

South Florida Progress Foundation

Surfside Small Business Recovery Fund Grant Application

In direct response to the Surfside tragedy, we recognize that the community and its small businesses were adversely affected and may need financial assistance. Through the Surfside Small Business Recovery Fund Grant Program, we will award grants to local, small businesses in Surfside adversely affected by the Chaplain Tower South tragedy.

The grants, in amounts up to \$2,500, are intended to cover certain actual business costs incurred during a period of severe revenue loss from June 24th through July 31st, hereafter referred to as the covered period. The deadline to apply is December 8th, 2021. The amount of the grant is dependent upon 1) the demonstrated loss of revenue, 2) the submission of covered costs and 3) the available funds received by the SFPF for the Surfside Small Business Recovery Grant.

We encourage small storefront businesses in the affected area with 3-20 employees (including contracted workers) to apply for the grant program. However, only apply if you can check off all the **ELIGIBILITY AND CRITERIA FOR SUBMISSION** and are willing and able to provide needed information on the check list attached.

Missing information or incomplete applications are automatically rejected by the system.

ELIGIBILITY AND CRITERIA FOR SUBMISSION: *Applicants must have all the following*

- Complete an application. Applications that are incomplete or unsigned will not be accepted.
- Be legally registered to do business in Florida as a for-profit organization with the State of Florida Division of Corporation for at least one year and be in good standing.
- A professional license, if required by the industry
- Be in operation before July 1, 2020.
- A physical location within the township of Surfside and proximity to the affected area. No virtual offices will be accepted.
- Be owned and managed by a resident(s) of Florida.
- Be engaged in commercial transactions (currently doing business).
- Have between 3 and 20 employees or contract (1099) labor
- 1-year average gross receipt must not exceed \$3 million
- Business owner(s) Personal Financial (net worth) Statement cannot exceed \$1,500,000 for each owner
- Deadline to apply is December 8th, 2021

BUSINESS EXPENSES THAT MAY BE COVERED BY THE GRANT:

- The covered period is June 24th through July 31st.
- Payroll costs incurred during the covered period (may be paid after covered period).
- Rent or mortgage (prorated for the covered period).
- Utilities (prorated for the covered period).
- Perishable inventory purchased & unused before the covered period and not usable after the covered period. Example vegetables purchased for a restaurant.
- Operational costs – may include payments for any business software or cloud computing service that facilitates business operations, product or service delivery, payroll, human resources, sales and billing functions, or accounting or tracking of supplies, inventory, records and expenses.

List your gross income and expenses for following periods:

	May 2021	June 2021	July 2021
Gross Revenues	\$ _____	\$ _____	\$ _____
Covered Expenses			
○ Payroll	\$ _____	\$ _____	\$ _____
○ Rent	\$ _____	\$ _____	\$ _____
○ Utilities.	\$ _____	\$ _____	\$ _____
○ Inventory that is perishable	\$ _____	\$ _____	\$ _____
○ Operational costs	\$ _____	\$ _____	\$ _____
○ Business debt	\$ _____	\$ _____	\$ _____
TOTAL COVERED EXPENSES	\$ _____	\$ _____	\$ _____
Recovery insurance received for covered event		\$ _____	\$ _____

YOU MUST EMAIL THE FOLLOWING REQUIRED DOCUMENTATION WITH YOUR APPLICATION:

Email your application and documentation to: SurfsideBizFund@MiamiChamber.com

- Copy of **last completed tax return** or Schedule C (From1040)
- Copy of IRS 941 or Florida Department of Revenue Employer's Quarterly Report (RT-6), covering most recent quarter available as long it is not more than 3 quarters old from the time you apply.
- Copy of current lease agreement or letter from Landlord with start/end dates of current lease term.
- A Copy of organization's W-9
- Itemized List w/total of all eligible business expenses: In a soft copy document (word doc, excel, csv files or Google equivalent) please provide a detail itemization of each covered cost with a total of all eligible covered business expenses. **Please make sure to deduct any insurance proceeds received or expected to be received for your loss.**
- Pdf of receipts to support each of your listed expenses in the application form. Please do not send pictures as files are too large.

CERTIFICATION MADE BY GRANTEE (please check all):

- I certify that I am a business that meets all the eligibility and criteria outlined above for the Surfside Small Business Recovery Fund Grant Program.
- I certify that the information provided in this application and the information provided in all the supporting documents and forms is true and correct in all material respects.
- I certify that none of the amount requested above are covered by business interruption insurance or other insurance and if partially covered, I have deducted actual or expected recovery amount in the request for the grant document.
- I understand that the amount of the grant is dependent upon 1) the demonstrated loss of revenue, 2) the submission of covered costs and 3) the available funds received by the SFPF for the Surfside Small Business Recovery Grant.

Signature of Owner

Printed Name of Owner and Title

Date of Submission