

# Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act  
U.S. Treasury Coronavirus Relief Fund (CRF)

## Comprehensive Guide for Business Assistance

Effective 10/8/20



# Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act  
U.S. Treasury Coronavirus Relief Fund (CRF)

## Index

Program Overview .....	3
Eligibility Criteria .....	4
Eligible Expenses .....	5
Documentation Checklist .....	6
Demonstrated Negative Impact Due to COVID-19 (Table) .....	8
Certification Form for For-Profit Businesses .....	9
Certification Form for Nonprofit Corporations .....	11
Application process .....	13
Understanding Application Status Alerts .....	13
Resources and Tips for Applicants .....	14

# Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act  
U.S. Treasury Coronavirus Relief Fund (CRF)

## Sarasota County CARES Small Business Relief Grants

Dear Sarasota County Business:

Thank you for your interest in the Small Business Relief Grant Program. Your business plays an important role in the local economy and we want to provide you with tools to consider and apply for this program. If approved you will receive a grant that will not require any repayment. Its intended to provide additional relief through federal funds made available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

County staff and our partners stand ready to provide assistance to you for your application.

Please carefully review this guide and collect all necessary documents you will be asked for prior to your final submittal. It will help in both your submittal and the review of your application.

### Program Overview

The Coronavirus Aid, Relief, and Economic Security (CARES) Act is a \$2 trillion economic relief package designed to mitigate the economic impacts of COVID-19. Sarasota County is eligible to potentially receive up to approximately \$75.7 million. The Sarasota County Board of County Commissioners has allocated up to \$34 million for economic recovery through the Sarasota County CARES Small Business Relief Grant Program.

The CARES Act provides that payments from the Coronavirus Relief Fund may only be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the state or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on Dec. 30, 2020.

The provision of grants to small businesses and nonprofits, in an amount not-to-exceed \$49,999.99 per business or nonprofit, as set by the Sarasota County Commission, is to cover the costs of business interruption and additional expenses incurred due to the COVID-19 public health emergency.

The program provides grants for the recovery and stabilization of small businesses negatively impacted by the COVID-19 emergency, so long as funds remain available.

## Eligibility Criteria

### A for-profit business applicant that meets ALL the following criteria may qualify:

- ✓ Applicants must have had 100 or fewer full-time-equivalent employees, including the owner(s), at the time of application. For the benefits of this program, a full-time-equivalent employee is defined as an employee who works at least 40 hours per week. If an employee works 20 hours per week, they would be considered half of an FTE.
- ✓ Applicants must have had a negative impact due to COVID-19 and either describe the negative impact in their application or have the proper documentation to demonstrate the negative impact.
- ✓ Applicants must be businesses with a principal location in Sarasota County that is legally operating and licensed within Sarasota County and the state of Florida.
- ✓ Applicant is a for-profit non-publicly traded company and is not a subsidiary or partially owned by a publicly traded company or hedge fund.
- ✓ All business owners are United States citizens or lawful permanent residents.
- ✓ Business is current on all payroll taxes, sales and unemployment taxes, property taxes and federal income taxes.
- ✓ Business has no current unpaid Sarasota County code enforcement liens.
- ✓ All for-profit business owners have not been convicted of, pleaded guilty, or pleaded nolo contendere to any felony involving fraud, dishonesty, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance within the past five years.
- ✓ All for-profit business owners and the business entity are not presently involved in any bankruptcy and are not planning to file for bankruptcy prior to Dec. 30, 2020.
- ✓ All for-profit business owners and the business entity are not presently suspended or debarred from participation in transactions by any federal department or agency.

