



Guide to filling out the Delco Strong 2 Application Questionnaire

An incomplete or inaccurate application will be a basis for not funding a business.

Applications submitted with password protected files will be considered incomplete unless the password is provided.

Business Information General:

REQUIRED FIELDS:

Business Legal Name

Physical Address

Year Business was founded

State Incorporated

Own or Lease Property

Federal FEIN

2-Digit NAICS (document on how to locate your NAICS is on Delco Strong website)

Description of Business

RESTRICTED CHARACTER FIELDS:

Year Business Founded = 4-digit year (ie: 1997)

State Incorporated in = 2-character state abbreviation (ie: PA)

State Physical Address = 2-character state abbreviation (ie: PA)

Zip Code Physical Address = 5-digit zip code (ie: 19063)

NOTE:

d/b/a should be filled out if the company operates by a different name than their legal name.

information on property if leased should be answered.

See "where to find your NAICS Code" guidance on Delco Strong 2 website (pdf file)

If the business is 51% or more owned by a minority, woman, or veteran, individual(s) please indicate.

Business Ownership:

Only Owner 1 is required, however every owner with 20% or more interest must be identified. Owners must list their residential address, and percent of ownership. If 20% or more of the business is owned by a different entity (ie an LLC or Partnership) and not an individual, please include a breakdown of ownership of those entities with your application.

RESTRICTED CHARACTER FIELDS:

Owner 1 Percent = 3-digits (ie: 100)

Owners 2 through 5 Percent = 2-digit (ie 45)

Business Employment:

REQUIRED FIELDS

Number of Employees March 1 = please provide a number for each, even if the number is zero.

Number of Employees as of today = please provide a number for each, even if the number is zero.

Have you had to furlough or laid off employees?

NOTE:

There is no employee requirement for this round of Delco Strong.

If owners are on regular payroll of the business, they should be counted in employee count.

COVID-19 Related Questions:

REQUIRED FIELDS:

Is the business open today?

Was or is the business closed or partially closed due to Covid-19?

If the business is open today, are you in compliance with current public health guidelines?

Has the business complied with PA's phased reopening restrictions?

Please describe...

What is the estimated revenue loss...

Has business applied for other relief funding (applies to yes or no check boxes only)

NOTE:

Narrative description, please describe how the business was affected by the COVID-19 pandemic should include dates of the business being completely closed, or dates business was modified in commerce. This is where you are able to describe the how the COVID-19 shutdown has impeded your business.

Estimated revenue loss should be based on what has occurred to-date and anticipated through 2020 because of COVID-19. For example, if your business was 100% closed for the full 15-weeks from March 14th through June 26th, that alone could represent a 25% loss in revenue compared to 2019.

Post COVID-19 Questions:

Answers here are voluntary. They are being collected to help our sister agencies such as the Delaware County Chamber of Commerce and Chester and Delaware County SCORE determine what the needs of the business community are going forward for programming and assistance.

Acknowledgements:

REQUIRED FIELDS:

All 7 initial blocks must be signed (3-character limit) and application must be signed.

The application must be signed, and the submitters contact information must be provided.

Additional Materials:

2019 or 2018 full, submitted, and signed tax return
Profit and Loss Statement for 2020 year-to-date

If 2018 Tax Return, please upload 2019 Profit and Loss Statement

If business is 20% or more owned by another entity, include a breakdown of that entity's ownership

If company only began operating in 2019 and does not have a tax return, 2019 profit and loss statement, articles of incorporation, and 2020 year-to-date profit and loss statement.

A sample profit and loss statement is located on the Delco Strong website