

Small Business Liquor License Grant Applicant Checklist

Required Documents	
1.	Fully completed NJEDA Online Application If the license is owned by a separate holding company for the applicant's exclusive use, the holding company should be listed as the co-applicant for the grant.
2.	Current NJ Business Tax Clearance Certificate from the NJ Division of Taxation, dated no older than six (6) months, from the applicant and co-applicant, if any For questions or concerns e-mail BusinessAssistanceTC.Taxation@treas.nj.gov .
3.	Formation document from the applicant and co-applicant, if any Sole Proprietor: Certificate of Trade Name (filed with County Clerk) LLC: Certificate of Formation and Operating Agreement Partnership: Certificate of Formation and partnership agreement Corporation: Certificate of Incorporation and bylaws Not-for-profit: Certificate of Incorporation and bylaws Out of State Business: if your business is not based in and registered with the State of New Jersey, you are not eligible for the grant. If your business was formed out-of-state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide a copy.
4.	Certificate of Alternate Name , Registration of Alternate Name or Certificate of Trade Name from the applicant and co-applicant, if any, for businesses that use a Doing Business As (DBA) or alternate name A copy of the Certificate or Registration of Alternate Name can be obtained from the NJ Division of Revenue & Enterprise Services Business Records Service . A copy of the Certificate of Trade Name can be obtained from the County where it was filed.
5.	Ensure the applicant and co-applicant, if any, have used their registered business name by checking Business Name Search
6.	Federal income tax filings for the three (3) most recent, consecutive years from the applicant and co-applicant, if any, including extensions if applicable Businesses operating for less than three years should provide as many returns as filed.
7.	NJ WR-30 , payroll report or equivalent information reflecting employment for the quarter prior to application from the applicant and co-applicant, if any
8.	Fully completed Landlord Certification Form from applicants operating from a leased location
9.	Current executed lease or recorded deed evidencing site control of the licensed premises
10.	Fully completed Sectarian/Religiously Affiliated Not-For-Profit Questionnaire with all of the additional documentation detailed on page 3 of Questionnaire from the applicant and co-applicant, if any, for businesses that are involved in religious activities or are religiously affiliated
11.	Fully completed Certification of Non-involvement in Activities in Russia or Belarus from the applicant and co-applicant, if any, for grant awards over \$25,000
12.	Previously inactive Plenary Retail Consumption License issued by the NJ Division of Alcoholic Beverage Control (ABC), purchased within twelve (12) months prior to application
13.	Municipal Resolution authorizing transfer of the previously inactive Plenary Retail Consumption License to the applicant or co-applicant
14.	Purchase/sale agreement for the license purchase transaction The agreement should be specific to the license purchase and not include other parts of the transaction such as the purchase of real estate, equipment, etc.
15.	Proof of payment in the form of a bank statement, credit card statement, cancelled check (front & back), electronic payment confirmation or wire transfer confirmation
16.	Program-specific Certifications form

Eligibility Requirements

	1. Must own and possess a previously inactive Plenary Retail Consumption License at time of application and have a purchase date within 12 months prior to application. NJ Division of Alcoholic Beverage Control (ABC) determines if the license was previously inactive.
	2. Applicants that have transferred the license between entities with common ownership are not eligible.
	3. Applicant or other related entities must be in compliance with the NJ Division of Alcoholic Beverage Control (ABC) Act, statute and regulations prior to approval (N.J.S.A. 33:1-1 et seq.; N.J.A.C. 13:2-1.1 et seq.) and must remain in compliance for the 5-year NJEDA compliance period. Status will be determined by ABC.
	4. Applicant business must rent or own and operate from a NJ based commercial facility and own the liquor license, or, in the alternative, a separate holding company may own the liquor license for the applicant's exclusive use. A real estate holding company is not eligible for the grant.
	5. Landlords and real estate holding entities are not eligible. Grant is only for occupying small business owners.
	6. Applicant must be open and operating for at least 12 months prior to application and must provide the most recent federal tax filing required to be filed for their business showing gross receipts.
	7. Non-profit and for-profit entities that meet the SBA's definition of small business based on NAICS industry classification at time of application. NAICS Code on most recent tax filing will be used to make eligibility determination.
	8. Applicants must provide a current Tax Clearance Certificate from the NJ Division of Taxation prior to receiving NJEDA approval.
	9. Applicant entity is required to provide a WR-30 reflecting employment for the quarter prior to their application date.
	10. Applicants must be in substantial good standing prior to approval with the NJ Department of Labor & Workforce Development, and NJ Department of Environmental Protection, with all decisions of substantial good standing at the discretion of those entities.
	11. Applicant must not be in default with any other NJEDA or State assistance and certify to same.
	12. Applicant must either own a previously inactive NJ Plenary Retail Consumption License at time of application or, if applicant does not own the license, it must be owned by a holding company that is the co-applicant for the grant.
	13. Only the purchase of a previously inactive NJ Plenary Retail Consumption License is eligible; no other costs associated with that purchase are eligible.
	14. Applicants are eligible to receive a Small Business Lease Grant, Small Business Improvement Grant and a Small Business Liquor License Grant for the same location.
	15. Applicants are limited to one award per EIN. Applicants operating from multiple locations under a single EIN would be limited to one application for the life of the program.
	16. This product applies only to purchases of previously inactive Class C Plenary Retail Consumption Licenses. All other liquor licenses, including but not limited to special licenses for shopping malls and strip malls issued pursuant to N.J.S.A. 33:1-12.18 (6)(a) and licenses issued for breweries, distilleries, winemakers, cideries, meaderies, club facilities, sporting facilities, concessionaires, hotels/motels, blenders, brokers or those related to warehousing, distribution, transportation or wholesale, are not eligible.