### A nonprofit 501(c)(3) or 501(c)(6) applicant that meets ALL the following criteria may qualify:

- ✓ Nonprofit 501(c)(3) or 501(c)(6) applicants must have had a negative impact due to COVID-19 and either describe the negative impact in their application or have the proper documentation to demonstrate the negative impact.
- ✓ Applicant must be a nonprofit corporation with a substantial presence in Sarasota County and that is legally operating and licensed within Sarasota County and the state of Florida. Substantial local presence is defined as a staffed facility, office, or portion of a residence in Sarasota County dedicated exclusively to that organization, available to members of the public seeking its services or benefits. The office may be staffed by volunteers.
- ✓ Nonprofit 501(c)(3) or 501(c)(6) corporation has no current unpaid Sarasota County code enforcement liens.
- ✓ Applicants must have had 100 or fewer full-time equivalent employees at the time of application.
- ✓ The nonprofit 501(c)(3) or 501(c)(6) director or executive director is a U.S. citizen or lawful permanent resident.
- ✓ The nonprofit 501(c)(3) or 501(c)(6) director or executive director has not been convicted of, pleaded guilty, or pleaded nolo contendere to any felony involving fraud, dishonesty, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance within the past five years.
- ✓ The nonprofit 501(c)(3) or 501(c)(6) director or executive director and the 501(c)(3) or 501(c)(6) corporation entity are not presently suspended or debarred from participation in transactions by any federal department or agency.
- ✓ The 501(c)(3) or 501(c)(6) organization is not presently involved in any bankruptcy and is not planning to file for bankruptcy prior to Dec. 30, 2020.
- ✓ Applicants must be current on any payroll taxes, sales taxes, and unemployment taxes if the applicant entity is not exempt.

## Eligible Expenses

Grant funding pursuant to this Sarasota County CARES Small Business Relief Grant shall only be used for eligible expenses. Eligible expenses include:

- Rent payments.
- Mortgage payments (except for real estate taxes).
- Utilities payments (water, sewer, electric, gas, solid waste collection, phone, internet).
- Anything needed to protect employees or customers from exposure to COVID-19.
- Personal protective equipment (PPE).
- COVID-19 testing costs.
- Supplies and equipment for facilitating social distancing or otherwise adapting the business to help comply with the CDC's guidelines related to COVID-19.
- Payroll expenses.
- Marketing related to reopening.
- Inventory costs for perishable items related to reopening.

### Tips for applicants

- Collect your documents first and then visit [www.scgov.net/CARES](http://www.scgov.net/CARES).
- Don't rush to submit – the fastest way to get approved is to make sure your application and all documents are accurate and complete.
- Double-check that your documents are scanned and ready to upload with document signatures where applicable.
- If your application needs additional information or corrections, you will be contacted. But remember that a complete and accurate application will speed review and approval.
- Track your progress within the approval process using the case number that is assigned to you by the Neighborly portal.

**TAKE YOUR TIME.** Submit a full application, including all required documentation, for the quickest response. Grant awards will be based on the submittal of complete and eligible applications, not based on how early an application is submitted – submitting an incomplete application will delay the review process.

## Documentation Checklist for Business Assistance

- 1. For-profit businesses must provide a combined or individually executed and witnessed [Citizenship, Criminal History and Bankruptcy Certification Form](#) for every for-profit business owner.**

**Nonprofit 501(c)(3) or 501(c)(6) corporations must provide an individually executed and witnessed [Citizenship and Criminal History Certification Form](#) for the director or executive director.**

You must download the form that is applicable to your entity, personally execute the form, and then upload all such completed and signed form(s) to this application in the document upload section labeled "Certification Form."

- 2. Driver license or government-issued photo identification for all for-profit business owners or the nonprofit director or executive director, and whoever signs and submits the application if it is not the owner or director**

NOTE: If the applicant is not the business owner or director or executive director, then he or she must also upload proof that the individual signing and submitting this online application has proper signatory authority to legally bind the entity submitting the application (such as a delegation resolution or engagement letter).

- 3. Active State Business Registration from the Florida Division of Corporations**

Go to the website [Sunbiz](#), search by "Entity Name" using full legal business name, select listing with "Active" status and attach most recent filing.

- 4. Sarasota County Business Tax Receipt or a copy of your online receipt (updated and current)**

Businesses not required to register with the State of Florida may access their Sarasota County Occupational License/ Business Tax Receipt form from the website: [Business Tax Account Search](#).

If the applicant entity is exempt from the Sarasota County Business Tax, please provide documentation of the exemption, such as a Business Tax Exemption Affidavit filed with the Sarasota County Tax Collector's Office.

