



SMALL BUSINESS GRANT PROGRAM

Program Guidelines | Revised: November 2, 2022

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PROGRAM GUIDELINES

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1. PURPOSE

The Small Business Grant Program (Program) provides assistance to small businesses that were negatively impacted by the COVID-19 pandemic.

The Missouri General Assembly appropriated \$10 million to the Department of Economic Development (DED) in House Bill 3020 at § 20.075 (2022). Of the total available funds, \$2 million are reserved for minority- or women-owned small businesses.

The Program is funded through U. S. Department of the Treasury (Treasury) Coronavirus State and Local Fiscal Recovery Funds authorized by the American Rescue Plan Act (ARPA). As a result, the grant must comply with federal requirements, including Treasury regulations in [31 CFR part 35](#).

2. TIMELINE

DED intends to award all funds in one funding round, but may hold additional funding rounds to ensure all available funds are spent. Awards are to be made on first come, first served basis until all funds are expended, prior to the ARPA funding deadline.

DED will adhere to the following schedule:

August 31, 2022 | Draft guidelines posted for public comment

November 2, 2022 | Final guidelines posted

November 16, 2022 | Application opens for submission at 10:00 a.m. CST

Awards will be announced as reviews are completed.

NOTE: The dates above are subject to change.

3. APPLICANTS

3.1. ELIGIBLE APPLICANTS

Entities meeting all of the following requirements are eligible to apply for funds from the Program. Additional requirements for demonstrating negative economic impact due to the COVID-19 pandemic are in Section 4 of these Guidelines.

3.1.1 ALL APPLICANTS:

1. Applicant is organized as a for-profit entity
2. Applicant must be Missouri-based (located and operating in the state of Missouri)
3. Applicant must, at the time of application, employ 50 or fewer full-time employees, including the owner(s)
 - (a) Full-time employee is defined as an individual who is scheduled to work 35 or more hours per week
4. Applicant must have been in operation in Missouri since before January 1, 2020 and be currently operating
5. Applicant must self-certify that, barring unforeseen circumstances, it plans to remain in business through calendar year 2023
6. If Applicant is a type of entity required to register with the Missouri Secretary of State (SOS) to conduct business in Missouri, Applicant must be registered and in good standing with the SOS
7. Applicant is enrolled in E-Verify and provides a copy of its signed Memorandum of Understanding with the U.S. Department of Homeland Security, as required by [§ 285.530 RSMo](#)¹, unless Applicant is a sole proprietor with no employees
8. Applicant has a Missouri Tax ID Number (EIN)
9. Applicant has a Federal Employer Identification Number (FEIN)
10. Applicant has submitted a Vendor Input Form and received a SAMII Vendor ID Number

3.1.2. MINORITY- OR WOMEN-OWNED BUSINESS APPLICANTS:

In addition to meeting the criteria in numbers 1 through 12 of Section 3.1.1, an Applicant meeting the following additional requirement will be eligible for the funds set aside for minority- or women-owned small businesses, as set forth in Section 1 of these Guidelines:

1. Applicant must self-attest that it is at least 51% owned and controlled by one or more minority persons or women. Businesses are not required to be certified by any government entity to be eligible, but if a business is so certified, it may submit proof of certification instead of a self-attestation.

¹ The [E-Verify Program](#) is currently the only federal work authorization program as described in [§ 285.530 RSMo](#). If Applicant is not already enrolled in E-Verify, go to <https://e-verify.uscis.gov/enroll/> to learn what is needed to enroll and enroll in the program. Applicant can provide a copy of the entire MOU or it can provide the last few pages starting with the signature page. Include the page(s) with "Information relating to your Company" and "Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State", which should be the pages immediately after the signature page.

3.2. INELIGIBLE APPLICANTS

Ineligible applicants for this Program include:

1. Businesses not meeting the requirements in Section 3.1.1 of these Guidelines
2. Chains or franchises with five or more locations
 - a. A chain is defined as a business with more than one location operating under the same ownership.
 - b. A franchise is defined as a joint venture between a franchisor and a franchisee. The franchisee buys the rights to sell products or services of a franchisor at one or more locations. If a franchise has more than five locations, none of the franchisee locations are eligible for this grant, regardless of how many locations are owned by a single franchisee.
3. Individuals (other than as sole proprietors)
4. Nonprofit organizations
5. Governmental entities
6. Casinos, casino hotels, and other gambling establishments
7. Medical marijuana businesses
8. Publicly traded companies
9. Applicants that are debarred or suspended from receiving federal funds
10. Applicants that have permanently closed without plans to reopen
11. Applicants currently in a bankruptcy proceeding
12. Applicants with less than \$2,500 in decreased gross revenues/receipts (as calculated in Section 4).

