN) of the business.
- The business must have a State Employer Number and business bank account in the name of the business.
- If the business is a corporation, limited liability company, or limited partnership, it must be registered in good standing with the Georgia Secretary of State.
- The business must not currently be in bankruptcy. If the business is a sole proprietorship or a partnership, no person owning an interest in the business may currently be in bankruptcy.
- The business must be current with property taxes and any fees collected with property taxes or has a payment plan with the tax collector.

Available Grant Amount

\$20,000.00 (Max) – Dependent upon demonstration and verification of negative economic impact based on gross income.

Ineligible Applicants

Certain business types are ineligible to apply, including but not limited to the following:

- Franchises
- Hotels or Motels
- Liquor Stores
- Financial / Lending Institutions
- Private Membership or Fraternal Organizations/Businesses
- Adult Oriented Businesses
- National / Regional Chain Businesses
- Bars (eligible if less than 50% of revenue is from alcohol)
- Night Clubs
- Vape Shops and Hemp Shops
- Gambling Business
- Businesses owned in part or fully by a Newton County employee or family member of those individuals. An "employee" means: All officials, officers, members, and employees, whether elected or appointed and whether paid or unpaid, of the government of the city and all of its agencies, as well as family members of those individuals.

Geographic Service Area

Businesses must be located and operating within Newton County to be eligible for funding.

ARPA Requirements

Under federal regulations, the use of ARPA funds for small business assistance can be utilized to assist businesses that have been impacted by COVID-19. Under ARPA guidelines businesses that meet the following criteria may be eligible for Newton County's Small Business Relief Grant:

Reduced Income

Reduced income is indicated by a decline in gross revenue as evidenced in your submitted tax returns. If your business did not incur a loss in gross revenue, it implies that there was no negative financial impact. Grants will be provided based on the extent of gross revenue loss, up to a maximum amount of \$20,000.00.

Funding Availability and Terms

Funds are available as grants with a maximum request of \$20,000. Grant amounts will be determined according to the documentation provided by the business. Assistance amount will be based on the financial impact of the pandemic upon the business as determined by Newton County. Funds received will be capped by the total losses shown by the business for the impacted criteria they are claiming.

Eligible Use of Funds

Only expenses from March 3, 2021 and on are eligible to be used for the grant.

Funds may be used for the following:

- Payroll
- Mortgages
- Rent
- Other Reasonable Business Expenses

Ineligible Use of Funds

Funds under this program may not be used to:

- Pay off non-business debt, such as personal credit cards for purchases not associated with the business
- Purchase personal expenses such as buying a new family car or making repairs to a participant's home
- Direct financing for political activities or paying off taxes and fines
- Purchase personal items or support other businesses in which the owner may have an interest

Required Documents

- Two (2) Years of Consecutive Tax Returns (2020 & 2021) or (2021 & 2022) Form 1040/1120 or Schedule C
- Photo Identification - examples of eligible forms of ID include the following:
 - Valid Driver's License
 - Birth Certificate
 - State-issued Identification Card
 - Military Identification Card
 - Passport or Passport Card
- [Completed W-9](#)
- Occupational Tax Certificate
- Business Certificate of Incorporation
- Internal Revenue Service EIN Determination Letter (sole proprietorships are exempt)

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----- Please read this document in its entirety before you proceed -----

General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that this email address will be used as the Authorized Representative email address in your application form.



You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametrics-800652.workflowcloud.com/forms/21a871ad-9b90-41da-b36b-dc1a0c154a47> to begin the registration process.

- Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

1 Introduction **2 Prequalification** **3 Registration**

Preferred Language
 English Español

Newton County Small Business Support Program
 Applicant Registration Form

Program Scope:
 Newton County, Georgia seeks qualified businesses to submit applications in response to the Small Business Relief Grant Program (SBRGP). The SBRGP was established in response to the economic impacts experienced by small businesses because of the Covid-19 pandemic and its lasting impacts on local small businesses.

Total Program Budget:
 The program has been allocated \$1,000,000.00 in American Rescue Plan Act (ARPA) funding by Newton County.

Eligible Applicants / Businesses:
 For-profit businesses operating within Newton County, Georgia employing up to twenty-five (25) employees may apply. A small business must have been in operation on or before March 3, 2021, and still, be in operation currently. A contractual relationship will be established between the County and the small business to ensure compliance with City, State, and Federal guidelines.

Available Grant Amounts:
 \$20,000.00 (Max) - Dependent upon demonstration and verification of negative economic impact.

