



**PRESERVE THE FORT**  
SMALL BUSINESS GRANTS  
SECOND ROUND OF FUNDING

*Guide: Application for For-Profit Businesses*

# About Preserve the Fort Business Grants

- Funded by the City of Fort Worth's CARES Act allocation.
- First round of grants launched in May 2020
  - Provided \$6,480,000 to 881 companies as of September 2, 2020
  - \$2.7 million of this went towards the city's minority-owned businesses, and another \$1.4 million to the city's targeted neighborhoods
- Second round of grants expands scope to include larger businesses (500 employees) and performing arts nonprofits
- Applicants who received a grant earlier this summer can apply again.

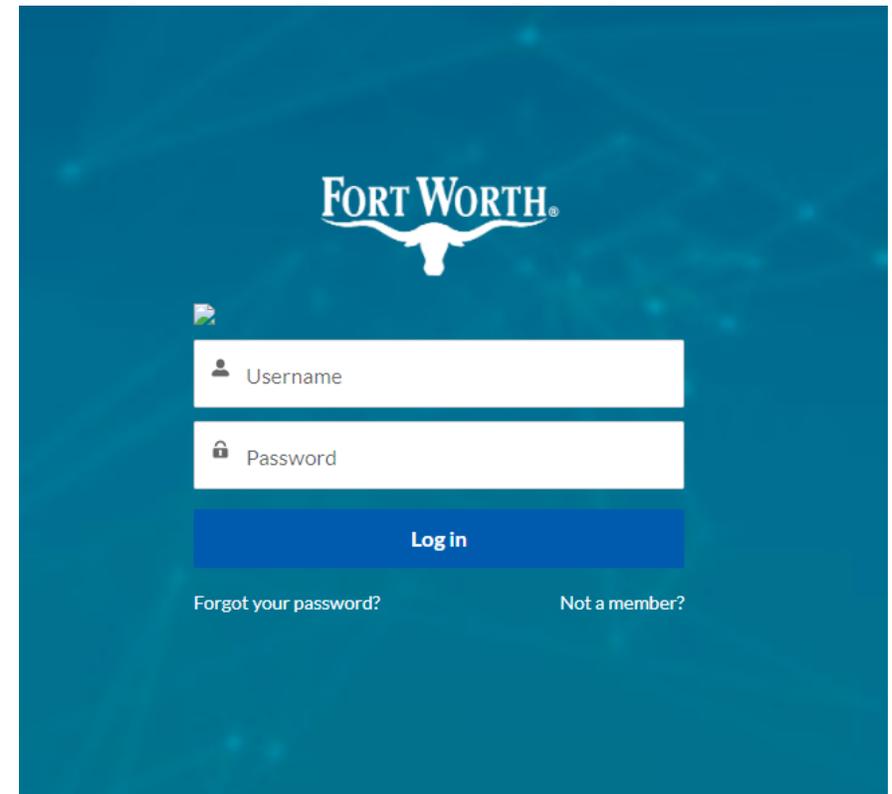
# Getting started

- Visit the Preserve the Fort page at [fortworthtexas.gov/preserve-the-fort/](http://fortworthtexas.gov/preserve-the-fort/)
- Prepare your paperwork and other documentation
  - *Volunteers are available to assist you if needed. Sign up for an appointment on the webpage.*
- Click the “start my application” button at the bottom of the page.



# Set Up or Sign into Your Account

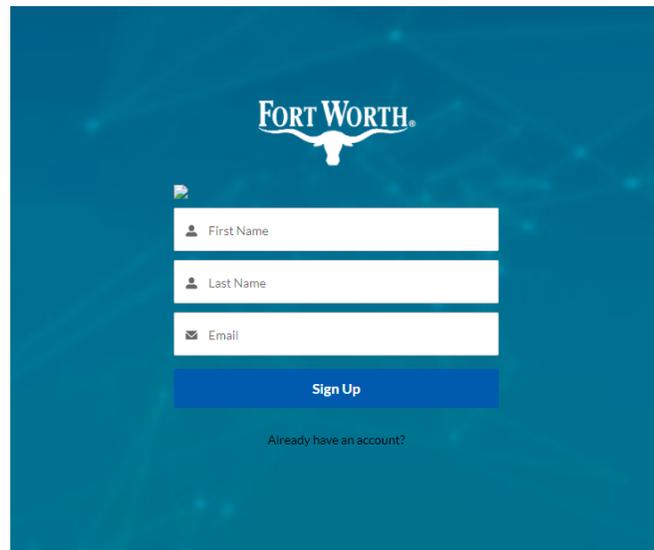
- First time users select “[Not a member?](#)” in lower right to set up their account information.
- Existing users can log in.



