

Cannabis Business Development (CBD) Grant Program
APPLICANT CHECKLIST

| Required Documents At Time Of Application |
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| <p>1. Valid NJ tax clearance certificate in the applicant’s name. For assistance, please visit: Directions for Securing your Tax Clearance Certificate. Certificates must be submitted with the New Jersey Economic Development Authority as the selected agency. If a certificate is submitted with the New Jersey Department of Environmental Protection (NJDEP) as the agency you will be required to cure this item, which could delay your review and reduce the likelihood of receiving an award.</p> |
| <p>2. NJ Certificate of Formation (examples of documentation appropriate to your business type outlined below):</p> <ul style="list-style-type: none"> • Sole Proprietor: Certificate of Trade Name (filed with the County Clerk) • LLC: Certificate of Formation • Corporation: Certificate of Incorporation <p>Out of State Businesses: if your business is not registered in the State of NJ, then you are ineligible for this 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.</p> |
| <p>3. NJ Cannabis Regulatory Commission (CRC) annual license digital card (must be recreational) as per the final recommendation of CRC in one of the following classes:</p> <ul style="list-style-type: none"> • Class 1 Cultivator • Class 2 Manufacturer • Class 5 Retailer • Class 7 Testing Labs <p>Annual license digital card must be uploaded at time of application, or your application will be rejected without the opportunity to appeal.</p> |
| <p>4. Fully completed NJEDA Landlord Certification Form and your current executed lease if you are including rent for reimbursement. Please ensure this form and the lease are signed and dated by both the tenant and the landlord prior to beginning your application.</p> |
| <p>5. Fully completed NJEDA Budget Template with a minimum of \$75,000 in eligible expenses purchased within the 36-month lookback period from the time of application submission (criteria below).</p> |
| <p>6. Supporting documentation for each expense provided in your budget template (invoices, quotes, purchase orders, etc) with proof of payment (cancelled checks, credit card statements, or bank statements for cash payments). Each expense identified in your budget should have at least two pieces of documentation provided as back up; one to justify the price, date, and the business location that matches your application, and another to confirm it has already been paid. If you are providing credit card statements, receipts, or bank statements, please highlight or circle the transaction(s). You will be required to upload this supporting documentation for each expense</p> |

at time of application, so please ensure you have digital copies readily available prior to beginning your application.

7. A credit or debit card to pay the non-refundable application fee of \$750.

Important Note: If you are filling out this Application and **you are not an Authorized Individual** on behalf of the applicant organization (i.e. the applicant's General Counsel or Chief Legal Officer; a principal executive officer at least the level of vice president for a corporation; a general partner for a partnership; the proprietor for a sole proprietorship, and for any other than listed by a person with legal responsibility for the application), then you will need to print out and have the applicant organization's Authorized Individual sign the following documents **prior to beginning the application process so you can upload when prompted:**

- a. [NJEDA Legal Questionnaire](#)
- b. [Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)
- c. [Certification of Application](#)
- d. [Program specific certification](#)

Additional Eligibility Requirements to Receive an Award

1. The applicant must submit a valid and current recreational NJ Cannabis Regulatory Commission (CRC) annual license digital card as per the final recommendation of CRC in one of the following classes: Class 1 - Cultivator, Class 2 - Manufacturer, Class 5 - Retailer, Class 7 - Testing Labs. Conversion letters are not acceptable and this requirement cannot be cured after submitting your application. **If you submit your application and pay the application fee without this item, then your application will be rejected and the fee will not be refunded.**

2. NJEDA will verify if the applicant is in substantial good standing with:

- NJ Department of Labor and Workforce Development
- NJ Cannabis Regulatory Commission (NJCRC)
- NJ Division of Taxation
- NJ Department of Environment Protection

If NJEDA cannot verify that you are in substantial good standing with any of the above agencies, it may cause significant delays in your review which could ultimately prevent your application from being considered for an award.

3. Multi-State Operators are ineligible for this program. Applicants will be asked to provide all business locations and addresses that are open and operating in and outside of New Jersey, as well as identify any other states the applicant has filed licenses in to operate a recreational cannabis facility.

4. If the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, is an officer or employee of any agency, authority or other instrumentality of the State of New Jersey, the applicant is ineligible for this program.

5. The applicant must certify at time of application that the business will remain open and operating and in good standing with the NJCRC at the designated location for at least two years

after receiving grant funds or be subject to recapture provisions.

6. All applicants must upload at time of application at least \$75,000 in verifiable eligible expenses with supporting documentation that demonstrates what was purchased, the amount, the date, the location tied to the expense, and an itemized breakdown of the expense if applicable. Additionally, proof of payment, such as cancelled checks, credit card statements, or bank statements for cash payments, to verify each expense for reimbursement, is required. All documentation must be dated **within the 36-month lookback period from the date of application submission**. Any payments made outside of this timeframe are considered ineligible for reimbursement. To ensure timely processing, applicants are required to upload as much detail as possible regarding all requested eligible expenses when submitting an application. All expenses and associated supporting documentation must be legible and are subject to NJEDA review and discretion to ensure a minimum of \$75,000 was spent, therefore please provide thorough and detailed information for each line item. Eligible expenses may include:

- Rental expenses (including common area maintenance (CAM) charges) - as evidenced by a fully executed lease signed by both the landlord and the tenant (the named tenant must be the applicant) that has commenced. Sub-leases are ineligible. Applicant must provide the landlord certification to demonstrate they are in good standing and current on their lease payments with their landlord. The term (start and end date) of the lease must be identified on the lease and the document uploaded must be legible. Any payments to the landlord with sufficient supporting documentation and verifiable proof of payment related to occupying or maintaining the property may be considered for reimbursement.
- Payroll Expenses – as evidenced by a quarterly WR30 report or equivalent payroll documentation (including payment of 1099 contractors). Please ensure all documents clearly identify specific time periods, dates, and individual employees. General summaries or aggregated information will not be accepted.
- Employee training expenses related to the applicant – as evidenced by detailed invoices that demonstrate the cost to train employees or independent contractors that have already been paid for any function related to their business operations.
- Professional Services – as evidenced by itemized invoices or detailed statements (must be invoiced and/or addressed to the applicant) that may include but are not limited to legal services, legal services related to the NJCRC license and regulatory process, accounting services, human resources services, business planning, transportation services, security, marketing or branding services, website development, or lab services and any other outside services that may be needed to operate an eligible cannabis business in NJ or obtain/maintain any license or authorization to operate from the NJCRC. Invoices and statements must indicate the date of services and the subsequent breakdown of what was actually provided and paid for.

Ineligible expenses include but are not limited to:

- Business supplies
- Controlled inventory
- Construction
- Equipment

- Equipment Installation costs greater than \$2,000.00
- Violations, fines or penalties
- Costs associated with an address not identified in the application
- Any expense without sufficient proof of payment

Important Note: This grant is awarded on a first-come, first-served basis only for completed applications. Submitting an application—or being given the opportunity to correct missing or incomplete items during a cure period—does not guarantee funding. Applications that are complete at the time of their submission will be reviewed ahead of those requiring additional information. **To avoid delays, please ensure your application is clear, complete, and provides all the required information at the time of submission.**

[For more information on the Cannabis Business Development Grant, please visit NJEDA's website.](#)