



MONTGOMERY
COUNTY

OFFICE OF CARES ACT



MONTGOMERY COUNTY
CARES
ABOUT SMALL BUSINESS

COVID-19 Relief Grants are now
available for small businesses!

- Grants of up to \$10,000
- Businesses with fewer than 30 employees
- Less than \$1 million gross annual revenue
- Must be located within Montgomery County

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OFFICE OF CARES ACT

BUSINESS SOLUTIONS CENTER

1435 Cincinnati St., Ste. 300
Dayton, Ohio 45417
www.mcohiocares.org

DIRECTOR

Marvene Mitchell-Cook

COUNTY COMMISSIONERS

Judy Dodge
Deborah A. Lieberman
Carolyn Rice

COUNTY ADMINISTRATOR

Michael B. Colbert

CARES Act

Small Business COVID-19 Grant Application Requirements

The Montgomery County Office of CARES Act will be distributing financial assistance to assist small businesses in Montgomery County with relief from the COVID-19 crisis. Eligible small businesses can apply for \$5,000 to \$10,000 dollars to use for rent/mortgage, utilities and business insurance. Montgomery County is utilizing \$40 million of its CARES allotment.

In general, the intent of this grant is to help small businesses that have been impacted the most by COVID-19 and have not already received federal assistance. The grant is aimed at small business that were interrupted through required closures, had to close voluntarily to promote social distancing, or that were impacted by decreased customer demand due to the COVID-19 pandemic.

We know this pandemic has been difficult for so many people and businesses in Montgomery County. We are here to support you. We look forward to providing you with more information as we develop the grant program(s).

Eligibility Criteria

- The applicant must be a small business with 30 or fewer total employees
- The small business must have less than \$1 million gross revenue
- The small business must be located in Montgomery County, Ohio
- The small business must not have already received any federal assistance (CARES or COVID-19, SBA loans etc.)
- The small business must have a physical storefront (bar, restaurant, retail, barbershops, etc.) and be allowable home office as reported in most recent filed tax return
- The small business must be current on all federal, state and local taxes
- The small business must be in compliance with State of Ohio small business requirements
- Must retain one (1) full time employee for at least three (3) month after grant award

Business Required Vetting Documentation

Business Type – Sole Proprietorship

- Copy of last 2 years tax returns including Form 1040 w/Schedule C Profit or Loss from Business (Sole Proprietorship);
- Copy of most recent Form W-3 Transmittal of Wage and Tax Statements
- Copy of most recent Form 1096 Annual Summary and Transmittal of U.S. Information
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 years tax returns
- Number of Independent Contractors (Form 1099's-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31, 2020

NOTE: ENSURE ALL REQUIRED DOCUMENTS HAVE BEEN UPLOADED WHEN YOU FILE!!

**Business Required Vetting Documentation
(Continued)**

Business Type – Partnership

- Copy of last 2 years tax returns including Form 1040 w/Schedule K-1, Form 1065 U.S. Returns of Partnership Income
- Copy of Partnership Agreement
- Listing of all partners and percentage of partners ownership
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 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's-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31,2020

Business Type – Corporation

- Copy of last 2 years Corporation tax returns
- Copy of Article of Incorporation
- Listing of Board of Directors/Members
- Employer Identification Number (EIN #) If Applicable
- Copy of W-9
- Number of Employees per most recent 2 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's-Misc.)
- Proof of actual operating business expenditures between January and March 2020 (was operating before March 1, 2020)
- Projected budget expenditures for operations June 1, 2020 through December 31,2020

For additional information regarding Montgomery County CARES Act - Small Business Grants, contact:

**Julius Ruby Sr., Coordinator,
Montgomery County Office of CARES Act
(937) 224-FUND (3863)
(937) 813-1200 (Main)
McCaresJR@mcoho.org
1435 Cincinnati Street, Suite #300
Dayton, OH 45417**

www.mcohiocares.org