- 5. IRS W-9 Form, Version October 2018 (necessary to create payment with the Clerk of the Circuit Court and County Comptroller)**

Your IRS W-9 must be completed and signed, and the principal business address must match business registration and entries in the "Business Information" section of this application.

You may get a blank form at the [Form W9 website](#). Please make sure to print, complete, sign and scan before uploading the form.

- 6. Documentation of employee count (if more than 100 employees, to verify that the number of full-time-equivalent employees (FTE) is 100 or fewer)**

For businesses that have an employee count greater than 100 employees, you will be required to calculate and verify that your number of full-time-equivalent employees (FTE) is 100 or fewer by providing a copy of any of the following: most recent payroll register, 2019 IRS Form W-3 Summary or the most recent IRS Form 941.

**7. Documentation of demonstrated negative impact due to COVID-19**

Pursuant to the CARES Act Coronavirus Relief Fund federal requirements and U.S. Treasury guidance, all applicants must demonstrate a negative impact due to COVID-19. Such negative impacts include eligible expenses and incurred costs due to COVID-19 as detailed in the Eligibility section on this application. Please upload at least one type of the documentation described below. **If you do not provide any of the below types of documentation, please fill in the table in Section E: Demonstrated Negative Impact Due to COVID-19.**

- Sales tax statements from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19, **OR**
- Bank account statements from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19, **OR**
- Profit and loss (P&L) statements and/or balance sheets from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19. For example, the applicant may provide a profit and loss statement from April 2019 and April 2020 showing loss of revenue.

**8. DBA/Fictitious Name Registration, if applicable.**

To get your state of Florida Business Filing or DBA/Fictitious Name Registration go to this website: [Sunbiz](https://www.sunbiz.org). Search your company name and save the document as a .pdf. You will need to attach the document to this application.

**9. Proof of signatory authority, if applicable.**

This is required if the applicant is not listed on the Citizenship, Criminal History, & Bankruptcy Certification Form as a business owner or 501(c)(3) or 501(c)(6) director or executive director in order to demonstrate that the individual signing and submitting this online application has proper signatory authority to legally bind the entity submitting the application (such as a delegation resolution or engagement letter).

**Documentation Checklist**

- Certification Form
- Driver license or government-issued photo ID
- State Business Registration
- Sarasota County Business Tax Receipt or Business Tax Exemption Affidavit from Tax Collector's Office
- IRS W-9 Form, Version October 2018 (signed)
- Documentation of Employee Count (if more than 100 employees)
- Documentation of demonstrated negative impact (required if not included in the table in the Demonstrated Negative Impact Due to COVID-19 section)
- DBA/Fictitious Name Registration (if applicable)
- Proof of signatory authority (if applicable)

## Demonstrated Negative Impact Due to COVID-19

Pursuant to the CARES Act Coronavirus Relief Fund federal requirements and U.S. Treasury guidance, all applicants must demonstrate a negative impact due to COVID-19. Such negative impacts include eligible expenses and incurred costs due to COVID-19, as defined as 'Eligible Expenses' of this Program.

You can demonstrate your negative impact due to COVID-19 in **one of two ways**:

1. Fill in the table in Section E: Demonstrated Negative Impact Due to COVID-19 in the online application, **OR (see No. 2 below)**

Income	2020 Income in U.S. Dollar (\$)	2019 Income in U.S. Dollar (\$) if applicable	Notes
Business/operations income			
Other income, including all COVID-19 related assistance such as loans/grants			
TOTAL	\$	\$	

Expenses	2020 Income in U.S. Dollar (\$)	2019 Income in U.S. Dollar (\$) if applicable	Notes
Advertising/Marketing/Promotions			
Credit and debit card fees/bank charges			
Equipment rental/lease			
Payroll expenses and taxes			
Employee health benefits			
Insurance expenses			
Inventory/raw materials/supplies			
Licenses/permits			
Professional fees			
Office supplies/postage/delivery			
Mortgage or rental expenses (office/storage/etc.)			
Utility expenses			
COVID-19 related expenses			
TOTAL	\$	\$	

2. Attach supporting documentation to demonstrate your negative impact due to COVID-19, such as one of the following:
  - o Sales tax statements from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19 **OR**
  - o Bank account statements from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19 **OR**
  - o Profit and loss (P&L) statements and/or balance sheets from March 1, 2020, through the date of your application, versus the same month(s) in 2019 or since the start of operation if after March 1, 2019, to the extent the documents demonstrate a negative impact due to COVID-19. For example, the applicant may provide a profit and loss statement from April 2019 and April 2020 showing loss of revenue.