4. CALCULATION OF AWARD

The Treasury regulations and other federal guidance require that small businesses must have been negatively economically impacted due to the COVID-19 pandemic in order to receive assistance.

4.1. DECREASED GROSS REVENUE/RECEIPTS

Eligible applicants are qualified to receive Program funds by submitting documentation demonstrating negative economic impact due to the COVID-19 pandemic in the form of declining revenues or gross receipts of at least \$2,500.

Proof of declining revenues or gross receipts is to be demonstrated by the Applicant through the submission of tax filings showing a decrease in gross revenue/receipts in 2021 as compared to gross revenue/receipts in 2019.

4.2. MINIMUM AND MAXIMUM AWARDS

With required documentation, and subject to the availability of funds, an Applicant will receive an award equal to the amount of decreased gross revenue/receipts demonstrated between the 2019 tax year and the 2021 tax year, within the following limits:

Award minimum: \$2,500
Award maximum: \$25,000

4.3. REQUIRED DOCUMENTATION

4.3.1 Tax Filings

Applicants must submit a copy of their 2019 tax filing and 2021 tax filing. The following forms are acceptable documentation:

- a. Form 1120
- b. Form 1120S
- c. Schedule C filed with Form 1040
- d. Schedule F filed with Form 1040
- e. Form 1065

4.3.2. Narrative Statement

Statement of 300 words or less explaining how Applicant's decrease in revenue or receipts was related to the COVID-19 pandemic.

5. APPLICATION PREPARATION

Applicants can access and complete the application for this Program using the [MO DED ARPA Application Portal](#).

5.1. SUBMITTING MULTIPLE APPLICATIONS

Each small business may submit one application.

5.2. REQUIRED DOCUMENTATION

Applicants will be required to submit documentation to the MO DED ARPA Application Portal demonstrating eligibility.

In preparation for applying, Applicants are encouraged to ensure they have the following information ready and available, and in many instances these documents will need to be uploaded during the application process. Having this prepared in advance of applying will help assure a timely application process, as well as assist applicants in ensuring a complete and accurate application is submitted.

DED reserves the right to request additional documentation or to modify the required documentation.

Requirement	Sources for Obtaining Information or Documents
Federal Employer Identification Number (FEIN)	Your Federal Employer Identification Number (FEIN), also referred to as your Employer Identification Number (EIN), is listed on your tax filings.

	<p>Locating your Federal Employer Identification Number from your tax filings:</p> <ul style="list-style-type: none"> • Form 1120 – Line B • Form 1120S – Line D • Schedule C filed with Form 1040 – Line D • Schedule F filed with Form 1040 – Line D • Form 1065 – Line D <p>Don't have a Federal Employer Identification Number (FEIN)? Apply for one here.</p> <p>Lost or misplaced your Federal Employer Identification Number (FEIN)? Click here for guidance.</p> <p>Sole proprietors that are not required to have an FEIN should enter their 9-digit Social Security Number in this field of the application.</p>
MO Tax ID Number	<p>If you have employees, you will have a MITS number. Additionally, businesses registered with the Secretary of State are required to have a Missouri Tax ID Number if they collect any of the following taxes:</p> <ul style="list-style-type: none"> • Retail Sales Tax • Vendors Use Tax • Consumers Use Tax • Employer Withholding Tax • Corporate Income Tax. <p>Businesses not required to have a MO Tax ID number will enter "EXEMPT" in this field of the application.</p> <p>Sole proprietors that are not required to have a Missouri Tax ID should enter their 9-digit Social Security Number in this field of the application.</p> <p>If you need to locate your MITS number, call the Missouri Department of Revenue, Business Tax Registration at (573) 751-5860.</p>
6-digit NAICS Code	<p>The North American Industry Classification System Code (NAICS) is the 6-digit number used for classifying entities for data and classification purposes. Missouri businesses are assigned a NAICS when they file a "Report to Determine Liability Status" with the Missouri Department of Labor and Industrial Relations for Unemployment Tax Liability. If</p>

