

Grant Application Instructions:

Stronger NJ Business Grant Program Application Overview:

To facilitate your application process, prior to beginning your application please:

- Review Stronger NJ Business Grant program eligibility requirements to ensure this type of assistance is appropriate for your business or non-profit.
- Ensure you have gathered the required supporting documents, including a current Certificate of Tax Clearance from the New Jersey Division of Taxation. Having these items available in electronic format for upload will help expedite the submission and review of your application.

Stronger NJ Business Grant Program Application Instructions:

If you own more than one business, you will need to complete a new application for each tax identification or employer identification number (EIN). Multiple locations incorporated under a single EIN may be included in a single application.

To begin application at <http://application.njeda.com/strongernjbusinessgrant>:

- Review the application introduction information linked to this page
- Follow the link for the Stronger NJ Business Grant Application
- Select “Create an Account”
- Enter a password (minimum 8 characters, must be a combination of letters and characters)
- Enter name of Business Applicant
- Enter name of individual completing application
- Enter email address - this will become your username (If you need to create more than one business application associated with an email address, the system will generate a proxy username for subsequent applications.)
- Once an account has been created, select the “Go to Login” link to begin your application
- A five-digit “SG#” or Stronger NJ Business Grant application number will automatically be issued; please make note of this number, as it will serve as your reference number for all application documents
- From the Application Home screen, click the SG# link to begin the application

Information to Note:

Basic Business Information

Permanent employee is defined as an employee who has been hired for a position without a pre-determined time limit. A permanent employee differs from a term or temporary employee, both of which have a pre-determined period of employment. A permanent employee may be engaged “full-time” or “part-time”. Seasonal employment may be considered permanent, and not temporary, if that job is recurring each year and provides the primary income for the wage earner.

Average Annual Employee Salary can be calculated using the following method:

Aggregate the annual salaries of all permanent full-time and part-time employees (as defined above) and divide by that number of employees. In the case of hourly wage-earners, multiply the hourly wage by 1,820 hours (in one year) and use that as an approximate annual salary.

SBA Application(s):

Provide information for any and all SBA applications associated with damaged locations under a single Stronger NJ Grant Program application.

The entity must have applied to and received a declination or approval for an SBA disaster loan if the SBA disaster loan program has not lapsed (as of April 2013, the SBA deadline for Physical Damage loans is May 1, 2013 and the SBA deadline for Economic Injury loans is July 31, 2013). Specifically, if an entity seeks a grant through the NJEDA for expenses that may be covered under the SBA's Economic Injury disaster loan program, such as expenses relating to working capital for salaries, the applicant must apply to the SBA for an Economic Injury disaster loan before the applicant can submit an application to NJEDA for working capital-related funds. This would be required even if the SBA Physical Damage disaster loan program has lapsed. While entities that applied to SBA but have not received a final decision on the SBA application will be able to prepare an application to Stronger NJ Business Grant Program, that application cannot be submitted until a final determination on the SBA application is rendered. Once you have received a determination from SBA you will need to update that status in your Stronger NJ Grant Program application accordingly.

Basic Eligibility

The questions in this section determine if the business applicant meets the minimum program eligibility requirements. Documentation will be required to support your responses. Additional eligibility requirements and documentation may apply upon further application review.

Additional Applicant Information

NAICS Code: An entity must have a NAICS (North American Industry Classification System) code (also referred to as a NAICS "number"). Please use the following link for assistance in determining your NAICS code: www.census.gov/naics. In the "2012 NAICS Search" box on the left side of that page, enter a keyword that describes your kind of business. A list of primary business activities containing that keyword and the corresponding NAICS codes will appear. Choose the one that most closely corresponds to your primary business activity, or refine your search to obtain other choices.

DUNS Number: An entity must be registered with Dun and Bradstreet to be eligible for federal assistance. Please call Dun and Bradstreet at 1-866-705-5711 or visit <https://mycredit.dnb.com/search-for-duns-number/> to see if you already have a DUNS number. If your entity is not yet registered, please do so by visiting <http://fedgov.dnb.com/webform>.

Damaged Locations:

Provide required supporting documentation and address information for each impacted location under a single EIN number.

12-Month Financial Projection:

A 12-month financial projection must be provided for the fiscal year beginning on the date of Superstorm Sandy, October 29, 2012 or January 1, 2013 using the application's embedded worksheet. Applicants should provide actual revenues and expenses up to the date of the application and reasonable projected amounts for the remaining months.

Requested funding per location:

Using the financial projection worksheet, enter the funding for expenses requested from the Stronger NJ Business Grant for the corresponding expense category per each impacted location. The total amount requested for all locations cannot exceed the 12-month total projection for the entity.

Duplication of Benefits Affidavit

This section requires an applicant to disclose funds already received or approved for the same use as those requested in an application for the Stronger NJ Business Grant will be required. Applications will be subject to a duplication of benefits review. These sources of funding may include private insurance, FEMA or SBA. Duplicative CDBG-DR funds cannot be approved for the same purpose.

Supporting Documents

Applicants will need to upload supporting documentation to the on-line web application. A list of what may be included in these documents can be found at <http://application.njeda.com/strongernjbusinessgrant> and at the beginning of this application.

Although we strongly encourage you to submit the required documents on-line at the time of application, we understand that it may not be possible. If you are unable to do so in whole or in part, documentation can also be submitted via U.S. Mail/overnight courier, fax, or email. To ensure documents are associated with your application account, **please place your Stronger NJ Business Grant Number (SG#) on each document**, including envelopes and fax cover sheets. **Please DO NOT send originals**, as we are unable to return these documents to you.

U.S. Mail:

Office of Recovery
NJEDA
P.O. Box 990
Trenton, NJ 08625-0990

Overnight Delivery/Courier:

Office of Recovery
NJEDA
36 West State Street
Trenton, NJ 08625-0990

Fax:

(609) 278-4729

Email:

StrongerNJBusiness@njeda.com

Debarment:

Applicants are required to answer background questions pertaining to the commission of certain actions that can lead to debarment or disqualification from eligibility under State or federal law. Descriptions provided for affirmative responses will be reviewed and may prompt a request for additional information from the applicant.

For general questions:

Call toll-free: 1(855)Sandy-BZ/1(855)726-3929

E-Mail: StrongerNJBusiness@njeda.com

For technical questions: StrongerNJTechHelp@njeda.com