

Lansing CARES Small Business Assistance Program

FINANCIAL AND TECHNICAL ASSISTANCE TO FOR-PROFIT BUSINESSES

FULL APPLICATION INFORMATION

To ensure as smooth a process as possible, the Lansing CARES Small Business Assistance Program will have a two-step application process.

First, applicants must complete the Pre-Application available at www.lansingmi.gov/smallbusiness. This simple Pre-Application will confirm that the business is eligible to apply for a loan.

After your business is found to be eligible based on the Pre-Application, and as funds are available, you will be given access to disaster planning assistance and the more detailed Full Application. Once access is given, you will have approximately two weeks to complete the Full Application and submit it. (Please note: businesses awarded technical assistance may have an extended time to complete the Full Application.) You will not be able to edit your application once it has been submitted; however, you will be able to save and return to edit your application at any time before you hit submit. Applications will be reviewed on a rolling basis until funds are all committed or exhausted.

Preparing for Your Full Application

Due to federal reporting and underwriting requirements, the Full Application requests detailed financial information as well as narrative from applicants. Although you will not be able to access the Full Application right away after submitting a Pre-Application, you can start preparing for it ahead of time. The below guide is intended to help applicants prepare to answer questions on the full application. It does NOT include every question on the Full Application.

IDENTIFYING INFORMATION

- DUNS number (This will be needed before your business can be awarded funding.) To register for a free DUNS number, go to <https://fedgov.dnb.com/webform/>. This process may take a few days to complete.

EMPLOYMENT

- Full time employees as of Jan 1, 2021
- Total full time hours worked weekly
- Part time employees as of Jan 1, 2021
- Total part time hours worked weekly
- Average hourly wage or annual salary of employees, excluding the business owner

IMPACT

- Please provide a brief narrative explaining the impact that COVID-19 has had on your business and what steps you have taken to adapt your business in response to the pandemic.

Lansing CARES Small Business Assistance Program

FINANCIAL AND TECHNICAL ASSISTANCE TO FOR-PROFIT BUSINESSES

- Please provide narrative about your business's impact on the community and/or service area. For example, detail what makes your business unique, how it positively impacts the neighborhood, and any other information you consider important to showcase your business's importance in the community.

ATTACHMENTS

The following attachments will be required for ALL applicants:

- Disaster Planning Worksheet – **download worksheet [here](#)**
- IRS Form W9 – **download worksheet [here](#)**
- Proof of insurance
- Proof of business existing prior to March 1, 2020 (i.e. Certificate of Good Standing from LARA or Tax form)
- Certified financial statements – at least 3 previous years (Balance Sheet AND Operating Statement)
- Bank Statements for all personal and business accounts (3 preceding months)
- Copies of all applicable business licenses – local
- Copies of all applicable business licenses – state
- Line item budget with sources and uses – **download worksheet [here](#)**
- One-year financial projections – **download worksheet [here](#)**
- Ownership information for all owners – **download worksheet [here](#)**
 - Name
 - Title
 - Annual compensation
 - Ownership percentage
 - Insurance carried for benefit of applicant
- Duplication of Benefits – **download worksheet [here](#)**

In addition, the following attachments will be required for requests greater than or equal to \$20,000:

- Management resume
- Tax returns (previous 2 years)

The following attachments are OPTIONAL but should be provided if available:

- 3 year business plan
- Proof of award/denial from other funding sources related to COVID-19.