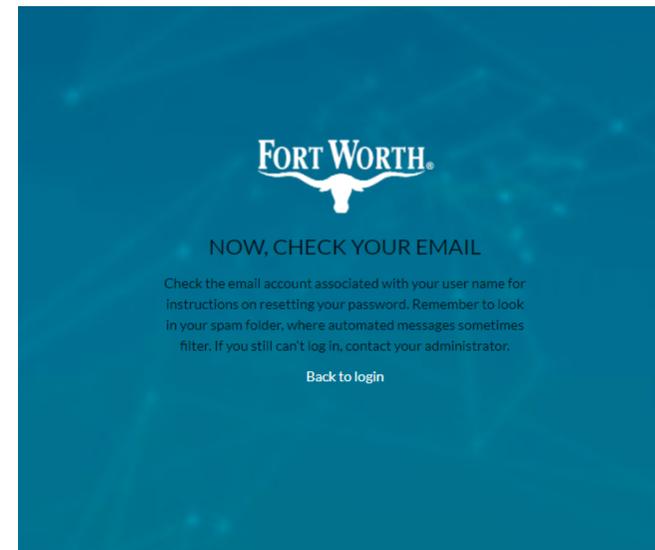
The screenshot shows the Fort Worth login interface. At the top center is the Fort Worth logo. Below it are two input fields: the first is labeled 'Username' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Log in' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' on the left and 'Not a member?' on the right.

# Set Up

- Enter your first name, last name and email address.
- Click [Sign Up](#). You will receive a notice to [Check Your Email](#).
- Follow the link to set up your password.



The screenshot shows the Fort Worth Sign Up form. At the top is the Fort Worth logo. Below it are three input fields: 'First Name', 'Last Name', and 'Email'. Each field has a small icon to its left (a person for names, an envelope for email). Below the fields is a blue 'Sign Up' button. At the bottom of the form, there is a link that says 'Already have an account?'.



# Beginning the Application

- Translate the application using the drop down menu at the top of the page.



Traductor de google  
Spanish  
Powered by Google Translate

**Preservar la aplicación Fort**

Tipo de aplicación:  
Pequeños negocios

**Certificaciones**

Certifico que estoy legalmente autorizado para enviar esta solicitud y que la documentación requerida en nombre del solicitante y la información y las declaraciones que he proporcionado son veraces y precisas. Entiendo que la información y documentación enviada en esta solicitud se está proporcionando a una agencia gubernamental y está sujeta a las pautas de un programa federal y al Programa Preserve the Fort Grant y, al enviar esta solicitud, acepto cumplir con dichas pautas y yo Entiendo que todos los fondos otorgados bajo el Programa Preserve the Fort Grant están sujetos a auditoría y, si no se gastan como se define en los Usos Elegibles del Programa Preserve the Fort Grant, que, además de cualquier otro recurso civil que pueda ser aplicado en mi contra, dichos fondos deben ser confiscados y devueltos inmediatamente a la Ciudad de Fort Worth,

Reconozco que la Ciudad de Fort Worth es un organismo gubernamental sujeto a la Ley de Información Pública de Texas. La información que presento a la Ciudad de Fort Worth en esta solicitud puede estar sujeta a la Ley y, por lo tanto, sujeta a divulgación pública.

Reconozco que la solicitud que estoy presentando es para una empresa con fines de lucro registrada en el estado de Texas que operaba con una dirección física en la ciudad de Fort Worth el 1 de enero de 2020 o antes; que mi organización no tiene más de 500 empleados / contratistas a tiempo parcial y completo; que la empresa tuvo un ingreso anual bruto mínimo de \$ 12,000 en 2019; y que el negocio demuestre una reducción en ventas / ingresos o empleo durante el período del 1 de marzo de 2020 al 31 de agosto de 2020 como resultado de COVID-19.