Ineligible Applicants:
 Certain business types are ineligible to apply, including but not limited to the following:

- Franchises
- Hotels or Motels
- Liquor Stores
- Financial / Lending Institutions
- Private Membership or Fraternal Organizations/Businesses
- Adult Oriented Businesses
- National / Regional Chain Businesses
- Bars (eligible if less than 50% of revenue is from alcohol)
- Night Clubs
- Vape Shops and Hemp Shops
- Gambling Business

Geographic Service Area:
 Businesses must be located and operating within Newton County to be eligible for funding.

ARPA Requirements:
 Under federal regulations, the use of ARPA funds for Small Business assistance can be utilized to assist businesses that have been impacted by Covid-19. Under ARPA guidelines businesses that meet any of the following criteria may be eligible for Newton County's Small Business Relief Grant:

- Reduced Income

Funding Availability and Terms:
 Funds are available as grants with a maximum request of \$20,000. Grant amounts will be determined according to the documentation provided by the business. Assistance amount will be based on the financial impact of the pandemic upon the business as determined by Newton County. Funds received will be capped by the total losses shown by the impacted criteria they are claiming.

Expenses Eligible for Reimbursement:
 Only expenses from March 3, 2021 and on are eligible for reimbursement.

Funds may be used for the following:

- Payroll
- Mortgages
- Rent
- Costs associated with mitigation or prevention of COVID-19 such as physical plant changes to enable social distancing, enhanced cleaning efforts, barriers or partitions, or COVID-19 vaccination, testing, or contact tracing programs
- Technical assistance, counseling, or other services to assist with business planning needs
- Other operating costs because of the public health emergency and measures taken to contain the spread of the coronavirus.

Ineligible Use of funds:
 Funds under this Program may not be used to:

- Pay off non-business debt, such as personal credit cards for purchases not associated with the business
- Purchase personal expenses such as buying a new family car or making repairs to a participant's home
- Direct financing for political activities or paying off taxes and fines
- Purchase personal items or support other businesses in which the owner may have an interest.

Required Documents:

- Two (2) years of consecutive tax returns (2020 & 2021) or (2021 & 2022) Form 1040/1120 or Schedule C. (Businesses that have been in business for at least one (1) year must provide tax return for 2021 or 2022 and businesses requesting funds for loss of revenue must submit 2019 tax returns).
- Copy of photo ID to verify identification. Examples of eligible forms of ID include the following:
 - Valid Driver's License
 - Birth Certificate
 - State-issued Identification Card
 - Military Identification Card
 - Passport or Passport Card
 - Completed W-9
 - Occupational Tax Certificate

Please note that you must have access to email in order to complete the registration process and to submit the application.

Please read the [End User License Agreement](#) before proceeding.
 Cookies are required - please read the [Privacy and Cookies Policy](#) before proceeding.
 Please download the [Program Overview and Instructions](#) before proceeding. Save the instructions and read them before starting your application.

For any question or assistance with the grant application, please contact us via email at NewtonSBSupport@ParametricsDS.com or by phone at (706) XXX-XXXX. Phone hours are Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy *

Next | Siguiente

- After submitting the registration form, you will receive a registration verification email from Newton County <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the "Verify Email" button to complete the registration process.

Preferred Language
 English Español

Newton County Small Business Support Program

Thank you for submitting the Applicant Registration Form. Please verify your email by clicking on the button below.

Verify Email | Verificar Email



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

- After verifying your email, you will receive a registration confirmation email from Newton County <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be started and saved, if additional time is needed. The below section, "Submit an Application Intake Form – To Start an Application" provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

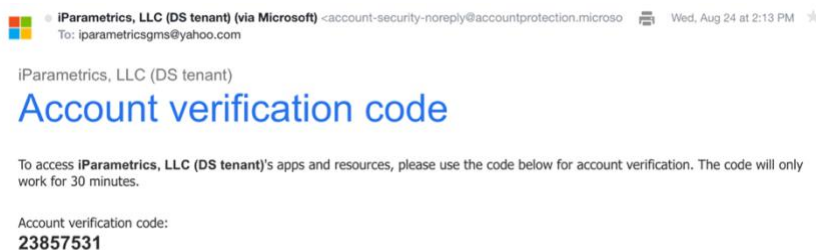
To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.

3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
 - a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
 - b. Note that we do not save your password in our system.