## Small Business Relief Grant Program

### Required Eligibility Documentation

#### Owner/Operator Information and Citizenship, Criminal History and Bankruptcy Certification Form

(This is an example. A downloadable pdf is available online at [scgov.net/CARES](http://scgov.net/CARES))

**Please provide the following information for all business owners. You can submit multiple forms if your business has more than two owners.**

1. Legal Name of Applicant Entity (For-Profit Business)

---

2. Full Legal Name of all Business Owners (First, Middle, Last)

---



---

**Please initial or check each of the following boxes, certifying that you understand and agree with the adjacent statements.**

\_\_\_\_\_ The state of Florida has broad public records laws. Applications, supporting documents and the information contained therein are public records that will be available to the public if requested; exceptions to such disclosures are limited to explicit applicable statutory exemptions and/or confidentiality provisions, such as those for social security numbers. The county is authorized by federal law to collect, maintain and report social security numbers in order to meet IRS 1099 reporting requirements; however, social security numbers are confidential and exempt from public records under section 119.071, Florida Statutes. Based on the foregoing, I acknowledge, understand and agree that if there is a request for public records that includes this form, related information, and/or other such supporting documents that are not exempt and/or confidential under Florida law, such public records will be disclosed to the requestor(s) without notice to me or my applicant entity.

\_\_\_\_\_ I/We certify and affirm that I am either a U.S. citizen or a U.S. lawful permanent resident, as that term is defined in the Immigration and Nationality Act at 8 U.S.C. 1101(a)(20).

\_\_\_\_\_ I/We certify and affirm that I am not presently incarcerated for any felony, or presently subject to an indictment, criminal information, arraignment, or other means by which formal felony criminal charges are brought in any jurisdiction, for any felony.

\_\_\_\_\_ I/We certify and affirm that, within the last five years, I have not been convicted of, pleaded guilty to, pleaded nolo contendere to, or commenced any form of parole or probation (including probation before judgment) for any felony involving fraud, bribery, embezzlement or a false statement in a loan application or an application for federal financial assistance.

\_\_\_\_\_ I/We certify and affirm that, within the last year, I have not been convicted of, pleaded guilty to, pleaded nolo contendere to, or commenced any form of parole or probation (including probation before judgment) for any felony other than those felonies listed in the checkbox just above this one involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance.

\_\_\_\_\_ I/We certify and affirm that I am NOT presently suspended or debarred from participation in transactions by any federal department or agency.

\_\_\_\_\_ I/We certify that the information contained in this form is true, complete and correct.

\_\_\_\_\_ I/We acknowledge that I have a continuing obligation to keep the information on this form up to date until at least Dec. 30, 2020. I agree to re-submit this form with current and correct information, newly signed and appropriately dated, to the county if any information herein changes between now and Dec. 30, 2020.

\_\_\_\_\_ I/We understand that any willful misrepresentation on this form or supplied related to my applicant entity's Sarasota County CARES Small Business Relief Grant Program application, could result in a fine and/or imprisonment under title 18, section 1001, of the U.S. Criminal Code, and may entitle the county, the state of Florida, and/or the U.S. Treasury to receive a return of any funding provided under the Sarasota County CARES Small Business Relief Grant Program, in addition to any other remedies the county, state of Florida, and/or federal government may have against me and/or my applicant entity, at law or in equity.

\_\_\_\_\_ I/We understand that, pursuant to section 92.525, Florida Statutes, a person who knowingly makes a false declaration thereunder is guilty of the crime of perjury by false written declaration, a felony of the third degree, punishable as provided in sections 775.082, 775.083 or 775.084, Florida Statutes.