# Beginning the Application

- Once you start your application, you can save your progress at the bottom of the page.

and patrons

Automatic sink faucets and toilet flushers

What is the anticipated cost of the unbudgeted expenses?\* \$

If awarded Preserve the Fort Grant funds, how would you prefer to receive them?\*

--select an item--

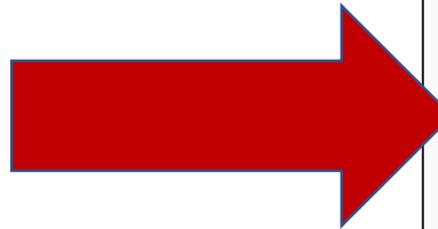
A completed, signed W-9 Form (Please name the document: YourOrganizationName\_W9)\*

\*- required



# Beginning the Application

- When you log back in, you'll be taken to a screen where you can resume your application already in progress.



information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and the Preserve the Fort Grant Program and, by submitting this application, I agree to comply with such guidelines and I understand that any funds awarded under the Preserve the Fort Grant Program are subject to audit and, if not expended as defined under the Eligible Uses of the Preserve the Fort Grant Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to the City of Fort Worth, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.\*

I acknowledge that the City of Fort Worth is a governmental body subject to the Texas Public Information Act. Information I submit to the City of Fort Worth in this application may be subject to the Act and, therefore, subject to public release.\*

I acknowledge that the application I am submitting is for a 501(c)3 organization that was operating with a physical address in the City of Fort Worth **on or before January 1, 2019**; that the organization has no more than 500 part- and full- time employees/contractors; that the organization had 2019 revenue of no more than \$10 M if a non-profit social service organization, or no more than \$25 M if a non-profit performance art center; and that the expenses I am requesting reimbursement for were not budgeted as of March 1, 2020.\*

Signature\*

### General Information

Please provide your TAX ID/EIN (without dashes)\*

Please provide your DUNS Number (<https://www.dnb.com/duns-number/get-a-duns.html>)\*

Non Profit Category\*

Business/Organization Name\*

Were you organized by Jan 1, 2019?\*

Organization Mission:\*

# Beginning the Application

- Check the box for “Small Business” or for “Bar or Music Venue”.

**Preserve the Fort Application**

Google Translate

Type of application:

Small Business

Bar or Music Venue (closed as of June 26, 2020 per Executive Order GA 28) – Business holds a permit from the Texas Alcoholic Beverage Commission (TABC) and are not restaurants as defined in paragraph number 6 of the referenced Executive Order; provided, however, that the use by such bars or similar establishments of drive-thru, pickup, or delivery options for food and drinks is allowed to the extent authorized by TABC

Non-Profit with 501(c)3 Status

\* - required

Submit

# Certification

This page covers:

- Whether the information in your application is accurate.
- Any grant funds that you receive might be subject to an audit.
- You might be on the hook for any grant funds used for anything other than costs associated with reopening safely.

**Preserve the Fort Application**

Google Translate

Type of application:  
Non-Profit with 501(c)3 Status

**Certifications**

I certify that I am legally authorized to submit this application and the required documentation on behalf of the applicant and the information and statements that I have provided are truthful and accurate. I understand the information and documentation submitted in this application is being provided to a governmental agency and is subject to the guidelines of a federal program and the Preserve the Fort Grant Program and, by submitting this application, I agree to comply with such guidelines and I understand that any funds awarded under the Preserve the Fort Grant Program are subject to audit and, if not expended as defined under the Eligible Uses of the Preserve the Fort Grant Program, that, in addition to any other civil remedy that may be enforced against me, such funds must be forfeited and be immediately returned to the City of Fort Worth, and, further, that I may be found guilty of perjury and be fined or imprisoned under Section 1746 of Title 28, United State Code.\*

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Signature\*

# General Information

- Tax ID Number
  - *Also called an Employer Identification Number (EIN).*
- DUNS Number
  - *Get yours / look it up online*
- Organization name, mission, and geographic service area.
- Status of organization during Fort Worth's Stay at Home Order (March 17-April 27, 2020).
- Organization's gross annual revenue in 2019.

**General Information**

Please provide your TAX ID/EIN (without dashes)\*

Please provide your DUNS Number\*

<https://www.dnb.com/duns-number/get-a-duns.html>

Non Profit Category\*

Business/Organization Name\*

Organization Mission:  
Please choose one of the following that best describes the organization's service area.\*

During the City of Fort Worth Stay at Home Order (March 13 – April 27, 2020) was your business/organization:

501(c)3 organizational documentation dated on or before January 1, 2019\*

2019 Federal Tax Return\*

DUNS Number Documentation\*

# General Information

Upload the following documents:

- **State of Texas Certificate of Formation** dated on or before Jan. 1, 2020  
(Copies are [available online](#).)
  - *Name the document **OrganizationName\_TXSOS** before adding it to the application.*
- **2019 Federal Tax Return**
  - *Name the document **OrganizationName\_Federal** before adding it to the application.*

# Address and Ownership Information

- Physical and mailing address for your business.
  - Fort Worth, TX will already be filled in for the physical address, but make sure to complete the street address and zip code.
- Ownership information.
- Ethnic Minority-Owned business information.

