

Back to Work Small Business Grant Program

How to apply.



Via

A photograph of a woman with long dark hair, wearing a white top and denim overalls, looking down at a white sign with blue horizontal stripes and the word 'OPEN' in blue capital letters. She is holding the sign in a teal-colored door frame. The background is slightly blurred, showing green foliage.

OPEN

HOW TO APPLY
WEBINAR

WAYNE COUNTY
BACK TO WORK
SMALL BUSINESS
GRANT

June 29 - 9:30 AM at bit.ly/WayneJune29
Co-Hosted by Build Institute

July 6 - 6:00 PM at bit.ly/WayneJuly6
Co-Hosted by Tiva Capital



Learn more at: www.WayneCounty.com/BackToWork

WHEN
APPLYING FOR
THE GRANT
BUSINESSES
WILL NEED TO
PROVIDE:

- Proof of Location in Brick & Mortar Commercial Space in Wayne County
- Financial Statements for 2017, 2018 & 2019
- Complete and Signed W-9 Form
- Voided Check or Direct Deposit Form

OPTIONAL DOCUMENTATION

- **Proof of Good Standing With LARA**
 - This is particularly important for businesses that are not in good standing with LARA.
- **Proof of Profitability**
 - For businesses who want to provide additional documents to show profitability

PROOF OF LOCATION

Official document containing business or business owner name and operating address with date in the last year.

- Lease in the name of business or business owner.
- Deed in the name of business or business owner.
- Government-issued business license.
- Utility bill or proof of insurance at the business location.

LOSS IN REVENUE

Estimates based on financials from previous years and previous months.

- Submit 2017-2019 financials to demonstrate historical revenue amount as well as business profitability.
- Break down revenues by month in order to estimate April and May losses.
- April and May losses can be either be estimated based on April and May revenue for 2019, or January and February revenue for 2020.

PROFIT & LOSS

Business Name

Business Address

Suburb

Profit & Loss Statement

for the period 1 January 2009 to 31 December 2009

Income

Sales	\$120,200.00	
Services	\$55,000.00	
Other Income	\$2,520.00	
Total Income		\$177,720.00

Expenses

Accounting	\$2,500.00	
Advertising	\$7,500.00	
Assets - Small	\$100.00	
Bank Charges	\$962.40	
Cost of Good Sold	\$22,500.00	
Depreciation	\$2,385.00	
Electricity	\$2,994.90	
Hire of Equipment	\$4,200.00	
Insurance	\$1,221.00	
Interest	\$2,401.66	
Motor Vehicle	\$1,203.50	
Office Supplies	\$962.11	
Postage & Printing	\$725.00	
Rent	\$15,610.00	
Repairs & Maintenance	\$1,082.00	
Stationery	\$660.00	
Subscriptions	\$3,690.00	
Telephone	\$2,165.00	
Training / Seminars	\$2,200.00	
Wages & Oncosts	\$65,000.00	
Total Expenses		\$140,062.57

Profit / (Loss)		\$37,657.43
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Revenue and expenses are clearly defined

PROFIT & LOSS

Wayne Market

500 Griswold
Detroit, MI 48226

Profit & Loss Statement

For the period 1 January 2017 to 31 December 2017

Income

Sales	\$120,200.00	
Services	\$55,000.00	
Other Income	<u>\$2,520.00</u>	
Total Income		\$177,720.00

Expenses

Accounting	\$2,500.00	
Advertising	\$7,500.00	
Assets - Small	\$100.00	
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Profit / (Loss)

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Business Entity Search

LARA



The screenshot shows the LARA Corporations Online Filing System interface. At the top, there is a banner with the LARA logo and the text "Corporations Online Filing System" and "Department of Licensing and Regulatory Affairs". Below the banner, the heading "Search for a business entity" is displayed. Underneath, there is a radio button labeled "Search by Entity Name" which is selected. Below this, there is a text input field labeled "Entity name:".

