



DELCO Summer 2021

Sign on to Small Business Grant Program

This application is for small businesses looking for assistance to get employees back to work. Small businesses can access up to \$250 as a sign-on bonus to pass on to each new hire, limit of 5 new hires per employer. New hires must start between July 1st and September 30th and remain an employee of the business for at least 30 days. This program is funded by Delaware County. This is a reimbursable program. Employers will have to provide documentation that they have made the new hire, comply with program, and have provided the bonus to the employee before receiving reimbursement.

Eligibility Requirements

- Businesses physically located in Delaware County with 25 or fewer full time equivalent (FTE) employees as of July 1, 2021, other than ineligible entities listed below.
- Businesses must pay new employees under 18 years of age, no less than minimum wage and pay employees 18 and over no less than \$15/ hour.
- Businesses must submit copies of all requested payroll records for reimbursement.
- Applicants must be up to date on all local, state, and federal taxes.

Ineligible Businesses

- Businesses not physically located/headquartered in Delaware County, PA.
- Government or government-owned or related entities.
- Private clubs/businesses that limit membership for reasons other than capacity.
- Businesses primarily engaged in lobbying or political activities.
- Business not compliant with all federal, state, & local laws including taxation.
- Entities with more than 25 more full time equivalent (FTE) employees as of July 1, 2021.
- Businesses not currently in operation.

SECTION 1: BUSINESS INFORMATION

Business Legal Name:

d/b/a if operating under a different name:

Business Physical Address:

Business Website Address:

Business Federal EIN:

2-digit NAICS Code:

(NAICS List is provided at the end of the form)

Contact Name:

Phone Number:

Email:

Primary Language Spoken of Business contact person: _____

The business is 51% or more (check all that apply): Minority Owned___ Women Owned___ Veteran Owned___

SECTION 2: BUSINESS EMPLOYMENT/RECOVERY

Enter the number of full-time equivalent (FTE) employees on the business payroll, as of July 1, 2021: _____

- Calculate the total number of full-time equivalent (FTE) employees using the industry standard, FTE = 40 hours per week. If, for example, your payroll has a total of 432 hours for one week, divide $432/40 = 10.8$ FTE employees.

How many employees do you plan to hire between now and October 1, 2021? _____

Employee Demographic Profile (Optional. For programming purposes only)

Based on your current staffing, please indicate the percentage of representation of your employees each of the following:

Female: _____

Male: _____

Non-Binary/Other: _____

Veteran: _____

Person of Color: _____

Limited English Proficiency: _____

Self-Identified Disability: _____

SECTION 3: APPLICATION CERTIFICATION

Please Initial

I acknowledge that I am an owner or authorized by the owners of the business to submit this application, and that all of the information submitted is true to the best of my ability on the date of submission. _____

I attest that the business is current on all taxes. Further, I acknowledge that if awarded through this program I am responsible for any reporting requirement and tax payment obligation at the state and federal level. _____

I acknowledge that applicants and grantees for this program are responsible for following the rules, regulations, and contract stipulations of loan and grant programs regardless of the source of funds; furthermore, I acknowledge that it is the responsibility of a grantee to use and report on all funds appropriately whether sourced from County Level Authority, State, or Federal government programs. _____

I acknowledge that by submitting this application, I am not automatically awarded funding. _____

SECTION 4: APPLICATION

All documents must be in PDF file Format

1. Answer questions in application. (paper will not be accepted)
2. 2020 Federal Business Tax Return Full, Complete, and Signed. (1065 1120(S)) If camp files Federal Tax Return using Schedule C Full, Complete, and Signed 2019 Federal Personal Tax Return must be uploaded.
3. A list of business owners with 20% or more interest in the company. Please include percentage of ownership, and home mailing address. If an owner is another entity, include the legal signer for that entity.
4. Documentation of new hires eligible for \$250 grant:
 - a. Full Employee List of all employees hired as of July 1, 2021, including average hours worked per week.
 - b. Business Q2 Pennsylvania UC Filing (940)
 - c. Employer will be required to a Payroll Report and pay stubs for each employee receiving a sign on bonus (max of 5 per company) in order to receive reimbursement. (This item will come conceptually after the hire has been made and may not be available at the time of submission.)

Applications submitted for this program will only be accepted electronically from July 1, 2021 through October 31, 2021, or until all funds have been allocated, whichever comes first. Only full and complete applications will be reviewed for this grant program.

Email documents to workforce-smbiz@co.delaware.pa.us

NAICS CODES

The business NAICS CODE can be found on your tax return. We only want the first 2 digits.

Schedule 1120 – Box B Business Activity Code

Schedule 1065 – Box C Business Activity Code

Schedule C – Box B Activity Code

Schedule F – Box B Activity Code

<u>Sector</u>	<u>Description</u>
11	Agriculture, Forestry, Fishing and Hunting (not covered in economic census)
21	Mining, Quarrying, and Oil and Gas Extraction
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration (not covered in economic census)