**Ownership**

Owner First Name\*

Owner Last Name\*

Percentage of Ownership\*  %

Are there multiple owners?

Partner Owner First Name (partner)\*

Partner Owner Last Name (partner)\*

Partner Percentage of Ownership\*  %

Are you an Ethnic Minority-Owned Business? (A minority-owned business is defined as one that is at least 51% owned, operated, and controlled by a minimum of one U.S. citizen who is at least 25% Asian-Indian, Asian-Pacific, Black, Hispanic, or Native American.)\*

Ethnicity\*

Other - Ethnicity

# Employment Information

- Sole proprietor / independent contractor information
  - **Will not complete employee information.**
- Employment numbers on **March 13, 2020** (date of Stay at Home Order)
  - Part-time versus full-time
- Employment numbers on **July 1, 2020**
  - Part-time versus full-time

**Employment Information**

Are you a sole proprietor or independent contractor?\*

--select an item--

How many employees did you have on March 13, 2020?\*

How many were part-time?\*

How many were full time?\*

How many employees did you have on July 1, 2020?\*

How many were Part-Time?\*

How many were full-time?\*

Proof of Employment: Q1 2020 941\*

Add File...



# Organization Financials

- Gross **annual** revenue in 2019.
  - Can be found in your organizations' tax return or a Profit & Loss (P&L) statement.
- Gross **monthly** revenue before COVID-19, from March 1, 2019 – Feb. 29, 2020.
- Gross **monthly** revenue during COVID-19, from March 1, 2020 – July 31 or Aug. 31, 2020\*.
- **Total revenue loss** due to COVID-19 from March 1, 2020 – July 31 or Aug. 31, 2020\*.
- **Total increase in expenses** due to COVID-19 from March 1, 2020 – July 31 or Aug. 31, 2020\*

\* Based on your most recent financial statement

**Business Financials**

What was your Gross Annual Revenue in 2019?\*\$

What was your average gross monthly revenue March 1, 2019 - February 29, 2020 (or, if business began operations after March 1, 2019, your first month of operation through February 29, 2020)?\*  
\$

What was your average gross monthly revenue March 1, 2020 – July 31 or August 31, 2020?\*\$  
\$

What was the COVID-19 related total revenue loss March 1, 2020 – July 31 or August 31, 2020?\*\$  
\$

What was the COVID-19 related increase in expenses from March 1, 2020 – July 31 or August 31, 2020?\*\$  
\$

Profit & Loss (P&L) statement for 2019\*

Profit & Loss (P&L) statement for 2020 through July or August, showing data monthly\*

# Organization Financials

Upload the following documents:

- Profit & Loss (P&L) statement for 2019.
  - *Name the document **OrganizationName\_2019PL** before adding it to the application.*
- Profit & Loss (P&L) statement for 2020, through July 31 or Aug. 31, *showing data by month.*\*
  - *Name the document **OrganizationName\_2020PL** before adding it to the application.*

\* Based on your most recent financial statement

*Profit and Loss Statement Template*

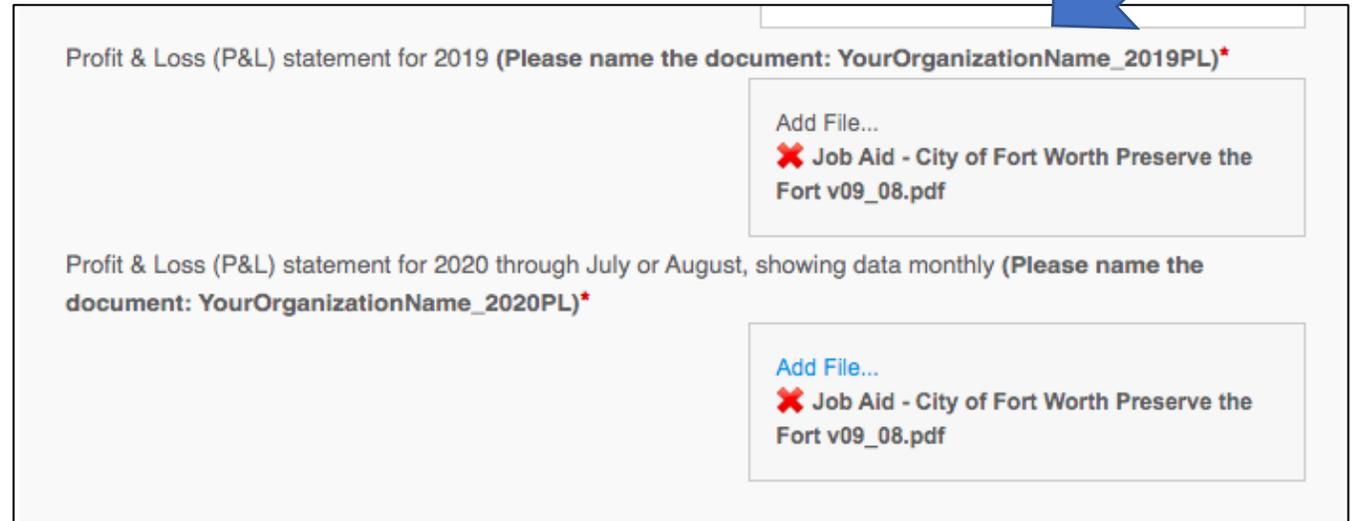
**[Company Name]**  
[Street Address], [City, ST ZIP Code]  
 (Phone: 555-555-5555) (Fax: 555-555-5555)  
 [abc@example.com]

