

**SOUTH ST. PETE CRA**

**MICROFUND**

**PROGRAM**



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

Which best describes your business?

- Existing Brick and Mortar
- Existing Family Childcare
- Existing Home-Based (including food trucks)
- Existing Shared Commercial Space
- Early-Stage Startup

The business location must be the primary office, not the mailing address or storage space for the business. This will be verified through supporting documents.

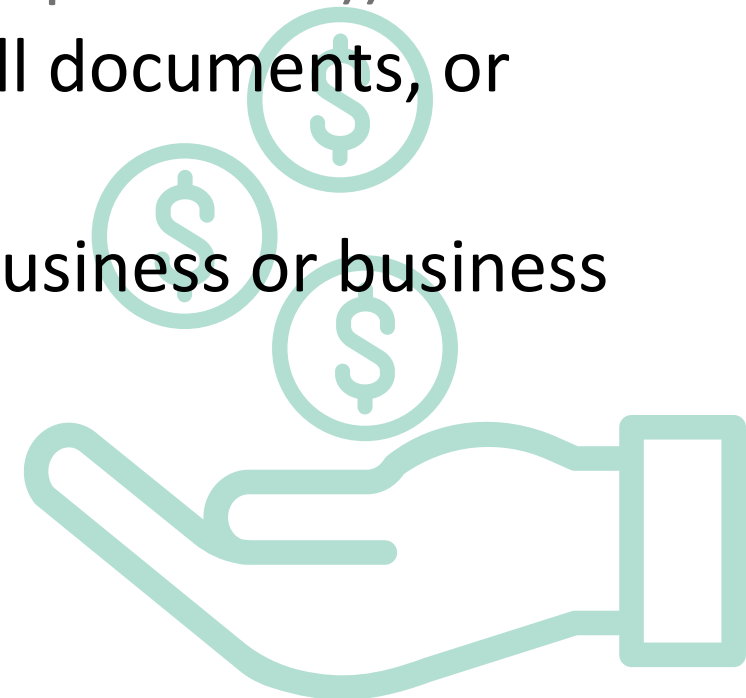


# REQUIRED ATTACHMENTS: ALL EXISTING BUSINESSES

**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, proof of exemption, or occupational license (Source: stpete.org/businessstax)
4. Copy of Applicant’s Driver’s License or State ID
5. Full Employee Listing (including hire date, salary, address of employees, and whether the employee is working full-time (i.e., averages at least 32-40 hours per week) or part-time (i.e., less than 32 hours per week))
6. Quarterly Wage & Withholding Reports (Form 941) for 3rd Quarter 2023, redacted payroll documents, or other payroll information
7. Copy of an electric, gas, cable, or phone bill issued within the last 45 days reflecting the business or business owner’s name and CRA address
8. Attach a current W-9
  - a. This form can be downloaded [here](#).



