

SMALL BUSINESS GRANT INFORMATION CHECKLIST

This document will not be accepted in place of the Placer Shares grant application. Please use this as a tool to gather the required information in advance. Applications will be accepted online from October 13 to 23, 2020.

Review the small business eligibility requirements at placer.ca.gov/shares/eligibility

Ineligible businesses include: Real estate agents, brokers or investors; insurance brokers; vacation home rentals (Airbnb or VRBO); lenders or loan packagers; multi-level marketers; gambling; cannabis-related; private clubs; religious education businesses; businesses with an owner who is incarcerated, on probation, on parole, or has been indicted for a felony, or a crime of moral turpitude; businesses presenting live performances of a prurient sexual nature; any business that has previously defaulted on a Federal loan, and those not impacted by COVID-19 closures. For a complete list, see [FAQs](#).

Annual gross revenue for 2019 \$ _____

Annual Gross Revenue is also known as Gross Receipts or Sales. Your Annual Gross Revenue for 2019 should be listed on your Schedule C (line 1), or another tax form. Gross revenue is calculated as the number of items sold multiplied by the price per item. Price is the sale price, not the cost to your business. In other words: Items Sold x Price = Gross Revenue

How many employees does your business have? _____

Calculate the number of full-time and part-time employees equivalent to a 40 hour work week, and/or check your paycheck provider's IRS Form 941 for the number of FTEs you are paying. DO NOT include Independent Contractors on or before March 1st, 2020. If you are a seasonal business, please include employees at your peak time.

Have you received a Paycheck Protection Program (PPP) loan in an amount OVER \$150,000?

yes no

Describe how the COVID-19 pandemic and shutdowns have impacted your business in terms of closures, lost revenues, layoffs, lost inventory, etc. (max 1,200 characters)

A brief summary of how you anticipate using the grant funds, if awarded: (max 1,200 characters)

A copy of ONE of the following documents (max file size 2 MiB)

- Recent Profit and Loss Statement OR Front page of business bank statement OR
 Business tax return (schedule C, 990, etc) OR Copy of your current business license

A completed W-9 form (max file size 2 MiB)

This will help expedite the processing of your grant application. Download a copy of this form from the IRS website: [English W-9](#) or [W-9 en español](#)

A photo/screenshot or scanned copy of your Real ID, driver's license or passport (max file size 2 MiB)



APPLY ONLINE OCTOBER 13 - 23, 2020

This is not a first come, first served program. It is important to take your time and submit a completed application prior to the October 23, 2020, deadline. To learn more about the grant program and application process visit placer.ca.gov/shares or call 877-969-2870.