**Profit & Loss Statement**  
 For the Period Ended \_\_\_\_\_

Income	\$	\$
Sales	0000000	
Services	00000000	
Other Income	00000	
<b>Total Income</b>		<b>0000000</b>
<b>Expenses</b>		
Accounting	0000000	
Advertising	000000	
Assets Small	000000	
Bank Charges	000000	
Cost of Goods Sold	00000	
Depreciation	00000	
Electricity	000000	
Hire of Equipment	00000	
Insurance	00000	
Interest	00000	
Motor Vehicle	00000	
Office Supplies	00000	
Postage and Printing	00000	
Rent	00000	
Repairs and Maintenance	000000	
Stationary	0000	
Subscriptions	00000	
Telephone	00000	
Training/Seminars	00000	
Wages and On costs	00000	
<b>Total Expenses</b>		<b>0000000</b>
<b>Profit/Loss</b>		<b>0000000</b>

# Organization Financials

Make sure to name your documents correctly!



Profit & Loss (P&L) statement for 2019 (Please name the document: **YourOrganizationName\_2019PL**)\*

Add File...  
✘ Job Aid - City of Fort Worth Preserve the Fort v09\_08.pdf

Profit & Loss (P&L) statement for 2020 through July or August, showing data monthly (Please name the document: **YourOrganizationName\_2020PL**)\*

Add File...  
✘ Job Aid - City of Fort Worth Preserve the Fort v09\_08.pdf

# CARES Act Funding

- Did you apply for funds through the Paycheck Protection Program (PPP) or Emergency Injury Disaster Loan Program?
  - If you did not apply for these funds, do not respond to this question.
- Status of application / how much you received
- Will you be applying for a Preserve the Fort grant for other business(es) that you own?
- Use of Funds

## CARES Act Funding Information

If you applied for funding through the Paycheck Protection Program or Emergency Injury Disaster Loan Program, what is the status?

Will you be applying for the Preserve the Fort for other entities that you own?\*

Phase I Preserve the Fort Grant Recipient

Preserve the Fort Grant Phase I Award Amount \$

Please identify how you will utilize the Preserve the Fort Grant funding (please check all that apply)\*

- Working capital
- Machinery & equipment
- Payroll/health care benefits
- Contract labor
- Supplier payments
- Rent, lease or mortgage payments (business property only)
- Rent, lease or purchase payment for business personal property
- Utility payments for business properties (excluding personal residence)
- Cost of critical business operations
- Personal Protective Equipment (PPE) and sanitation supplies/equipment
- Installation of plexiglass barriers, temp detection sys, auto sinks/toilets

If awarded Preserve the Fort Grant funds, how would you prefer to receive them?

A completed, signed W-9 Form\*

# CARES Act Funding

- Did you apply for funds through the Paycheck Protection Program (PPP) or Emergency Injury Disaster Loan Program?
  - If you did not apply for these funds, do not respond to this question.
- Status of application / how much you received.
- Will you be applying for a Preserve the Fort grant for other business(es) that you own?
- Use of funds

**CARES Act Funding Information**

If you applied for funding through the Paycheck Protection Program or Emergency Injury Disaster Loan Program, what is the status?