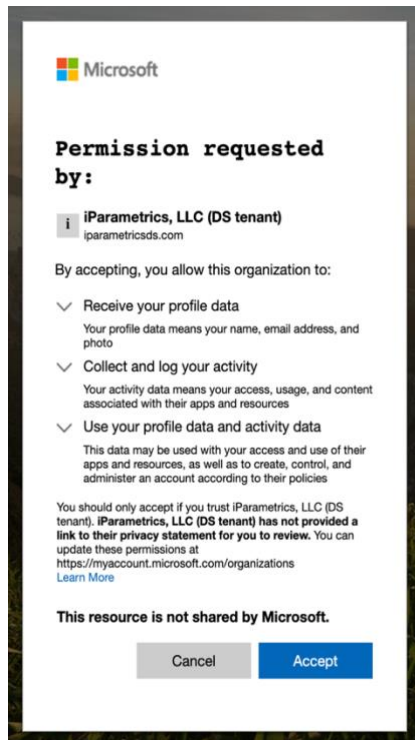
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParameters LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.



- b. Log in using the one-time code.

- If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at NewtonCountySBRGP@iParametricsDS.com or by phone at (678) 965 - 8035. Phone hours are Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.




- Begin the application process by filling out the application form with all required information and supporting documentation.

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.
 - a. To complete the application in one-sitting, complete the form in its entirety, and click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
 - b. To save the application and continue at a later time, click on the “Save and continue” button at the bottom of the form. Please ensure that the “The form has been saved.” green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.

The form has been saved.

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 **Newton County Small Business Support Program**

Acknowledgements and Consents | Reconocimientos y Consentimientos

By submitting this application, I accept and acknowledge the following:

- Funding under the Program is limited. Submission of an application in no way constitutes a guarantee of funding;
- All information provided in this application is true to the best of my knowledge. I understand that knowingly submitting false or fraudulent information may result in being deemed not eligible for assistance under the Program and/or repayment of program funds awarded;
- I authorize Newton County and its designees to share the information provided herein with third parties to the extent necessary to determine eligibility for the Program or to carry out other Program activities;
- I am authorized to make representations for the Entity contemplated in this application, up to and including entering the Entity into legally binding agreements;
- I acknowledge that if the Entity receives funding from this Program, then they are required to sign an American Rescue Plan Grant Agreement. I understand that no funding will be released until a signed grant agreement is provided. Additionally, if an audit or other examination by Newton County or other entity determines that such funds were either not spent or improperly spent by Grantee, the Grantee shall be responsible for repaying any and all unused or improperly spent funds to the Newton County Government within thirty (30) days of receiving notice by the Newton County Government.

For reference, a copy of the American Rescue Plan Grant Agreement can be viewed [here](#). If the Entity receives funding from this Program, the Entity will be required to sign this document before payment is released.

Your Name * Today's Date *

Checking the checkbox is equivalent to a handwritten signature *



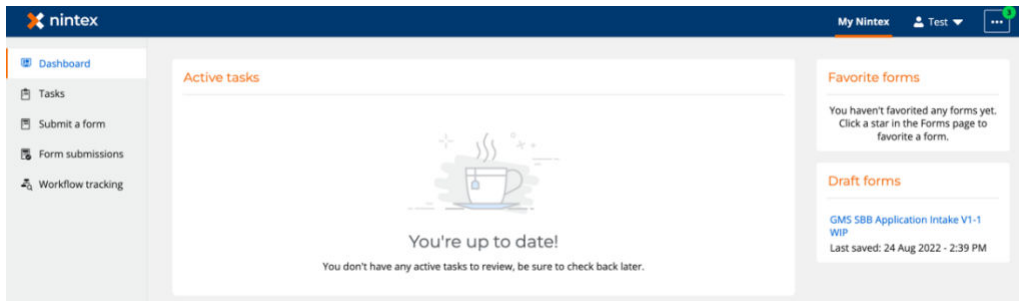
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



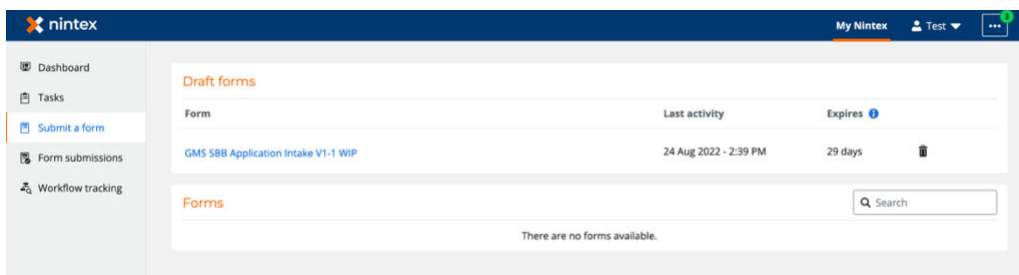
While the application undergoes the review process, a Case Manager may contact the Applicant using the Authorized Representative contact information if any additional information is needed. It is the Applicant's responsibility to respond in a timely manner. If the Applicant fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

