



Small Business Fund

Sample Application

September 2026

Program Overview

The *Small Business Fund* is designed for small businesses. Financing can be used for fixed assets or working capital.

The most up to date information and more resources about this program can be found at www.njeda.gov/smallbusinessfund/.



AWARD COVERAGE

Up to \$500,000

ELIGIBILITY

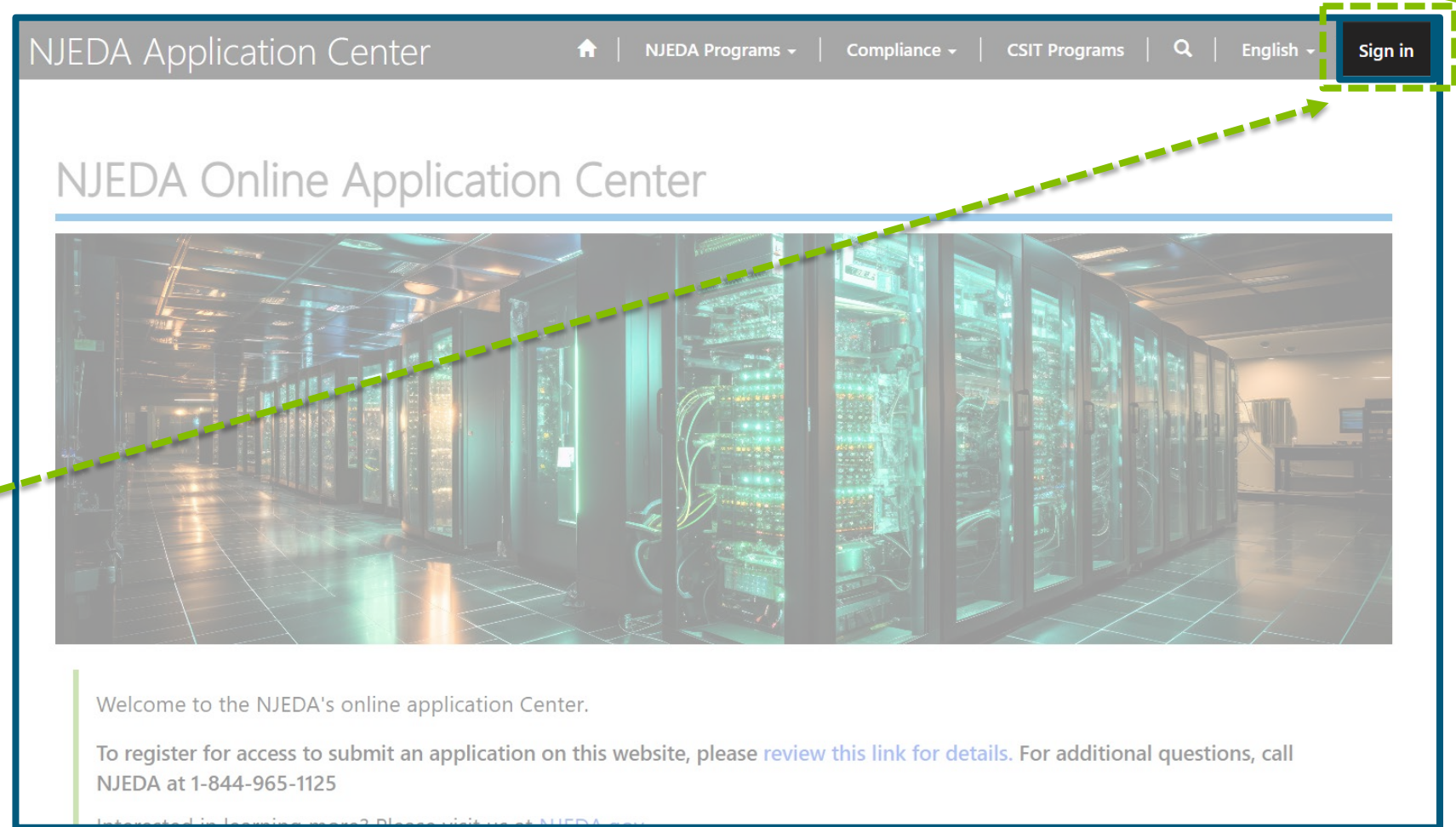
- New Jersey-based small businesses in operation for at least one full year with revenue less than or equal to 3 million; not-for-profits for at least 3 years.
- 1.0x debt service coverage ratio for both non-profit and for-profit entities.
- Must be able to provide fixed assets (e.g. real property and machinery/equipment).
- Homebased businesses are ineligible.

