



Allen/Collin County Small Business Grants Program Frequently Asked Questions

My business received PPP funding. Am I still eligible for an Allen/Collin SBGP grant?

Yes, businesses that received PPP funding are eligible for the Allen/Collin SBGP grants. Businesses that have not received PPP funding will receive additional consideration during the review process.

What documentation do I need for proof of the existence of my business?

The third-party administrator only needs to receive one document that proves the existence of a business. That document may be the Secretary of State of Texas File number, State of Texas License number, DBA, or a tax return. It is not necessary to provide more than one of these documents.

What businesses are considered “sole proprietorships” and can net income be used to calculate payroll costs?

Any business with only one owner that does not have payroll cost may report using net income as a sole proprietor. This includes corporations and LLCs with one owner and with no payroll cost; however, sole proprietors who have payroll costs (that file 941's, W-3's, etc.) must report payroll costs, not net income.

My business has locations in Collin County and other counties. Do I qualify for the Allen/Collin SBGP grant program?

Yes, if your business meets the other criteria, you will qualify. Payroll and/or fixed cost amounts used to calculate the grant amount should be only for those portions of the business that are located in the City of Allen.

My professional services business was considered essential by local/state government orders, but I feel that my business was affected by the mandates. Can I apply?

Yes, all businesses that otherwise meets the criteria outlined in this Allen/Collin SBGP program document may apply if such business is located in the City of Allen. You will only be allowed to apply for reimbursement of actual losses that occurred during the time period outlined here.

What date do I show as the date my business was in operation?

To qualify, a business needs to have been in operation at a storefront/office conducting business before March 1, 2019. Submittal of lease, mortgage, utilities statements showing occupancy of space before March 1, 2019 need to be submitted.

My business is located in a coworking space, is my business eligible to apply for a grant?

Those businesses that had a coworking space contract before March 1, 2019 on a continuing basis may also be eligible to apply.

I had a storefront/office location prior to the COVID-19 pandemic restrictions issued by the State of Texas and was forced to close my physical presence. Am I eligible for a grant?

If a business does not currently have a storefront/office location, but had one pre-COVID-19 and vacated the space *temporarily* due to COVID-19, the business may be eligible for a grant. You may be asked to provide proof that you had a storefront/office location prior to COVID-19

Will I be notified whether or not my application is approved for a grant?

Yes. The third-party administrator will notify all applicants on whether or not they have been approved for a grant or have been disqualified for ineligibility.

Do I need to file all of these documents?

Yes. These documents are necessary to ensure all applicants meet the required eligibility to receive grants. These same documents are required by many state and federal grant programs.

How soon will these grants be awarded?

The Allen/Collin County SBGP will work to turn around grant funds quickly upon the conclusion of the submission period. The intent is to issue grants on or about mid-July.

Who makes the grant award decisions?

Grant award decisions are made objectively by a third-party administrator based on a pre-determined set of application criteria and scoring guidelines. No appointed or elected officials are involved in the decision-making or influence the final award decisions. Every applicant will have a fair and abundant opportunity to apply with advance notice.

Who can I call to answer some of the questions I have about this application?

Please contact the third-party grant administrator at ntxsmallbiz@ndconline.org or call toll-free **1-833-696-0804**.