

## Application for ARPA Funding for Businesses

The Mayor and City Council has authorized the City to provide up to 50 City businesses with \$5,000 in business assistance awards using funds the City received as part of the American Rescue Plan Act of 2021, known as ARPA. To be eligible, a small business must meet several requirements under the program.

**This program is limited to small businesses, only with a maximum of 25 full-time employees.**

*The following businesses are not eligible:*

1. *Business owners who work for a local, state, and federal government (including school boards).*
2. *Owned by an elected officials.*
3. *Business who received any COVID-19 related relief funds, such as PPP, EDIL or American Rescue Plan Act ("ARPA") funds from any other entity, including Rockdale County, Georgia.*
4. *Non-profit organizations.*

## Eligibility

### I. General Requirements

- A. Must be a current City business owner for at least the previous 2 years, as of November 1, 2021.
- B. Business owners must provide all the following:
  1. A copy of their valid, picture ID with the application;
  2. A completed W-9;
  3. Copies of business license from 2019, 2020 and 2021; AND
  4. To verify there are less than 25 employees, provide copies of 2019 & 2020:
    - i. W-3- Transmittal of Wages and Tax Statements, or
    - ii. Form 1096-Annual Summary of U.S. Information Returns

### II. Specific Requirement

- A. Business must have experienced revenue loss of at least 35% since March 1, 2020.
- B. The following items must be provided as proof:
  1. Annual Profit and Loss (P&L) Statement for 2019 & 2020
  2. P&L by month for 2019 & 2020
  3. Copies of one of the following for 2019 & 2020
    - i. 1040 Individual Income Tax Return with a Schedule C Profit or Loss from Business, or
    - ii. 1120 US Corporation Income Tax Return, or
    - iii. 1120-S US Income Tax Return for an S Corporation for the past two years; **AND**
  4. Copy of the IRS transcript of submissions 2019 & 2020

**NOTE: Non-Profit organizations are not eligible at this time.**

## Acknowledgement of Eligibility

I have read and understand the above requirements. I'm ready to submit my application.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED OR REVIEWED**

**Business Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Do you have a different mailing address?**

Yes  No

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Please submit all required documents in person, or by email to [arpa.submissions@conyersga.gov](mailto:arpa.submissions@conyersga.gov).**

**Check each item you are submitting:**

- Valid Photo ID
- W-9
- Business license for 2019, 2020 and 2021
- Copies of 2019 & 2020 W-3 or Form 1096 to prove less than 25 employees or subcontractors
- Annual Profit and Loss (P&L) statement for 2019 & 2020
- Copies of 2019 & 2020 business tax return
- Copy of IRS transcripts for 2019 & 2020

***Please acknowledge each of the following by initialing next to each:***

\_\_\_\_\_ I am not a government employee (local, state, federal or Board of Education).

\_\_\_\_\_ I am not an elected official in Rockdale County.

\_\_\_\_\_ My business has not received any COVID-19 related relief funds, such as PPP, EDIL or American Rescue Plan Act ("ARPA") funds from any other entity, including Rockdale County, Georgia.

\_\_\_\_\_ My business is not a registered non-profit organization.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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