NJEDA Application Center Sign-In Page

Visit the NJEDA Application Center through the webpage of the specific NJEDA program you are interested in or by going to the general log-in page at

<https://programs.njeda.com/en-US/NJEDAPrograms/>.

Locate and click on the *Sign In* tab/button.

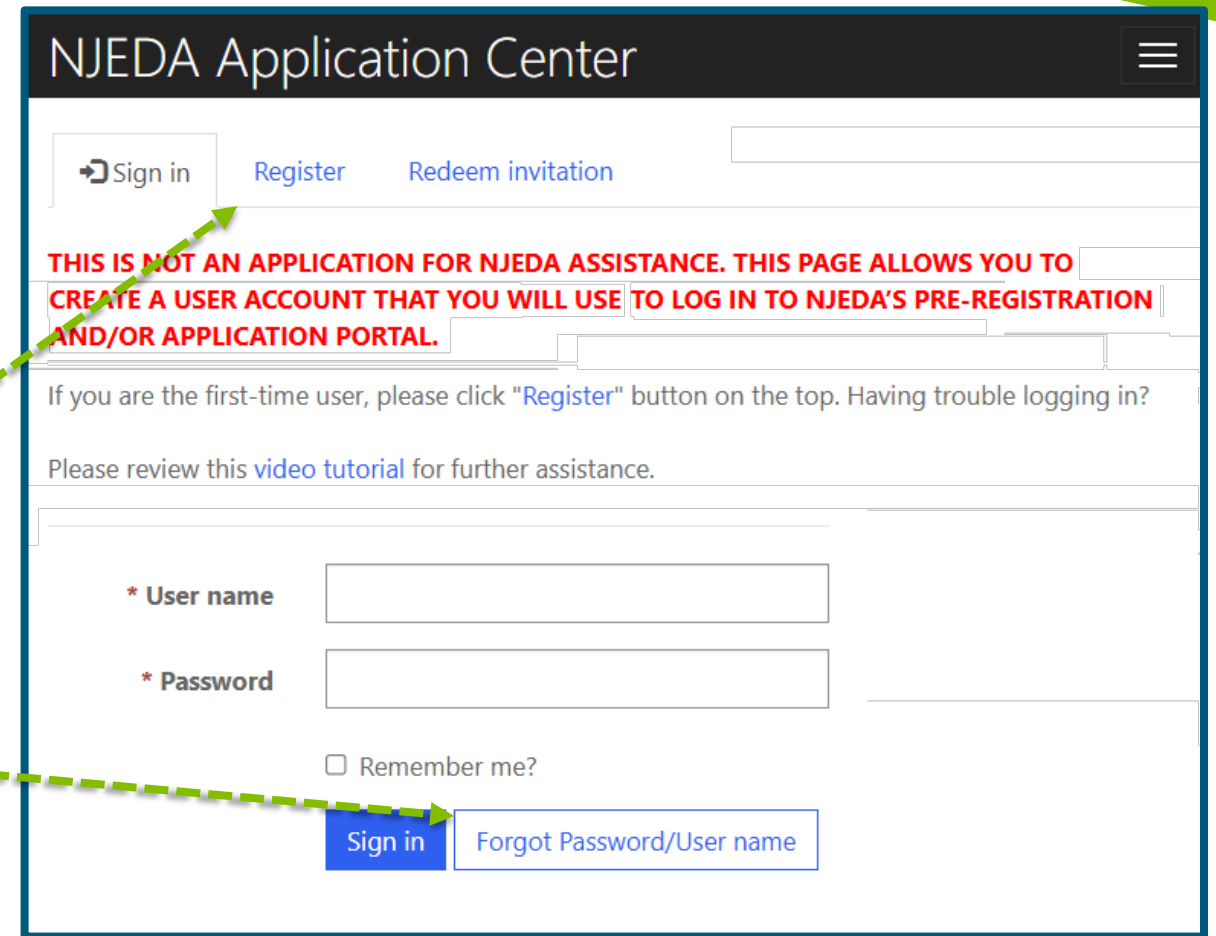


NJEDA Application Center Sign-In Page

Visit the NJEDA Application Center through the webpage of the specific NJEDA program you are interested in or by going to the general log-in page at <https://programs.njeda.com/en-US/NJEDAPrograms/>.

If this is the first time you are using this portal to apply for an NJEDA product, please click the *Register* tab, listed towards the top of the screen.