To Continue on a Saved Application

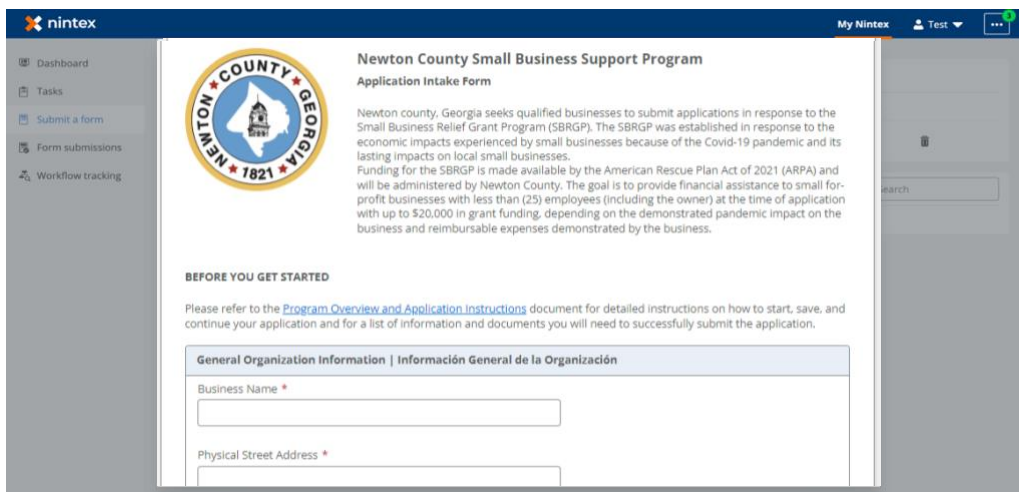
1. Click on the Application Continuation Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation menu on the left of the screen.



4. Click on your saved form under the “Draft forms” section at the top of the screen.



5. Continue filling out the application form with all required information and supporting documentation.



6. Continue to save and continue on the application as many times as necessary following “To Start an Application” Step 6 and all steps within “To Continue on a Saved Application.” Once the form has been completed in its entirety, click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.



All saved applications must be completed and submitted within 30 days from the date they are saved or they will be automatically deleted by the system.

INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

Application Information

- Business Name *
- Physical Street Address, City, State, and Zip Code *
- Mailing Street Address, City, State, and Zip Code *
- Business Phone Number *
- Federal Entity Identification Number
- Date of Establishment *
- Attestation that the business intends to stay in business for the next 12 months. *
- Attestation that the business has 25 or fewer employees. *
- Please select which district the business is located in. *
 - Please use the following map to locate the district: <https://co.newton.ga.us/176/District-Maps>
- Does the business have COVID-19 related revenue loss? *
- Is the business involved in a current bankruptcy? *
- Authorized Representative Name, Business Title, Email, and Phone *
 - The Authorized Representative will serve as the main contact for the application, review, reporting and administration process.
- Authorized Representative Mailing Address, City, State, and Zip Code *
- Business Owner Name, Business Title, Email, and Phone *
 - The Business Owner will be required to sign the grant agreement agreeing to comply with the terms and conditions of the Newton County Small Business Relief Grant Program.
- Business Owner Mailing Address, City, State, and Zip Code *
- Please explain in detail what hardships your business faced due to COVID-19. *
- Please provide a description of how the grant money will be used. *
- Attestation that the business is an eligible business type. *
- Business Type *

Application Documentation

- Signed and Dated W-9 Form *
- Internal Revenue Service EIN Determination Letter (sole proprietorships are exempt)
- Business Certificate of Incorporation *
- Business Occupational Tax Certificate *
- Business Owner Identification *
 - Eligible forms of identification include the following:
 - Valid Driver's License
 - Birth Certificate
 - State Issued Identification Card
 - Military Identification Card
 - Passport or Passport Card
- Two (2) years of consecutive tax returns (2020 & 2021) or (2021 & 2022) Form 1040/1120 or Schedule C *

Additional Questions? Email NewtonCountySBRGP@iParametricsDS.com or call (678) 965-8035