\_\_\_\_\_ I/We certify and affirm that I am not presently involved in any bankruptcy or am not planning to file for bankruptcy prior to Dec. 30, 2020.

**Please sign next to the "X" in your own handwriting with blue ink, then date and fill in the information as indicated below.**

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

\_\_\_\_\_  
Business Owner Printed Name

\_\_\_\_\_  
Business Owner Position/Title respective to the Applicant Entity

**X** \_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

**If more than one business owner, please include signatures for all business owners.**

\_\_\_\_\_  
Business Owner Printed Name

\_\_\_\_\_  
Business Owner Position/Title respective to the Applicant Entity

**X** \_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

# The Nonprofit Small Business Relief Grant Program

## Required Eligibility Documentation

### Citizenship and Criminal History Certification Form

(This is an example. A downloadable pdf is available online at [scgov.net/CARES](http://scgov.net/CARES))

#### Please provide the following information.

1. Legal Name of Applicant Entity (501(c)(3) or 501(c)(6) Corporation)

---

2. Full Legal Name of the Director/Executive Director (First, Middle, Last)

---

#### Please initial or check each of the following boxes, certifying that you understand and agree with the adjacent statements.

\_\_\_\_\_ The State of Florida has broad public records laws. Applications, supporting documents and the information contained therein are public records that will be available to the public if requested; exceptions to such disclosures are limited to explicit applicable statutory exemptions and/or confidentiality provisions, such as those for social security numbers. The county is authorized by federal law to collect, maintain and report social security numbers in order to meet IRS 1099 reporting requirements; however, social security numbers are confidential and exempt from public records under section 119.071, Florida Statutes. Based on the foregoing, I acknowledge, understand and agree that if there is a request for public records that includes this form, related information, and/or other such supporting documents that are not exempt and/or confidential under Florida law, such public records will be disclosed to the requestor(s) without notice to me or my applicant entity.

\_\_\_\_\_ I certify and affirm that I am either a U.S. citizen or a U.S. lawful permanent resident, as that term is defined in the Immigration and Nationality Act at 8 U.S.C. 1101(a)(20).

\_\_\_\_\_ I certify and affirm that I am not presently incarcerated for any felony, or presently subject to an indictment, criminal information, arraignment, or other means by which formal felony criminal charges are brought in any jurisdiction, for any felony.

\_\_\_\_\_ I certify and affirm that, within the last five years, I have not been convicted of, pleaded guilty to, pleaded nolo contendere to, or commenced any form of parole or probation (including probation before judgment) for any felony involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance.

\_\_\_\_\_ I certify and affirm that, within the last year, I have not been convicted of, pleaded guilty to, pleaded nolo contendere to, or commenced any form of parole or probation (including probation before judgment) for any felony other than those felonies listed in the checkbox just above this one involving fraud, bribery, embezzlement, or a false statement in a loan application or an application for federal financial assistance.

\_\_\_\_\_ I certify and affirm that I am NOT presently suspended or debarred from participation in transactions by any federal department or agency.

\_\_\_\_\_ I certify that the information contained in this form is true, complete and correct.

\_\_\_\_\_ I acknowledge that I have a continuing obligation to keep the information on this form up to date until at least Dec. 30, 2020. I agree to re-submit this form with current and correct information, newly signed and appropriately dated, to the county if any information herein changes between now and Dec. 30, 2020.

\_\_\_\_\_ I understand that any willful misrepresentation on this form or supplied related to my applicant entity's Sarasota County CARES Small Business Relief Grant Program application, could result in a fine and/or imprisonment under title 18, section 1001, of the U.S. Criminal Code, and may entitle the county, the state of Florida, and/or the U.S. Treasury to receive a return of any funding provided under the Sarasota County CARES Small Business Relief Grant Program, in addition to any other remedies the county, state of Florida, and/or federal government may have against me and/or my applicant entity, at law or in equity.

\_\_\_\_\_ I understand that, pursuant to section 92.525, Florida Statutes, a person who knowingly makes a false declaration thereunder is guilty of the crime of perjury by false written declaration, a felony of the third degree, punishable as provided in sections 775.082, 775.083 or 775.084, Florida Statutes.

