

**What Do I Need to Prepare for the Lancaster County Small Business Recovery & Sustainability Fund?
(As of July 14, 2020. Subject to change as grant details are being developed.)**



As you prepare for the grant application portal to open, we want to make you aware of what will be required to submit and give a reference guide on where you can find that information on your tax return. **You MUST submit the following documents that substantiate what was input on your application.**

APPLICANTS SHOULD GATHER THE FOLLOWING PRIOR TO APPLYING:

- Internal Financial Statement or Summary of March 1-May 30, 2019 Revenues
- Internal Financial Statement or Summary of March 1-May 30, 2020 Revenues
- Most Recent Year's Submitted Federal Tax Return (MUST BE 2018 or 2019)
- For Retrofit Only: Retrofit Receipts or Estimates
- For Entities Reporting 21-100 Employees ONLY – MUST submit your payroll report for the pay period that includes March 1, 2020. This report will establish your headcount for the purposes of the application.

GENERAL INFORMATION

- Entity Legal Name & Business Name or Doing Business As
- EIN or SSN (if reporting as a sole proprietor)
- NAICS Code
 - *See Appendix A for Tax Return Line References*
- Brief Summary of Services/Goods Produced (200 characters or less)
- First Calendar Year of Operations
- Number of Employees on March 1, 2020 (Headcount – see questions 30-32 on FAQ for guidance)
- Business Address & Business Municipality
- Primary Contact Name/Title/Phone/Email

FINANCIAL INFORMATION

- Description of the Current Impact of COVID-19 on Operations (500 characters or less)
- Grant Application Financial Information
 - Revenue Generated March-May 2019
 - Revenue Generated March-May 2020
 - *FOR ABOVE REFERENCED ITEMS: Internal Financial Statement Preferred or Provide a Report of Monthly Revenue (March 1-May 31) Including Total Revenue That Matches Amounts Reported (see FAQ #33 for an example if you do not have prepared statements)*
 - Gross Revenue Reported on Most Recent Year's Tax Return: *See Appendix B for Tax Return Line References*
 - Total Operating Expenses on Most Recent Year's Tax Return: *See Appendix C for Tax Return Line References*
 - Depreciation Included in Operating Expenses on Most Recent Year's Tax Return: *See Appendix D for Tax Return Line References*
 - Net Profit/(Loss) Reported on Most Recent Year's Tax Return: *See Appendix E for Tax Return Line References*
- Amount of Working Capital Requested (Maximum Amount Allowable Dependent on Size – See FAQ #5)
 - 25% of total operating expenses minus depreciation
- Summary of Proposed Use of Working Capital (500 characters or less)
- If Applying for Retrofit, You Will Need to Supply This Additional Information
 - Amount Requested
 - Summary of Proposed Use (500 characters or less)
- Status of Other Funding Received
 - Answers Options: We have not received any, we received more than \$25,000 in total of special COVID assistance funding, we received \$25,000 or less of special COVID assistance funding
 - This includes Paycheck Protection Program (PPP), Emergency Disaster Loan (EIDL), PIDA, CWCA, Lancaster City Emergency Fund, and/or Statewide Small Business Assistance

CERTIFICATIONS

- Applicants will be required to electronically sign the application and the certifications page (see FAQ # 36).

APPENDIX A

NAICS Code – Line References

FORM	FORM TITLE	2018 and 2019 Line References	
Schedule C	Profit or Loss From Business	Box B	Enter code from instructions
Schedule C-EZ	Net Profit From Business	Box B	Enter code from instructions
Schedule F	Profit or Loss From Farming	Box B	Enter code from Part IV
Form 1065	U.S. Return of Partnership Income	Box C	Business code number
Form 1120S	U.S. Income Tax Return for S-Corporation	Box B	Business activity code number
Form 1120	U.S. Corporate Income Tax Return	Page 4, Schedule K, Line 2a	Business activity code number
Form 990	Return of Organization Exempt From Income Tax	N/A	Enter 813219

APPENDIX B

Gross Revenue Reported – Tax Line References

FORM	FORM TITLE	2018 and 2019 Line References	
Schedule C	Profit or Loss From Business	Line 1	Gross Receipts
Schedule C-EZ	Net Profit From Business	Line 1	Gross Receipts
Schedule F	Profit or Loss From Farming	Line 9	Gross Income
Form 1065	U.S. Return of Partnership Income	Line 1a	Gross Receipts
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 1a	Gross Receipts
Form 1120	U.S. Corporate Income Tax Return	Line 1a	Gross Receipts
Form 990	Return of Organization Exempt From Income Tax	Part 12	Total Revenue

APPENDIX C

Total Operating Expenses Reported – Tax Line References

FORM	FORM TITLE	2018 and 2019 Line References	
Schedule C	Profit or Loss From Business	Line 28	Total Expenses
Schedule C-EZ	Net Profit From Business	Line 2	Total Expenses
Schedule F	Profit or Loss From Farming	Line 33	Total expenses
Form 1065	U.S. Return of Partnership Income	Line 21	Total Deductions
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 20	Total Deductions
Form 1120	U.S. Corporate Income Tax Return	Line 27	Total Deductions
Form 990	Return of Organization Exempt From Income Tax	Part I, Line 18 - Line 13 - Line 14	Total expenses (current year) - Grants and similar amounts paid (current year) - Benefits paid to or for members (current year)

APPENDIX D

Depreciation Reported – Tax Line References

FORM	FORM TITLE	2018 and 2019 Line References	
Schedule C	Profit or Loss From Business	Line 13	Depreciation and Sec 179 expense deduction
Schedule C-EZ	Net Profit From Business		Note: There is no depreciation for a schedule C EZ
Schedule F	Profit or Loss From Farming	Line 14	Depreciation and Section 179 expense
Form 1065	U.S. Return of Partnership Income	Line 16c	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 14	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 1120	U.S. Corporate Income Tax Return	Line 20	Depreciation not claimed on Form 1125-A and elsewhere on return.
Form 990	Return of Organization Exempt From Income Tax	Part IX, Column A, Line 22	Depreciation, depletion, and amortization

APPENDIX E

Net Profit/(Loss) Reported – Tax Line References

FORM	FORM TITLE	2018 and 2019 Line References	
Schedule C	Profit or Loss From Business	Line 29	Net profit or (loss)
Schedule C-EZ	Net Profit From Business	Line 3	Net profit
Schedule F	Profit or Loss From Farming	Line 34	Net farm profit or (loss)
Form 1065	U.S. Return of Partnership Income	Line 22	Ordinary business income or (loss)
Form 1120S	U.S. Income Tax Return for S-Corporation	Line 21	Ordinary business income or (loss)
Form 1120	U.S. Corporate Income Tax Return	Line 28	Taxable income before net operating loss deduction
Form 990	Return of Organization Exempt From Income Tax	Part I, Line 19	Revenue less expenses