

## 2023 Stabilization Grant Program

### Eligibility Screen

#### **Name of Business\***

*Please enter the DBA. The DBA is the commonly used name for your business. For example, you could have a business with the legal name "Philadelphia Hot Dog Cart LLC" but do business as "Pete's Hot Dog Cart". In this scenario your DBA would be "Pete's Hot Dog Cart".*

*TMF provides a preliminary screening of applicants to determine the business's eligibility for 2023 funding. Please respond with Yes or No to the following questions. Please note that TMF verifies all of the below information, and applications that do not fit the criteria are ineligible for funding. If you have questions about eligibility please reach out to [grants@merchantsfund.org](mailto:grants@merchantsfund.org).*

#### **My business is located in Philadelphia.\***

##### **Choices**

Yes No

#### **My business is independently owned and operated.\***

Franchises are eligible only if independently-owned.

##### **Choices**

Yes No

#### **My business occupies a storefront, retail, or commercial space.\***

This includes food trucks and kiosks.

##### **Choices**

Yes No

#### **My business has been in continuous operation for at least two years prior to today's current date.\***

##### **Choices**

Yes No

#### **My business is in compliance with all local, state, and federal taxes.\***

Or is on an approved payment plan or in the process of getting on an approved payment plan.

### Choices

Yes No

**My business has the required federal, state, and local licenses and permits to operate legally.\***

I am able to provide copies of each.

### Choices

Yes No

**My business is my primary source of income.\***

### Choices

Yes No

**Does your business provide professional services?\***

Such as banking, accounting, legal (law firm), medical, etc.

### Choices

Yes No

**Is your business a registered 501c3 non-profit?\***

### Choices

Yes No

## *Ineligible*

**Based on answers above, you may receive this notice**

We regret to inform you that based upon your answer to one or more questions above, your business does not meet the eligibility requirements for a 2023 Stabilization grant at this time.

If you believe there's been an error or have further questions regarding your application status, please reach out to Simon at [grants@merchantsfund.org](mailto:grants@merchantsfund.org).

## *Eligible for Full Application*

Congratulations. Based on your responses, your business is eligible to apply for a Stabilization Grant from TMF.

**Would you like to proceed?\***

Would you like to proceed and access the full application?

### Choices

Yes No

## Business Information & Operations

**In what year was your business established?\***

**If you are not the original owner, in what year did you buy or take over the business?**

**Briefly describe your business and business activities. (2-3 sentences)\***

**Number of FULL-TIME employees (i.e. works 35 hrs or more per week). Include yourself if applicable\***

*Help Text: An independent contractor is NOT an employee and is NOT on the company payroll. They are self-employed and contracted to perform work for—or provide services to—another entity as a non-employee. Please do not include these workers in any questions regarding employees.*

**Number of PART-TIME employees (i.e. works less than 35 hrs per week). Include yourself if applicable\***

*Help Text: An independent contractor is NOT an employee and is NOT on the company payroll. They are self-employed and contracted to perform work for—or provide services to—another entity as a non-employee. Please do not include these workers in any questions regarding employees.*

**Number of independent contractors and/or freelance workers paid by the business in 2022.\***

*Help Text: An independent contractor is NOT an employee and is NOT on the company payroll. They are self-employed and contracted to perform work for—or provide services to—another entity as a nonemployee.*

**How would you describe the current status of your business?\***

### Choices

Survival (needs support to stabilize before considering growth or next steps)  
Sustain (mature business and/ or has the desire to sustain current size)  
Scaling / in growth phase

**Is there more than 1 business owner?\***

### Choices

Yes No

## Business Ownership

This section will appear if you answer "yes" to "Is there more than 1 business owner"

**How many additional owners are there with at least 20% ownership of the business?\***

NOT counting yourself.

### Choices

- 1
- 2
- 3

**Owner #2's First & Last Name**

**Owner #2 Ownership Percentage**

**Email Address**

**Owner #3's First & Last Name**

**Owner #3 Ownership Percentage**

**Email Address**

**Owner #4's First & Last Name**

**Owner #4's Ownership Percentage**

**Email Address**

## Grant Request

2023 Stabilization Grants are designed to help small businesses with a clear and specific project-based grant to assist operations in the face of economic challenges, changes, opportunities, and crises.

The grant is a one-time infusion of capital to help the business:

- **Stabilize** - recover from a specific deficit/challenge (e.g. replace a failing HVAC system, repair the storefront after a disaster, etc.)
- **Grow** - take advantage of an opportunity to increase sales, profits, or decrease expenses (e.g. purchase a piece of equipment that will improve productivity, improve the interior of the store, expand to wholesale/e-commerce, etc.)

Please note: Stabilization Grants cannot be used for working capital, day to day expenses, or to bolster cash reserves. (E.g. pay employee salaries, pay past due debts that have been accrued due to lack of profitability, pay rent, increase the cash in your bank account, etc.) Businesses that are not profitable and that have no clear path to profitability are not likely to be funded. In very specific circumstances, TMF Stabilization Grants can be used to pay off past due debts or purchase inventory. Specific instances can include: accrued debt used to continue operations during a disaster (flood, road closures, fire, etc.), purchasing bulk inventory to save on costs or prepare for a large event, assisting a sustainable business in paying debts that were accrued when the business was struggling, etc.

**Please indicate the grant size request for your business at this time -- up to \$10,000.\***

**Please describe how you will use the grant (be as specific as possible).\***

*For Example: My deli needs extensive upgrading, but doing it myself will use all the money I have in the bank and/or require me to use a high interest credit card.*

*\$5,500 for HVAC repair to replace our broken system;*

*\$1,500 to replace a failing refrigerator;*

*\$2,000 for two new slicers;*

*Total: \$9,000 (should be the total amount of grant request)*

**How will this grant help you to improve or stabilize your business?\***

Will it enable you to make or save more money? Will it enable you to better serve your current customers or expand to serve new customers?

**Follow Up / Site Visit\***

*I understand that TMF staff or a representative of TMF will contact me with additional questions about my business and may request a site visit as phase two of the application process.*

**Choices**

Yes No

## Translation Services Needed?\*

I will need translation services if I'm selected for a site visit or TMF staff have additional questions about my application.

### Choices

Yes No

## Language Spoken

### Which language do you need translation services?\*

#### Choices

This section will appear if you answer "yes" to "Translation services needed?"

Arabic  
Chinese (Cantonese) Chinese (Mandarin) French  
German Haitian Creole Hindi  
Italian Japanese Korean  
Other  
Persian (Dari) Persian (Farsi)  
Polish Portuguese Russian  
Spanish Tagalog  
Urdu

## Rent / Own

### Do you rent or own the location of the business?\*

#### Choices

Rent Own

## Rent Questions

### Do you have a current, signed lease?\*

#### Choices

Yes No

### How much time do you have remaining on your lease?\*

### How much do you pay in rent per month?\*

Only answer if previous answer is "Rent"

## Commercial Property Questions Only answer if previous answer is "Own"

**When did you purchase the commercial property?\***

**How much did you pay for the building?\***

**What is the balance on the commercial mortgage?\***

**What is your monthly mortgage payment for the commercial property?\***

**Is the building used as collateral for any other loans or lines of credit?\***

*Not including the primary mortgage on the property*

### Choices

Yes No

## 2022 Financial Snapshot

**What were the total SALES for your business in 2022? (i.e. Gross Receipts or Total Revenue)**

*This is NOT your profit. This dollar amount can be found on line 1 of your Schedule C if you file as a sole proprietorship, Line 1a on your 1065 if you file as a partnership, or line 1a if you file as a corporation on your 1120.*

**Wages/Salaries in 2022 ONLY for employees and contractors\***

*Include all payroll taxes and other payroll fees*

**Wages/Salaries in 2022 ONLY for owners\***

*Include all payroll taxes and other payroll fees*

**Total of all other expenses incurred while operating the business\***

*Schedule C - Line 26 / 1120-S Line 8 / 1065 - Line 9 / 1120 - 13*

## 2023 Financial Snapshot

**What are the total SALES for your business in 2023 up to the last month of business?\***

*i.e Gross Receipts or Total Revenue*

*For example, if the application is submitted on March 15, 2023, please share with us the total sales from January 1 through February.*

## Cost of Goods Sold (COGS), if applicable

These are the direct costs associated with producing your product or service. For example if you own a food business, this would be ingredients, packaging, etc.

## Wages/Salaries in 2023 ONLY for employees and contractors\*

Include all payroll taxes and other payroll fees

## Wages/Salaries in 2023 ONLY for owners\*

Include all payroll taxes and other payroll fees

## Total of all other expenses incurred while operating the business\*

## Assets & Liabilities

### Business Bank Account - Checking\*

### Business Bank Account - Savings\*

### Estimated value of commercial property? (ONLY input if you own the building)

Do not input the value of the property if you rent your commercial space from a landlord. Character Limit: 20

## DEBT SCHEDULE

In this section you will list out all the current business debt. Please complete in as full detail as possible. Please do not hesitate to contact us if you have any questions

**COMMERCIAL MORTGAGE:** Only complete if you own the commercial property you are operating your business in.

**GOVERNMENT LOANS:** This would include any SBA EIDL loans, PPP loans that were not forgiven, etc.

DEBT TYPE	ORIGINATION DATE	ORIGINAL AMOUNT OF LOAN	CURRENT AMOUNT OF LOAN	INTEREST RATE OF LOAN
COMMERCIAL MORTGAGE				
FAMILY & FRIENDS				

<b>BANK LOAN 1</b>				
<b>BANK LOAN 2</b>				
<b>GOVERNMENT LOAN 1</b>				
<b>GOVERNMENT LOAN 2</b>				

<b>CREDIT CARD 1</b>				
<b>CREDIT CARD 2</b>				
<b>VENDOR DEBT</b>				

**Do you have any other loans?**

*If yes, please list the loans, their original amounts, current amounts, monthly payments, and interest rates.*

**Does your business have any past due payments, bills, and/or debt?**

**Choices**

Yes No

**If yes, what types of payments, bills, and/or debt are past due and please explain?**

## Attachment Uploads

### **Signed W-9 for business\***

Get a fillable W9 here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### **2022 Federal Tax Return for Business OR 2022 P&L\***

Please upload your most recently filed tax return for your business.

If a corporation, be sure to include Form 1120S is included. If an LLC or Sole Proprietor, be sure to include Schedule C.

### **2021 Federal Tax Return for Business\***

If a corporation be sure Form 1120S is included; if a LLC or Sole Proprietor, include Schedule C.

### **2022 Federal Tax Returns - Personal (If available)**

### **2021 Federal Tax Returns - Personal\***

### **2023 P&L**

## Demographics

**Do you and your business identify as any of the following: (where ownership is based on 51% or more)**

Please select all that apply.

#### **Choices**

Disability-Owned Business

Immigrant-Owned Business LGBTQ+

LGBTQ+ Owned Business

Business

Spouse-Owned Business (50/50 ownership)

Veteran-Owned Business

Woman-Owned Business N/A

## What is your annual household income (i.e. the gross amount before taxes reported on your taxes)?\*

*This is not business income. This is the total household income as listed on your personal tax returns.*

### Choices

- Under \$10k
- \$10k - 50k
- \$51k - \$100k
- \$101k - \$150k
- Over \$150k
- Choose not to answer

## What is your marital status?\*

### Choices

- Single
- Married
- Domestic partnership
- Separated
- Divorced
- Choose not to answer

## Is there anything else that you would like for us to know?

## Did you complete this application on your phone, tablet, or computer?\*

### Choices

- Phone
- Tablet
- Computer

## How did you hear about this grant / Who referred you?

## Is there anything else that you would like for us to know?

## *Certification*

I hereby certify that everything contained within this application is true and accurate to the best of my knowledge. I understand that providing false or misleading information will eliminate my business from consideration for funding both now and in the future. I understand that if inaccuracies are detected after an application has been approved, the approval will be revoked.

I grant permission for agents of The Merchants Fund to discuss the information contained in this application with agents from the organization that recommended my business to TMF.

## Signature\*

## Date\*