	you don't know your NAICS code, call (573) 751-3340.
Proof of employee count	Submit a copy of most recently filed Employer Withholding form 941 OR quarterly State unemployment (SUTA) form showing number of employees.
Tax filings from 2019 and 2021	A copy of following forms are acceptable documentation: a. Form 1120 b. Form 1120S c. Schedule C filed with Form 1040 d. Schedule F filed with Form 1040 e. Form 1065
Negative economic impact statement	Statement of 300 words or less describing how Applicant's business was negatively impacted by the COVID-19 pandemic.
Registered and in good standing with MO Secretary of State, if required for the entity type	Submit a link to the business' listing on the Secretary of State's Business Portal webpage (bsd.sos.mo.gov) using the business search function (no account needed to use the Business Search). How to locate your business' listing on the Secretary of State's Business Portal webpage: 1. Visit the Secretary of State's Business Portal webpage at bsd.sos.mo.gov 2. Use the business search function (located at the bottom center of the page - no account needed to use the Business Search) 3. Select "Search by Name" 4. Search your business' legal name (do not enter a DBA) 5. Select your Business Name from the search results 6. Copy the web address from your business' Secretary of State's Business Portal webpage 7. Paste your business' listing in the Notes column to the right for easy access during the application process Sole proprietors should enter "EXEMPT" in this field if the sole proprietorship is doing business under the owner's true name. If a sole proprietorship is doing business under a name other than the owner's true

	name, a fictitious name filing is required by the Secretary of State.
E-Verify Registration and MOU	<p>Entities must be registered with E-Verify to receive ARPA funding. You will need a copy of the electronically signed Memorandum of Understanding between your entity and the U.S. Department of Homeland Security, to register for E-Verify, visit https://e-verify.uscis.gov/enroll.</p> <p>Already enrolled? To retrieve a copy of your electronically signed MOU:</p> <ul style="list-style-type: none"> • After receiving a confirmation email that your organization is successfully enrolled, log back into the Account • Click on "Edit Company Profile" in the left menu • Click on "View MOU" button • ONLY the Program Administrator can access the electronically signed MOU <p>Sole proprietors with no employees are exempt from this requirement.</p>
Beneficiary Agreement	Applicants will need to download, print, and obtain a notarized signature on the Beneficiary Agreement .
Leadership and Ownership Information	<p>Applicants must enter full legal name and date of birth for all of the following:</p> <ul style="list-style-type: none"> • All directors, officers (president, vice-president, secretary, treasurer); • Executives (chief executive officer, chief financial officer, or similar position); • Members of the management team directly responsible for the operations of Applicant if persons other than those in 1 or 2; • For privately-held companies, any individuals with at least a 10% ownership interest <p>Applicants that are privately-held companies that are a wholly or partially-owned subsidiary of another company or companies must enter full legal business name of each company with at least a 10% ownership interest.</p>

6. APPLICATION REVIEW AND AWARD

Applications will be reviewed for eligibility and awards made to eligible applicants in the order in which a completed application is received, until all available funds are expended.

6.1. TERMS AND CONDITIONS

When submitting an application for this grant program, the Applicant must agree to terms and conditions including the following:

- (a) Keep records relating to the grant for five years from award;
- (b) Agree to use the grant proceeds for the Applicant's business;
- (c) Upon request, provide DED with copies of records related to the Application or the use of the grant award;
- (d) Agree to repay the State the grant amount if it is discovered that there was fraud, misrepresentation, or noncompliance; and
- (e) Agree that DED may disclose grant records to other state agencies or public governmental bodies in the course of administering the grant.

6.2 APPLICATION REVIEW COMMUNICATION

Please be sure to [safelist notification emails](#) from Submittable and check the email you used to sign up for your Submittable account regularly.

DED will communicate with Applicants via the Submittable messaging system if application information or documents appear to be incomplete or incorrect. To maintain one's place in line for a grant, an Applicant will have an opportunity to cure the issues within three business days of the date the notification was sent by DED. (Weekends and state holidays are not business days.) If an Applicant fails to submit complete, correct information/documentation within three business days of the notice from DED, the application will be denied.