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# Microenterprise Grant Program Application Process

Provided by the City of Youngstown

Funds will be used to help Small Businesses prevent, prepare for, and respond to the coronavirus/other pandemics. Those businesses that are eligible for funding will also be required to go through a technical assistance program to build capacity and ensure future success.



**1**

## COMPLETE A PROGRAM INTAKE FORM

The Microenterprise Grant Program Intake Form can be requested by emailing [youngstownmigrant@gmail.com](mailto:youngstownmigrant@gmail.com) or 330-333-0641.



**2**

## INITIAL ASSESSMENT

Program staff will review new client intake forms and complete an Initial Assessment Form to determine next steps.



**3**

## APPLICATION PROCESS

Following an initial assessment, clients will be sent instructions on acquiring a DUNS Number and a link to access the program application.



**4**

## ON-BOARDING & ACTION PLANNING

Program eligible clients will undergo a Needs Assessment and have a Technical Assistance Action Plan created to build capacity and ensure future success.



**5**

## DISTRIBUTION OF FUNDS

After determining client needs, internal support will be provided, and funds will be disbursed.

City of Youngstown - Microenterprise Grant Program

[youngstownmigrant@gmail.com](mailto:youngstownmigrant@gmail.com) ~ 330.333.0641

# Microenterprise Grant Program

## Eligibility Requirements

In order to be eligible to apply for the Microenterprise Assistance Grant Program, you must meet the following qualifications:

1. You must be the owner of a business that has no more than five (5) employees (including the owner(s)); AND
2. The business must be physically located in the City; AND
3. Your business must have been established as of January 1, 2020; AND
4. Your business must not be delinquent in any city, state, or federal taxes; AND
5. You must be able to provide business financial documentation; AND
6. The owner/applicant must qualify as a low- to moderate income household; AND
7. The business must have a Dun & Bradstreet number (DUNS); (To apply for a Dun & Bradstreet Number (DUNS):  
<https://www.dnb.com/duns-number/get-a-duns.html> (Must be done prior to submitting application)
8. The business must be a for-profit enterprise (nonprofits are NOT allowed to apply).
9. The business must have a current business registration with the State of Ohio.
10. Requested funds must be used to prevent, prepare for and respond to the coronavirus and other pandemics.
11. If the business owner is not LMI, they can meet the LMI job creation requirement and verify that jobs were created and made available to LMI persons or retained by LMI persons.

\*There must NOT be a Duplication of Funds: A duplication of funds occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Understand that if a duplication of funds is identified at any time after receiving funding, the applicant will be responsible for repaying the total amount of distributed grant funds.