

**SOUTH ST. PETE CRA**

**MICROFUND**

**PROGRAM**



# ARE YOU A BUSINESS OWNER IN THE SOUTH ST. PETERSBURG CRA?

Which best describes you?

- Existing Brick and Mortar
- Existing Family Childcare
- Existing Home-Based (i.e., Food Truck)
- Existing Shared Commercial Space
- Early-Stage Startup



# REQUIRED ATTACHMENTS: EXISTING BUSINESSES

Applicants with existing businesses must provide the following required attachments:

*Additional documents may be requested*

1. Copy of “active” organization’s registration from Florida Division of Corporations (Source: [www.sunbiz.org](http://www.sunbiz.org))
2. 2023 Business Tax Financial Documents
  - a. \*See more information on page 5
3. Current St. Petersburg Business Tax Certificate or exemption letter (Source: [www.stpete.org/businessstax](http://www.stpete.org/businessstax))
  - a. If the business is a home-based childcare business, attach a copy of the childcare license from the Pinellas County Licensing Board
  - b. If the business is a notary that only provides notary services, attach a copy of your notary license
4. Copy of Applicant’s Driver’s License or State ID
5. Full Employee Listing (including hire date, salary, full or part-time, and address of employees)
6. Quarterly Wage & Withholding Reports (Form 941) for 1st Quarter 2024, redacted payroll documents, or other payroll information

# REQUIRED ATTACHMENTS: EXISTING BUSINESSES

Applicants with existing businesses must provide the following required attachments:

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7. Copy of an electric, gas, cable, or phone bill issued within the last 45 days with the business/business owner name and CRA address
8. A current W-9.
9. Proof the business has been operating in the South St. Petersburg CRA for at least 6 months
  - a. \*See more information on page 6
10. A copy of any licenses or certifications requested to provide services, if applicable



# REQUIRED ATTACHMENTS: EXISTING BUSINESSES

Applicants with existing businesses must provide the following required attachments:

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## \*2. 2023 Business Tax Financial Documents

- Your business ownership type determines which tax documents you must provide:
  - LLCs, Individual LLCs, and Sole Proprietors must upload a 2023 Schedule C (Form 1040)
  - Corporations, C-Corps, and S-Corps must upload a 2023 Corporate Income Tax Return (Form 1120 or 1120S)
  - Partnerships must upload a 2023 Return of Partnership Income (Form 1065)
  - Nonprofits must upload a 2023 Return of Organization Free from Income Tax Form (e.g. Form 990, 990-N, 990-EZ, 990-PF, etc.)
- If a 2023 return is unavailable due to establishing the business on January 1, 2024, or later, attach the most recent quarterly income statement/profit and loss statement.
- If a 2023 return is unavailable due to a tax extension, please submit a 2022 tax return and extension paperwork.



# REQUIRED ATTACHMENTS: EXISTING BUSINESSES

Applicants with existing businesses must provide the following required attachments:

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## **\*9. Proof the business has been operating in the South St. Petersburg CRA for at least 6 months**

If the "Active" state business registration from the Florida Division of Corporations (Sunbiz) does not demonstrate that the business has been operating in the South St. Petersburg CRA for at least 6 months, submit **one** of the following documents to show that the business has been operating in the South St. Petersburg CRA for at least 6 months prior to the date of application:

1. A bill or statement (e.g., utility, electric, gas, cable, phone, etc.) from at least 6 months prior to the date of application reflecting the business or business owner's name and CRA address
2. Certification of Liability Insurance (COI), Accord form, or another acceptable form showing the current General Liability Insurance Policy for the business at the commercial location showing coverage in effect at least 6 months prior to the date of application
3. Proof from the Property Appraiser that the business owner owns the property, if applicable
4. A copy of an executed lease between the business owner and the property owner reflecting that the lease was in effect at least 6 months prior to the date of application
  - a. The lease must contain signatures

# ADDITIONAL ATTACHMENTS:

Some business types may require additional attachments:

## CONDITIONAL FOR APPLICANTS LEASING A SHARED SPACE OR COMMERCIAL KITCHEN

1. Copy of current Commercial Lease Agreement (signatures must be visible)

## CONDITIONAL FOR HEALTHCARE PROVIDERS

1. Copy of the healthcare provider's unencumbered license through the State of Florida

## CONDITIONAL FOR NONPROFIT ORGANIZATIONS

1. Business Financials
  - a. 2023 Return of Organization Free from Income Tax Form (e.g., Form 990, 990-N, 990-EZ, 990-PF, etc.)
  - b. If a 2023 return is unavailable due to establishing the business on January 1, 2024, or later, attach the most recent quarterly income statement/profit and loss statement
  - c. If a 2023 return is unavailable due to a tax extension, please submit a 2022 tax return and extension paperwork.
2. Tax-exempt certificate
3. Copy of Licenses or certifications required to provide services

# REQUIRED ATTACHMENTS: EARLY-STAGE STARTUPS

Applicants with early-stage startups must provide the following required attachments:

*Additional documents may be requested*

1. Early-stage startups must provide proof they have been living in the South St. Petersburg CRA for at least 6 months at the time of applying for the program. This proof may take the following forms:
  - a. A lease or mortgage.
  - b. If the applicant does not have their name on the lease or mortgage, provide a current bill (i.e., issued within the last 45 days) and a bill that dates back 6 months with the applicant's name and CRA address.
2. Early-stage startups must attach supporting documents that demonstrate the business is past the ideation stage. This must include:
  - a. Marketing efforts, such as a social media page, and
  - b. Proof of investments made in a business launch, and
  - c. If you aim to start a business requiring licensing, you must upload the license (e.g., barber, daycare provider, cosmetologist, etc.).





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3. Early-Stage Startups must attach at least one of the following:
  - a. The completion of an entrepreneurial training program within the last 12 months (see examples);
  - b. The completion of business training/mentoring/consulting;
  - c. Sales tax certificate;
  - d. Proof the business has generated revenue.



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Applicants with early-stage startups must provide the following required attachments:

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4. Please attach at least one of the following:

- a. Copy of “active” state business registration from Florida Division of Corporations ([www.sunbiz.org](http://www.sunbiz.org))
  - i. If not required to register with the Florida Division of Corporations, attach documentation showing the business meets all applicable regulatory requirements from Pinellas County or the State of Florida.
- b. Updated and Current St. Petersburg Business Tax Receipt or Exemption Letter
- c. Business Bank Account
- d. Industry License

5. Early-Stage Startups also need to submit:

- a. Copy of the Business Owner’s Driver’s License or State ID
- b. Attach a current W-9

This form can be downloaded [here](#).