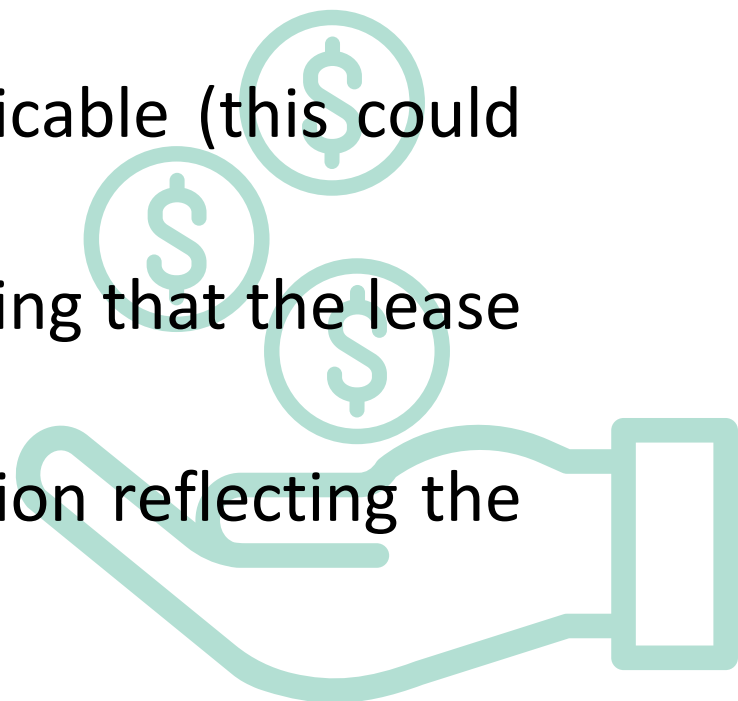
# REQUIRED ATTACHMENTS: ALL EXISTING BUSINESSES

**Applicants with existing businesses must provide the following required attachments:**

*Additional documents may be requested*

9. If none of the documents provided above demonstrate that the business has been operating in the South St. Petersburg CRA for at least 6 months, submit at least 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:

- a. A commercial utility bill statement from at least 6 months prior to the date of application reflecting the business or business owner's name and CRA address
- b. A 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
- c. Proof from the Property Appraiser that the business owner owns the property, if applicable (this could come from the Property Appraiser's website)
- d. 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
- e. An electric, gas, cable, or phone bill from at least 6 months prior to the date of application reflecting the business or business owner's name and CRA address



# ADDITIONAL REQUIRED ATTACHMENTS FOR CERTAIN BUSINESS TYPES

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

1. Copy of current Commercial Lease Agreement

## 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 (501(c)(3) 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, if applicable

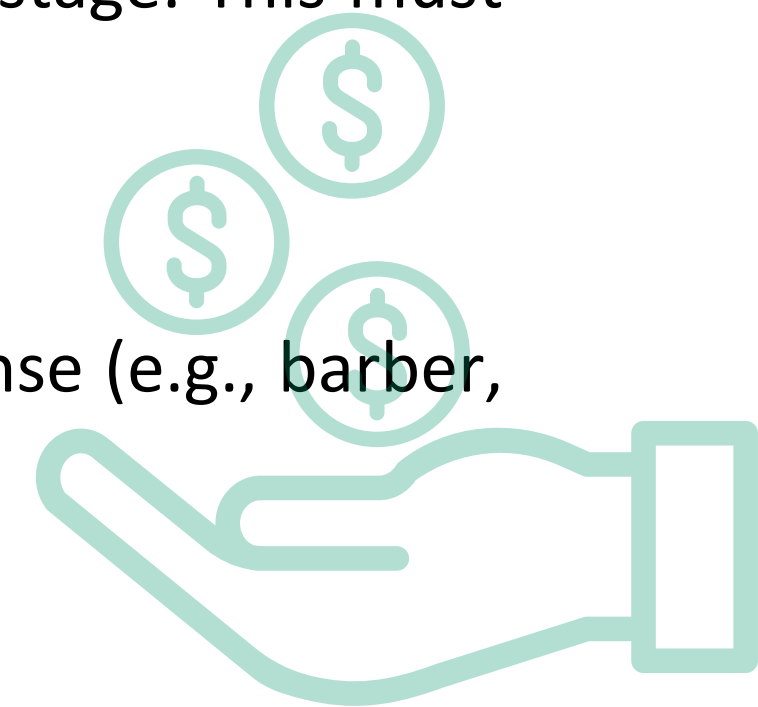


# REQUIRED ATTACHMENTS: EARLY-STAGE STARTUPS

**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. You 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 are aiming to start a business that requires licensing, you must upload the license (e.g., barber, daycare provider, cosmetologist, etc.).



# REQUIRED ATTACHMENTS: EARLY-STAGE STARTUPS

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

*Additional documents may be requested*

3. Additionally, please attach **at least one 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. Sales tax certificate
  - d. Proof the business has generated revenue



# REQUIRED ATTACHMENTS: EARLY-STAGE STARTUPS

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

*Additional documents may be requested*

4. Additionally, legally operating businesses are required to have the following documents. Please attach **at least one of the following**:

- a. Copy of “active” state business registration from Florida Division of Corporations (Source: 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 (Source: [stpete.org/businessstax](http://stpete.org/businessstax))
- c. Business Bank Account
- d. Industry License

5. Copy of the Business Owner’s Driver’s License or State ID

6. Attach a current W-9

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





**GATHER YOUR**

**DOCUMENTS &**

**PREPARE TO**

**APPLY**

