**Program Highlights**

- At least $5 Million is being made available by Morris County to small businesses and nonprofits to reimburse eligible expenses incurred resulting from the COVID-19 pandemic.
- Eligible small businesses and nonprofits can receive **grants of up to $15,000** to reimburse qualifying expenses.

**How Do I Apply?**

- Review the program eligibility and documentation requirements in advance.
- Visit the online application website at [MorrisCountySmallBusinessGrant.com](http://MorrisCountySmallBusinessGrant.com) when you are ready to complete the application.

**When Can I Apply?**

- The Morris County SBGP will be open for application intake on **Monday, February 14, 2022 at 8:00 am**.
- You can apply any time after the program opens.
- Please note that **applications will be reviewed in the order they are received** and grants will be awarded and paid based on available funding.

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**Morris County Small Business Grant Program**

To apply, visit: [MorrisCountySmallBusinessGrant.com](http://MorrisCountySmallBusinessGrant.com)

For additional assistance, please call: **(973) 898-5993**
Morris County Small Business Grant Program (SBGP)

Program Eligibility

To be eligible for the SBGP, your business or nonprofit organization (NPO) must meet the following requirements:

- Be located and registered in Morris County as of January 1, 2019;
- Have $5 Million or less in annual gross revenue;
- Employ 25 or fewer employees or Full-Time Equivalents (FTEs) as of March 3, 2021 (please note: a part-time employee equals 1/2 FTE); and
- Have a demonstrated loss in revenue due to the COVID-19 pandemic

Eligible Business Categories

- Agriculture, Forestry, Fishing & Hunting
- Construction & Contracting
- Finance & Insurance
- Nonprofits
- Professional, Scientific & Technical Services
- Retail/Shop/Market/Store
- Restaurants & Food Service
- Real Estate
- Other Registered Businesses

What Expenses are Eligible?

The SBGP is intended to reimburse eligible expenses incurred after March 3, 2021 and necessary for the business or NPO due to the COVID-19 pandemic.

Specific eligible expenses include:

Goods & Supplies (not part of saleable merchandise)
- Personal Protective Equipment (PPE) for customers and employees
- Personal sanitation supplies
- Disinfection and specialized cleaning supplies
- Protective barriers (e.g., plexiglass walls/dividers) and installation costs
- Social distancing markers
- Testing equipment and supplies including temperature check equipment

Technology
- New/additional merchant payment services
- Website enhancements (e.g., interactive showrooms/stores)
- Technology to establish temporary teleworking

Personnel Training
- Employee training expenses to ensure compliance with state/federal CDC guidelines for reopening

Property (not eligible for home-based businesses)
- Mortgage (principal and interest only)
- Rent
- Utilities

Business-Related Equipment
- Fixtures/equipment including updated sanitation devices (e.g., air cleaners, hand-held steamers) and rental equipment (e.g., tents, chairs, concrete barriers)
- Furniture including expenses related to investing in “scope of business” changes (e.g., outdoor tables, tents, lighting)

Application Process

Gather Required Documents:
- General Business Information including Tax Identification Number (TIN) or Social Security Number (SSN); business address; annual gross revenue; number of employees; and contact information
- 2019 and 2020 Tax Returns
- Three years of audited financials (if available)
- Business Registration Certificate or Record of Public Filing
- Most recent Annual Report Filing from the NJ Department of Treasury (available at https://www.njportal.com/dor/annualreports)
- Available documentation for requested expenses such as receipts, purchase orders or contracts

Apply for a Grant:
- The SBGP online application portal will open on Monday, February 14, 2022 at 8:00 am
- Go to: MorrisCountySmallBusinessGrant.com to submit your application and upload your documentation
- Digitally sign the application and required attestations/acknowledgments

Helpful Hints
- We encourage applicants to group together related expense items while keeping “incurred” vs. “projected” expenses separate
- Please respond promptly to SBGP requests for clarification or additional information
- You can apply for an SBGP grant even if you have received other grants as long as you do not receive duplicate payments for the same expenses (no duplicate benefits are allowed)