**Please sign next to the "X" in your own handwriting with blue ink, then date and fill in the information as indicated below.**

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

\_\_\_\_\_  
Director/Executive Director Printed Name

\_\_\_\_\_  
Director/Executive Director Position/Title respective to the Applicant Entity

**X** \_\_\_\_\_  
Director/Executive Director Signature

\_\_\_\_\_  
Date

## Application process

Applicants may apply online at [www.scgov.net/CARES](http://www.scgov.net/CARES) and by selecting the “Business Assistance” icon. You will be required to register on the Neighborly software portal. Confirm your email and sign in to access the business assistance application. You will be required to submit supporting documentation with your application. Please review this required documentation list, available online at [www.scgov.net/CARES](http://www.scgov.net/CARES), prior to completing your application.

### To create an application

1. Visit [scgov.net/CARES](http://scgov.net/CARES).
2. Click the Application/Status Portal at the top of the page.
3. Register an account.
4. Sign in and follow the prompts.

### To check your status online

1. Visit [scgov.net/CARES](http://scgov.net/CARES).
2. Click the Application/Status Portal at the top of the page.
3. Log in using your username and password.
4. Your status will be listed next to your application. This field will be updated as your application moves through the process.

## Application statuses

Status Name	Description of Status
Application in Progress	Applicant has yet to submit their application, will not be reviewed until submission.
Application Submitted	Applicant has submitted their complete application and it will be reviewed by the county.
Assigned to Initial Reviewer	Applications are distributed to reviewing teams to ensure completeness.
Assigned to Second Reviewer	Applications are currently under evaluation.
Assigned to Fiscal Reviewer	Application is under fiscal review for draw request approval.
Pending Payment Approval	Application is under review by the Clerk of the Circuit Court and County Comptroller for payment processing.
Approved – Payment Issued	Application has been approved by the Clerk of the Circuit Court and County Comptroller. Payment Issued.
Denied by County	Application was reviewed twice, and information remains missing and/or the applicant is ineligible.
Hold – Duplicate Application	Application could be an exact duplicate or applicant could own multiple businesses.
Withdrawn	Application was withdrawn by applicant.
Application Abandoned	Application was created and has remained inactive for an extended period.

## CARES Act – Resources and tips for business applicants

If you have questions regarding the Sarasota County CARES funding, please call our designated call center at:

**941-861-CARE (2273)**

**Available Monday – Saturday, 8 a.m. – 7 p.m.**

### Sarasota County CARES Business Assistance Partners

For questions about the application process or documentation requirements, please reach out to any of our Sarasota County CARES Business Assistance partners. Our partners are available to provide remote assistance to all applicants who request it. The offices are currently closed to in-person visitors; however, remote assistance is available via phone or email. Our partners are trained to readily assist applicants by answering questions. Please note, Business Assistance Partners are unable to assist walk-ins or to provide computer, scanner or printer assistance.

### Visit Sarasota County

Call 941-893-0090 or email [help@visitsarasota.com](mailto:help@visitsarasota.com) for a respond within 24 hours.

### Manasota Black Chamber of Commerce

Call 941-702-2136 or email Tarnisha Cliatt at [cliatt@manasotabcc.org](mailto:cliatt@manasotabcc.org)

### Tips for applicants

- Collect your documents first and then visit [www.scgov.net/CARES](http://www.scgov.net/CARES).
- Don't rush to submit – the fastest way to get approved is to make sure your application and all documents are accurate and complete.
- Double-check that your documents are scanned and ready to upload with document signatures where applicable.
- If your application needs additional information or corrections, you will be contacted. But remember that a complete and accurate application will speed review and approval.
- Track your progress within the approval process using the case number that is assigned to you by the Neighborly portal.

**TAKE YOUR TIME.** Submit a full application, including all required documentation, for the quickest response. Grant awards will be based on the submittal of complete and eligible applications, not based on how early an application is submitted – submitting an incomplete application will delay the review process.



# Sarasota County CARES

Coronavirus Aid, Relief and Economic Security (CARES) Act  
U.S. Treasury Coronavirus Relief Fund (CRF)