

MORRISTOWN PARTNERSHIP COMMERCIAL RENT RELIEF GRANT PROGRAM
DEVELOPED TO SUSTAIN SMALL BUSINESSES
ADMINISTERED BY THE MORRISTOWN PARTNERSHIP

FREQUENTLY ASKED QUESTIONS

When can I apply for the grant?

The application opens on Wednesday September 23, 2020 at 12:00 p.m. and closes Wednesday, October 7, 2020 at 5:00 p.m.

What documentation is required for the grant application?

- Current copy of fully-executed lease including all exhibits and amendments
- Documentation of most recent lease (rent) payment
- Financial impact letter
- Grant Agreement, **signed by BOTH Tenant and Landlord**
- Amendment to Lease/Rent Reduction Agreement, **signed by BOTH Tenant and Landlord**

What are the eligibility requirements?

All applicants who submit their application by the deadline must meet the following criteria [simplified, must qualify for all]:

1. Business must be in operation on or before March 1, 2020
2. Business has a commercial lease in a Class 4 property within the Town of Morristown
3. Business is not excluded by type of business
4. All or portions of business operations were closed as a result of Executive Orders
5. Landlord participation with a 20 percent rent discount for three (3) months
6. Can attest to loss of business as a result of the COVID-19 pandemic

My landlord will not participate in the Grant Program, can my business still apply?

No. Landlord participation is required.

What's the maximum grant that can be awarded?

\$20,000

Does the money have to be repaid?

No. The funds will be provided by way of a grant that does not require repayment. However, if the Landlord or Tenant breaches the Lease Amendment or Grant Agreement, the breaching party will be required to repay the Grant Award.

How long will it take to get approved for this grant?

This will largely depend on the volume of inquiries received by the deadline, and if your business is selected in the lottery. Only COMPLETED applications will be considered for funding. Notifications of grant awards for the initial round of funding will be on or about October 15, 2020. Once the application is fully approved, payments will be issued within ten (10) business days.

Do I have to employ a certain number of individuals for eligibility?

No. The Grant Program is not based on the number of employees.

Can I apply if my business has previously received funding related to COVID-19?

Yes. Any additional funding must be disclosed on the application.

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What if my business just opened?

As long as the business was operating prior to March 1, 2020, it is eligible to apply for the grant.

Can I apply if I'm currently delinquent in paying my landlord?

Yes. The Grant Program will assist eligible businesses who may be delinquent due to the COVID-19 pandemic.

Can I receive assistance if my lease payments are current?

Yes. The Grant Program is intended to assist all eligible businesses.

How do I know if my business qualifies?

All businesses are eligible to apply for the Grant Program with the exception of the following:

- Pawn shops
- Vaping, including tobacco, and marijuana dispensaries
- Liquor licensed restaurants or business involved in selling or distributing alcohol, including packaged good stores
- Businesses that derive directly or indirectly more than *de minimis* gross revenue through the sale of products or services, or the presentation of any depictions or displays, of an "Adult" or sexual nature (i.e., pornographic, lewd, prurient, obscene or otherwise similarly disreputable)
- Firms involved in lending activities, such as banks, credit unions, check cashing, finance companies, factors, leasing companies, insurance companies (not agents), and any other firm whose stock in trade is money
- Gambling activities, including any business whose principal activity is gambling
 - The rule does not restrict grants to otherwise eligible businesses, which obtain less than one-third of their annual gross income from either the sale of official state lottery tickets under a state license, or legal gambling activities licensed and supervised by a state authority
- Sales by transient merchants, Christmas tree sales or other outdoor storage
- Principal or owner of the business is currently incarcerated or on parole
- Any activity constituting a nuisance; or any illegal purposes
- Other types of business establishments may be categorized as ineligible upon application review

Are there any fees associated with this program?

No. There are no fees required for the Grant Program.

What can cause my application to be denied?

1. Your business cannot be located and verified
2. Your business type is listed as ineligible
3. Landlord is not willing to execute the Grant Agreement and Amendment to Lease/Rent Reduction Agreement
4. Landlord is not paid and current with local taxes, assessments and utilities due to the Town of Morristown

Can I receive assistance with my lease payments if I have more than one business?

Yes. As long as a completed application was submitted, for each business, and they are approved and selected via the lottery.

How will my business be notified of the Grant Award?

Recipients will be notified by telephone and/or email upon approval.

How are the funds disbursed? Are they sent to me directly?

The funds will be paid directly via check to your landlord once the Grant Agreement is executed by all parties.

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How do I submit the documents for my business?

Morristown Partnership will accept both electronic and paper submissions of the grant application and required documents. The application portal and more information can be found on www.morristown-nj.org/grants.

Why did the Morristown Partnership choose to do a lottery selection, and not a first come, first serve selection?

There were a number of concerns raised over the fairness of a first come, first served selection process. It was important to give ample time to disseminate information about the Grant Program to the business community and give tenants the opportunity to communicate with their property owner about their required participation. In addition, those who are more computer savvy or who have access to fast internet would be greatly advantaged by an online application in which funds were awarded first come, first served. Therefore, the Partnership circumvented these concerns by implementing both a digital and paper system and establishing an application deadline. Successful applicants are selected by lottery from an applicant pool of those who submit the application by the deadline posted and meet the Grant Program's criteria.

How will applicants be selected for the Grant Program?

The application period will be open for two (2) weeks: September 23 – October 7, 2020

After all applications are submitted, the information will be verified. Applications reviewed and deemed eligible will then be entered into the lottery. Applicants are selected by lottery using an electronic random number selector. Each application submitted has a corresponding "Application Number," which will be entered into the random number selector.

Applicants are selected from an applicant pool of those who submit the application by the deadline posted and meet all the following criteria:

1. Business must be in operation on or before March 1, 2020
2. Business has a commercial lease in a Class 4 property within the Town of Morristown
3. Business is not excluded by type of business
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Successful applications will be awarded the Grant Amount Requested and the amount is deducted from the remaining funding available. Grants will be awarded until funds are exhausted.

If more grant fund donations are received, additional applications will be awarded based on the sequence of the initial applicant pool selection process.

I missed the application deadline, is there anything I can do?

Not at this time. Future Grant Program funding may reopen the application process, but only after the initial applicant pool is exhausted.

If I have questions after reading this FAQ, who do I send my question to?

If you have additional questions, please send an email to: grants@morristown-nj.org