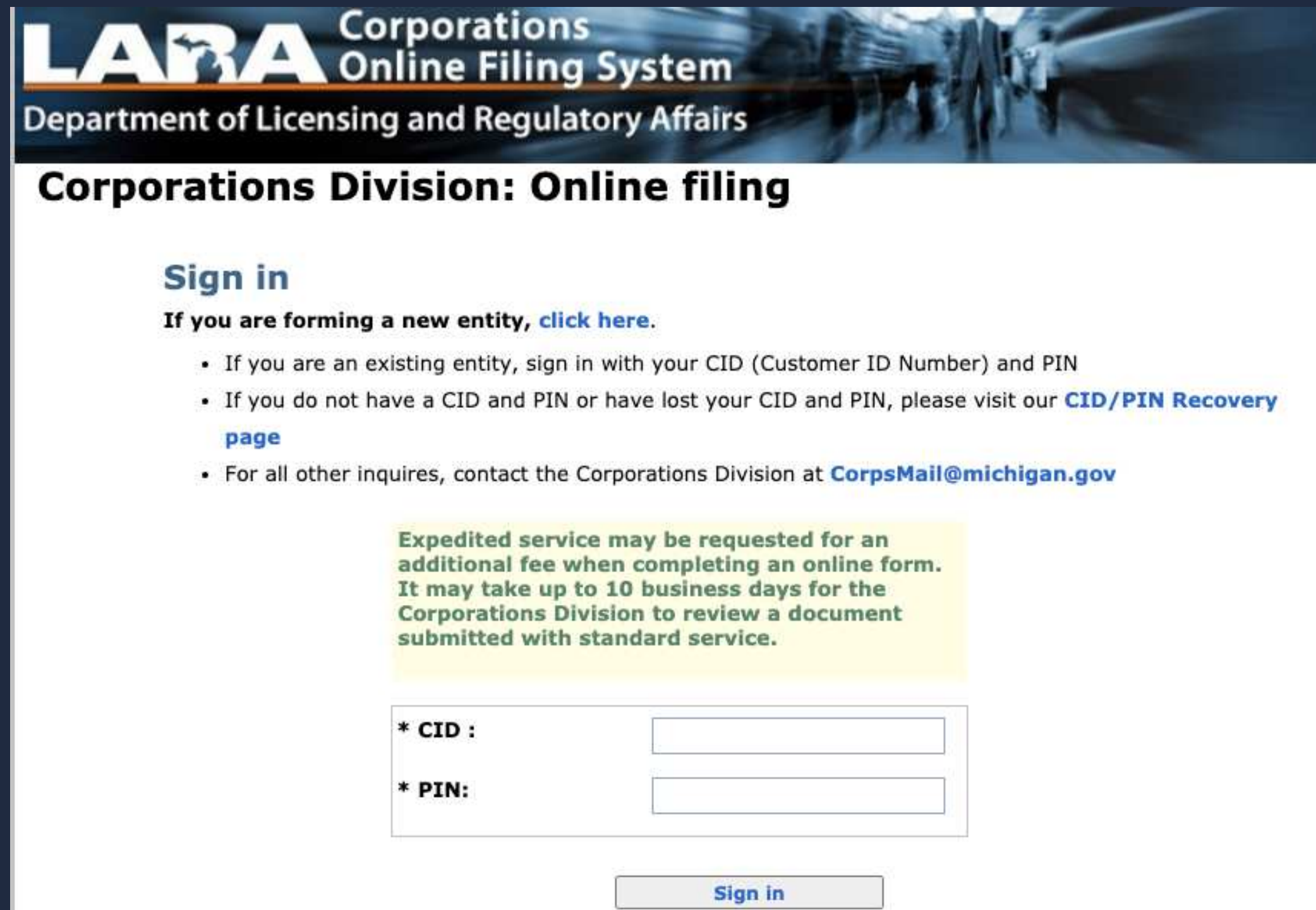
Search for your business on LARA to confirm that it is in good standing with the State of Michigan.



<https://cofs.lara.state.mi.us/SearchApi/Search/Search#>

Restoring your business entity

LARA



LARA Corporations Online Filing System
Department of Licensing and Regulatory Affairs

Corporations Division: Online filing

Sign in

If you are forming a new entity, [click here](#).

- If you are an existing entity, sign in with your CID (Customer ID Number) and PIN
- If you do not have a CID and PIN or have lost your CID and PIN, please visit our [CID/PIN Recovery page](#)
- For all other inquires, contact the Corporations Division at CorpsMail@michigan.gov

Expedited service may be requested for an additional fee when completing an online form. It may take up to 10 business days for the Corporations Division to review a document submitted with standard service.

* CID :

* PIN:

[Sign in](#)

 www.michigan.gov/corpfileonline

In order to process payment, business owners must submit a complete and signed W-9 form.

W-9 FORM

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

Applies to accounts maintained outside the U.S. _____

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service of an IRS determination that I am subject to backup withholding.



<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

VOIDED CHECK OR DIRECT DEPOSIT FORM

In order to process payment, businesses must submit a voided check or Direct Deposit Form.

- Voided check must include legal business name and address that matches address listed on W-9 form.
- If business does not have a checkbook, they may reach out to their bank for a Direct Deposit Form.
- Direct Deposit form must be on bank letterhead and include branch information.