

# EMERGING DEVELOPERS GRANT PROGRAM

## APPLICANT CHECKLIST

The following items are required at the time of application.  
Applicants will have fifteen (15) business days to provide any missing items.

### REQUIRED ITEMS

- Eligibility Assessment Tool** - Utilize this resource to check your eligibility for this grant.
- Tax Clearance Certificate** - Obtain a current certificate from the NJ Division of Taxation. Instructions are available through **NJ Premier Business Services**.
- Application Fee** - \$1,000 non-refundable application fee due at the time of application.
- Formation Documents** - Submit formation documents for the development entity.
- Receipts/Invoices Preparation** - Collect and prepare all receipts/invoices related to eligible soft costs for reimbursement submission at the time of application to expedite the first disbursement.
- Evidence of Site Control** - Submit a copy of the deed confirming the name of the development entity is consistent with the name on the application.
- Organizational Chart** - Submit an organizational chart that demonstrates the developer owns at least 51% of the development entity.
- Background and Experience of Applicant and Development Entity** - Provide resumes of key members of your development entity, detailed documentation demonstrating the qualifications, professional history, and skills of everyone involved in your development.
- Previous Experience Portfolio** - Provide a project portfolio, similar in scope, demonstrating the developer's capacity to complete the proposed project.
- Grant Funding Limits** - The grant amount will not exceed \$200,000. Projects located in designated Opportunity Zones or Government Restricted Municipalities (GRM) may be eligible for an additional bonus of \$50,000.
  - Use the NJEDA **Mapping Tool** to see if your project site is located in a Designated Opportunity Zone and/or Government Restricted Municipality (GRM) in Atlantic City, Trenton, and Paterson.
    - Use map results to fill in block and lot
    - Use map results to identify if the project is eligible for the additional \$50,000 bonus
- Construction Status** - Ensure no construction has commenced before the application is submitted.
- Detailed List of Eligible Soft Costs** - Provide a detailed list of all incurred eligible soft costs.
- Certificate of Occupancy** - Include a copy of the certificate of occupancy for previously completed projects. **\*We will accept official documents from the municipality in lieu of a certificate of occupancy if they do not issue one.**
- Property Development Type** - Ensure the project is for the development of mixed-use or commercial properties only.
- Must be in good standing with the State of New Jersey.