--select an item--

Will you be applying for the Preserve the Fort for other entities that you own?\*

--select an item--

Phase I Preserve the Fort Grant Recipient

Preserve the Fort Grant Phase I Award Amount\$ 5000

Please identify how you will utilize the Preserve the Fort Grant funding (please check all that apply)\*

Working capital

Machinery & equipment

Payroll/health care benefits

Contract labor

Supplier payments

Rent, lease or mortgage payments (business property only)

Rent, lease or purchase payment for business personal property

Utility payments for business properties (excluding personal residence)

Cost of critical business operations

Personal Protective Equipment (PPE) and sanitation supplies/equipment

Installation of plexiglass barriers, temp detection sys, auto sinks/toilets

If awarded Preserve the Fort Grant funds, how would you prefer to receive them?

--select an item--

A completed, signed W-9 Form\*

# Final information

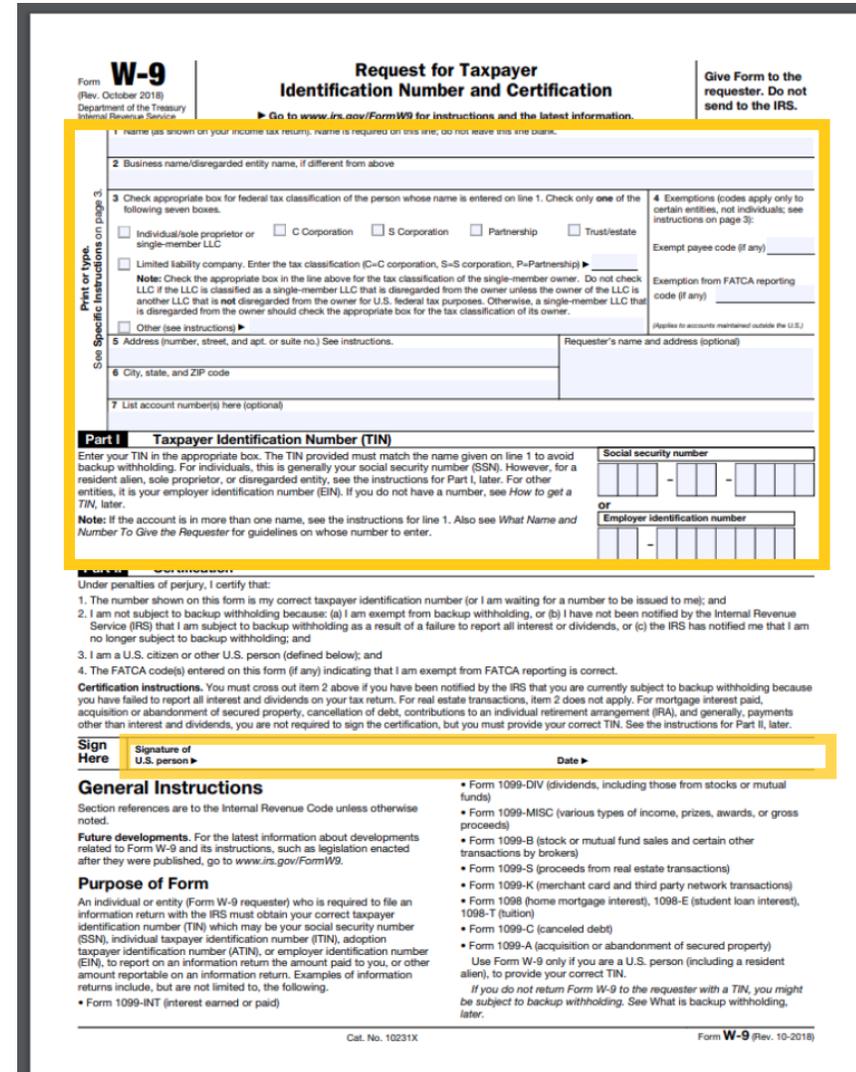
Upload the following documents:

- A completed, signed W-9 form

*(A blank version is [available online](#).)*

Choose whether you want the funds sent via a mailed paper check, or by an electronic fund transfer.

If you choose the electronic transfer option, have your banking details ready. **Please double check to confirm this information is correct.**



**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return; name is required on this line; do not leave this line blank.)

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Social security number**

**Employer identification number**

**Sign Here** Signature of U.S. person Date

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

# Submit your application / Next Steps

- Applications will be processed on a first-come, first-served basis.
- For general inquiries about the program, contact 682-215-6231 between 9 a.m. and 6 p.m., Monday-Friday. (Please note: This number will not be able to assist with document preparation.)
- Depending on the number of applications, all funds should be distributed by early December at the latest.