

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
- 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: Sunbiz.org)
2. 2022 Business Tax Financial Documents
3. Current St. Petersburg Business Tax Receipt or proof of exemption (Source: Stpete.org/businessstax)
4. Copy of Applicant’s Driver’s License or State ID
5. Full Employee Listing (including hire date, salary, and address of employees)
6. Quarterly Wage & Withholding Reports (Form 941) for 1st Quarter 2022, redacted payroll documents, or other payroll information
7. Copy of the most recent St. Petersburg Commercial Utility Bill Statement

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.

CONDITIONAL FOR HEALTHCARE PROVIDERS

1. Attach a copy of the healthcare provider's unencumbered license through the State of Florida.

CONDITIONAL FOR NONPROFIT ORGANIZATIONS

1. Business Financials (501c3 only)
 - a. 2022 Return of Organization Free from Income Tax (Form 990)
 - b. If a 2022 return is unavailable due to establishing the business on January 1, 2022, or later, attach the most recent quarterly income statement/profit and loss statement.
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 demonstrate they are actively developing and launching their business. If the early-stage startup has licenses or state registration with the Division of Corporations, please provide that documentation. Additionally, you must attach supporting documents that demonstrate the business is past the ideation stage. This must include at least three of the following:
 - a. The completion of an entrepreneurial training program within the last 12 months;
 - b. The completion of business training/mentoring/consulting;
 - c. Establishment of a brand;
 - d. Proof of investments made in a business launch;
 - e. Business planning and cash flow analysis materials;
 - f. Startup cost analysis and proof of funding plan;
 - g. Profit and loss statement/proof of revenue since launch.