



GCRA / CommunityWorks' COVID-19 Small Business Assistance Loan Program

Follow the steps below to apply. Please note that applications are only considered when all documentation is gathered. If you need assistance, contact a CommunityWorks representative (contact information below).

Eligible Businesses

- Businesses located in Greenville County outside of the City of Greenville limits
- Business must be for-profit
- Business must have a financial hardship and COVID-19 impairment to their business
- Business must have Greenville County business license
- Business must meet one of the following criteria:
 - Microbusiness, 5 or fewer employees, and the owner must have a household income that falls below 80% of the area median income
 - Business employees at least one low-moderate income employee
 - Business provides retail-based services in a low to moderate income area
 - Owner is a senior (62+) or Disabled AND/OR Serves primarily seniors or populations who have a disability
- Business must agree to providing documentation of continued employment of low-moderate income individual on an annual basis.
- Business must agree to stay in business and within Greenville County, or City limits of Greer/Fountain Inn for the length of the loan.

Eligible Uses

- Rent
- Accounts payable
- Payroll
- Inventory
- Other working capital
- Equipment

Loan Terms

- Loans up to \$10,000
- 3% Origination Fee for CWC
- 1-year term, forgiven at the end of first year if still in business
- Personal guaranty of the owner and blanket lien on all business assets



Required Application Documents

- Completed [Business Loan Application \(NO CREDIT CHECK IS NEEDED\)](#)
- Copy of a government issued photo ID for all applicant(s)
- Tax Returns – including business tax returns (last two years)
- Three most recent bank statements (personal and business)
- Business Financial Statements
- Copy of Current Business License
- [COVID-19 Business Plan](#)
- Certificate of Good Standing and a copy of the Business Operating Agreement or Articles of Incorporation
- Business Tax ID number
- DUNS Number
- [Business Cash Flow Projections for 12 months](#)
- [Business Debt Schedule](#)
- YTD Financial Statements including balance sheet, two-year profit & loss statement
- [Loan Request Detail Form](#)
- One or Two-Year Lease Agreement with landlord or proof of property ownership (Commitment)
 - Landlord statement on tenant status, if month-to-month lease
- Home-based business: deed or proof of lease
- Copy of Certificate of Liability Insurance for businesses

The closing documents will be in the name of GCRA and all original documents after closing sent to GCRA.

Applications will not be considered complete until all documents are gathered.

Contact CommunityWorks Loan Officers for assistance:

Email: loaninfo@cwcarolina.org **Phone:** 864.235.6331