General Information

- To help prevent the spread of COVID-19 we will follow CDC guidelines and recommend use of mask and other personal protection equipment while at the help center.
- COVID-19 Safety Precautions Available: masks, gloves, wipes (not to be used on computers), sanitizer stations, and bathroom locations
- 30 – Computer Stations available to complete on-line application
- Volunteers available to help with application process and questions
- Document Scanner Stations available for required uploaded Documentation
- Applicants will need access to an email account to register and access the online application system

Grant Calculation

- Base of $1500
- Plus; Itemized Expenses or FTEs at $500 per job

Possible Documentation You May Need to Apply

Documentation depends on the type of business and type of reimbursement expenses you are requesting. Documents may include:

Business license(s), Business TIN / EIN, or SSN

Certificate of good standing from the Mississippi Secretary of State
To get this visit **https://corp.sos.ms.gov/corp/portal/c/page/corpbusinessidsearch/portal.aspx** to search for your business (If Applicable).

Tax Records for 2018 and/or 2019–For Businesses formed on or after January 1, 2020, a tax return will not be required. Those entities that do not file tax returns in the name of the Eligible Business (e.g. single member LLCs, sole proprietorships and certain partnerships) will submit the Schedule C to the appropriate individual tax return for 2018 and/or 2019.

If you are requesting Itemized Expenses Reimbursement (up to 2 months):

Proof of Payment Utility Bills

Proof of Payment Rent / Lease for Real and Personal Property

Proof of Payment of Mortgage Interest

Proof of Payment of Payroll

The Payroll needs the employee's last name, unique identifier number (such as the last four (4) numbers of the employee's social security number) and hours worked, and wages paid for each payroll cycle for up to 2-months. This shall not include more than the last four (4) numbers of employees' Social Security numbers, employees' home addresses or other personally identifiable information.

Proof of Payment of Other Related COVID-19 Expenses

COVID-19 costs to create social distancing measures; Cost to clean or disinfect areas due to COVID-19; Purchasing personal protective equipment for employees or customers; Contactless equipment; Equipment, items or other expenses to screen employees or customers to ensure they are not positive for COVID-19; Equipment or items designed to track employees or customers who have tested positive for COVID-19; Necessary re-opening expenses; and Expenses to facilitate teleworking.

If you are requesting $500 per Job additions:

Proof of a Certified Payroll for the week of March 1, 2020 to determine the $500 per employee.

The Payroll needs the employee's last name, unique identifier number (such as the last four (4) numbers of the employee's social security number) and the average number of hours worked by the employee per week. The eligible business may use an average of full-time equivalent employees before March 1, 2020. Certified Payrolls shall not include more than the last four (4) numbers of employees' Social Security numbers, employees' home addresses or other personally identifiable information.

EVENT PARTNERS: