

# CitizensNYC

## Neighborhood Business Grant FAQ

**Q: Do businesses that apply have to be formally organized (LLC, S-Corp., etc.), or can sole proprietors also apply?**

A: A Sole Proprietorship is in fact a form of business structure and therefore is eligible to apply.

**Q: Are franchise businesses eligible?**

A: We will consider franchises.

**Q: I'm running my business fully virtual. Can I apply for my eCommerce?**

A: Applicants do not have to be brick and mortar to apply; however, all business types must present proof of business structure.

**Q: Are home-based businesses eligible?**

A: Yes, however, your home-based business should supply proof of business structure.

**Q: I am planning to open my business this year. Is this grant for start-ups?**

A: No. This grant is for businesses that can demonstrate incoming revenue as of January 2020 or prior.

**Q: I just started with an LLC, have no revenue, and need funds to keep afloat. Can we apply?**

A: No. This grant is for businesses that can demonstrate incoming revenue as of January 2020 or prior.

**Q: We are still experiencing a decrease in revenue due to COVID-19. We wanted to find out if this business grant is available or gives priority to businesses impacted by the pandemic?**

A: Our focus is on business recovery for those businesses affected by the pandemic.

**Q: How can we apply for this grant?**

A: You can submit an application using our [online form](#). Please contact [businessgrants@citizensnyc.org](mailto:businessgrants@citizensnyc.org) if you run into any technical difficulty with the form. If you would like to go through all application questions with your business partners, please contact us at the same email to request a copy of our application in PDF format with the subject line "Request NBG PDF Application." You will still need to complete the application using the online form, as the PDF form is for preview only. Again ALL applications must be submitted using CitizensNYC online portal. We cannot accept applications submitted by mail or email.

**Q: What does community engagement mean?**

A: Community engagement is demonstrated in a wide spectrum of ways. Some examples from previous grant applicants include:

- Independent delivery driver takes seniors to their doctors' appointments free of charge amid the pandemic.
- A composting company hires and trains previously incarcerated individuals.
- An environmentally focused building developer hires interns and teaches lessons with impact in “green” building development.

**Q: I am an undocumented business owner. Can I apply for this grant? Which alternative documents may I submit?**

A: We accept applications from undocumented immigrants. If you cannot provide proof of business ownership, please contact [businessgrants@citizensnyc.org](mailto:businessgrants@citizensnyc.org), and we are happy to help figure out alternative documents to proof your business status.

**Q: What can the grant cover?**

A: We do not dictate how the grant is used; however, we encourage usage for items such as technology upgrades, safety build out to protect employees and customers and marketing to drive traffic to your business.

**Q: What financial documents do I have to provide in the application?**

A: A monthly or annual budget snap shot. This includes general overhead expenses.

**Q: English isn't our first language. How do we apply for the grant?**

A: In addition to English, we offer our application in Spanish (Español) and Chinese (中文). You are welcome to reference the linked PDFs and fill in your answers in the corresponding fields in our online form. You can also use videos, photos and other types of supplements to support your application. If you prefer to submit an application in English but are hesitant about your writing, we assure you that we do not assess applications based on applicants' writing skills, and we appreciate you describing your proposal to the best of your capacity.

Para saber más sobre esta oportunidad, favor de enviar un correo electrónico a [SBernards@citizensnyc.org](mailto:SBernards@citizensnyc.org).

如果您需要中文帮助，请邮件联系Di ([DCui@citizensnyc.org](mailto:DCui@citizensnyc.org))。



**Q: We cannot complete the application at one time. What should we do?**

A: No worries. You don't have to finish your application in one sitting, but you would want to save your work. Please click on the "Save my progress and resume later" check-box at the top of the page (right under the page navigator) in the online form, and you will be able to create a login and password so you can return to your work.

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Save my progress and resume later | [Resume a previously saved form](#)

**Q: When will I find out your decision?**

A: We take applications on a rolling basis and encourage early submissions to be considered before funds are exhausted. We expect to post awards early Summer 2022.

**Q: What kind of materials do I need to submit to fulfill reporting requirement?**

A: You will complete an online final report form, share how you spent the grant and highlight your accomplishments.

**Q: What are some other ways that we can connect with CitizensNYC?**

A: Glad that you asked since we offer more than grants! You are welcome to attend our [CitizensNYC: LIVE series](#), access project planning assistance and check out our [neighborhood leadership resources](#). [Subscribe to our monthly newsletter](#) so you are in the loop of our upcoming events and opportunities.

**CONTACT US**

Grants@citizensnyc.org  
Citizensnyc.org/grantmaking

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