



Updated 08.19.2020

Small Business Recovery Grant Program Frequently Asked Questions

How much funding is available for the Small Business Recovery Grant Program?

St. Johns County allocated \$10 million to the business grant program. Eligible small business owners may receive a one-time grant of up to \$20,000 based on the number of employees the business has as of July 1, 2020. Eligible businesses with:

- 0 to 9 employees will receive \$5,000.
- 10 to 30 employees will receive \$10,000.
- 31 to 50 employees will receive \$15,000.
- 51 to 100 employees will receive \$20,000.

What are the eligibility requirements for the Small Business Recovery Grant Program?

To be eligible, a business must:

- Submit a completed electronic application.
- Be located in St. Johns County with a St. Johns County address.
- Be an active and operational business.
- Have been in business on or before March 1, 2020.
- Have no more than 100 employees as of July 1, 2020.
- Adequately document the number of employees.
- Provide a valid St. Johns County Business Tax Receipt.
- Provide State of Florida business registration from the Florida Division of Corporations.
- Have had an average monthly gross revenue of at least \$1,800 prior to March 1, 2020.
- Have experienced a reduction in revenue of at least 25% since March 1, 2020, as a direct result of business interruption from the COVID-19 crisis.
- Be in good legal standing with no court ordered financial obligations (e.g. no enforceable judgements, liens, bankruptcies, arbitration settlements requiring withholding of funds, felony convictions, violation of court orders requiring holding of funds for child support, court costs or criminal victim reimbursement programs).
- Be operating in accordance with all applicable local, state and federal laws with no open code violations within St. Johns County.
- Not be a not-for-profit or nonprofit organization (not-for-profits/nonprofits will be considered under a separate grant program).
- Utilize the awarded CARES Act dollars for Funds to cover eligible business expenses from March 1, 2020, to December 31, 2020 including rent, mortgage, utilities, payroll, PPE equipment, facility hardening and sanitizing/cleaning supplies.
- Not receive a collective total of more than \$20,000 of COVID-19 relief funds in the form of grants from the St. Johns County programs.
- Retain relevant records documenting expenditure of the awarded funds for a period of six years and produce documents at the request of St. Johns County.



What documents are needed to apply for the Small Business Recovery Grant Program?

The following documents must be uploaded as part of the application:

- A current St. Johns County Business Tax Receipt. Additional information can be found on the St. Johns County Tax Collector's website at www.sjctax.us/BusinessTax.aspx.
- Documentation showing the number of employees as of July 1, 2020, which may include a payroll journal, copy of 1099 forms, or other tax documentation.
- A current Florida business registration from the Florida Division of Corporation, www.sunbiz.org.
- A current W-9, www.irs.gov/pub/irs-pdf/fw9.pdf.

Is there a deadline to apply for the Small Business Recovery Grant Program?

Grants will be awarded on a first come first serve basis and grant applications will be accepted through 5 p.m. on Friday, September 4.

If my business received other COVID-19-related funding assistance (grants/loans), am I still eligible to apply?

A single business may not receive a collective total of more than \$20,000 of COVID-19 relief funds in the form of grants from St. Johns County programs.

Does other COVID-19-related funding assistance count as revenue for the purpose of this grant application?

At the time of application, a qualifying business must be experiencing a reduction in revenue of at least 25 percent since March 1, 2020, as a direct result of business interruption from the COVID-19 crisis. Previously received grants and/or forgivable loans should be considered as revenue.

Can I apply if I am a sole proprietor, the only employee of my business, or a home-based business?

Yes, as long as the business meets all eligibility criteria.

Can I apply for both the Small Business Recovery Grant and Resident Assistance Grant?

An eligible business owner who qualifies for the Small Business Recovery Grant may also apply for the Resident Assistance Grant if they also meet the qualifying criteria for that program.

My employee count has changed throughout the year. As of what date should I provide my employee count?

For the grant application, business owners should provide their employee count as of July 1, 2020.

How will I be notified if my business receives a grant? Will I be notified if my business does not receive a grant?

Business owners who submit an application will receive an email notification of approval or denial after the grant application is reviewed.



Will I need to repay the awarded grant funding?

Because this is a grant program, awarded funding will not need to be repaid.

If I receive a Small Business Recovery Grant, how long do I have to spend the grant funds?

Business owners awarded a Small Business Recovery Grant must spend the grant funds by December 31, 2020.

Is there another way to apply for the grant program other than online?

Grant applications must be submitted online.

When working on the online application, is there the ability to save the application and return to it at a later time?

Yes, an application may be saved and completed at a later time.

Can I update/change the documentation submitted with my application?

Once an application is submitted, the application and uploaded documentation can be updated or changed; however, grants are awarded on a first-come, first-served basis, and the date and time of the last update will be utilized to process the application.

What happens if I submit an incomplete application?

Incomplete applications will not be considered for a grant award.

What is the contact information if I have additional questions?

For additional questions, please call 904.209.6050 or email sjccares@sjcfl.us.