If you do not have your login information, click on the *Forgot Password/Username* button and follow the instructions. This will send you an email with reset information. Your Username will be included in the email you receive, so please be sure to use your correct username when you sign in.

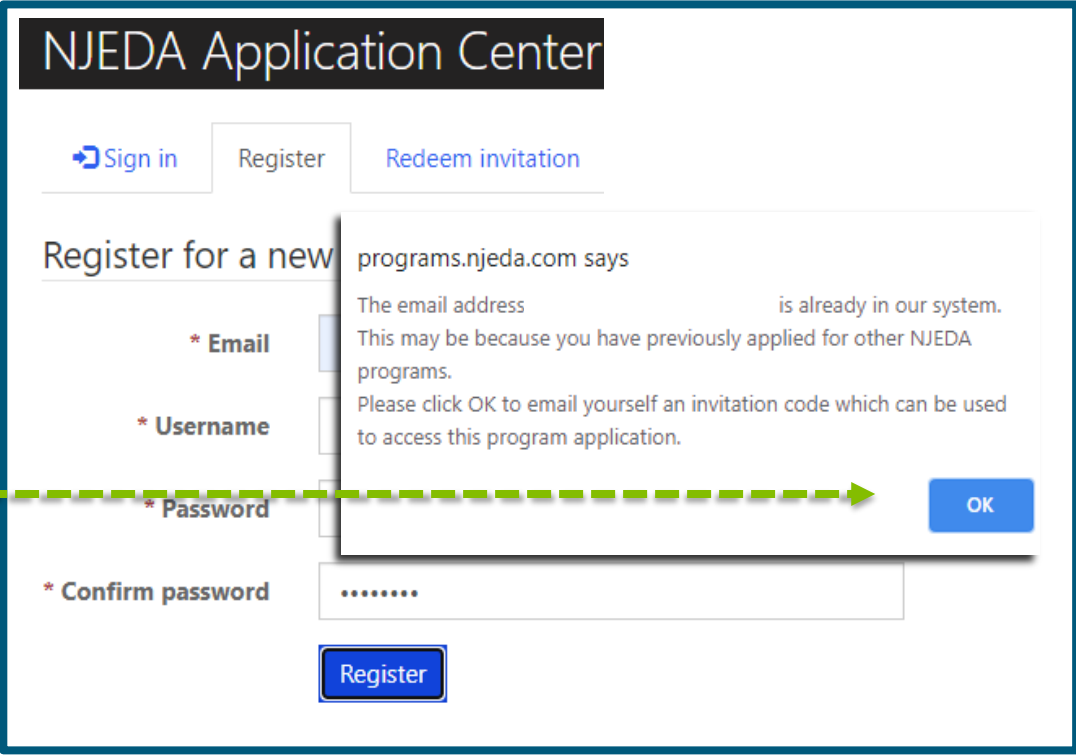


The screenshot shows the NJEDA Application Center sign-in page. At the top, there is a navigation bar with the title "NJEDA Application Center" and a menu icon. Below the navigation bar, there are three tabs: "Sign in" (with a key icon), "Register", and "Redeem invitation". A red dashed arrow points from the "Register" tab to the text below. The text is in red and reads: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this text, there is a message: "If you are the first-time user, please click 'Register' button on the top. Having trouble logging in? Please review this [video tutorial](#) for further assistance." The main form area contains two input fields: "* User name" and "* Password". Below these fields is a checkbox labeled "Remember me?". At the bottom of the form, there are two buttons: "Sign in" (in blue) and "Forgot Password/User name" (in blue). A red dashed arrow points from the "Forgot Password/User name" button to the text in the first paragraph.

If Your Email is Recognized By the Application Portal

If you attempt to register with the Application Center, but your email address is already in the system, you will receive a pop-up notice stating that you will need to send yourself an invitation code to access your account.

Begin this process by clicking on the blue “OK” button within the pop-up box and follow the prompts.



The screenshot shows the NJEDA Application Center interface. At the top, there are three tabs: "Sign in" (with a blue arrow icon), "Register", and "Redeem invitation". Below these is a "Register for a new" section with input fields for "Email", "Username", "Password", and "Confirm password". A blue "Register" button is at the bottom. A pop-up message box is overlaid on the right side of the form. The message reads: "programs.njeda.com says The email address [redacted] is already in our system. This may be because you have previously applied for other NJEDA programs. Please click OK to email yourself an invitation code which can be used to access this program application." There is a blue "OK" button at the bottom right of the pop-up. A dashed green arrow points from the text "Begin this process by clicking on the blue “OK” button" to the "OK" button in the pop-up.



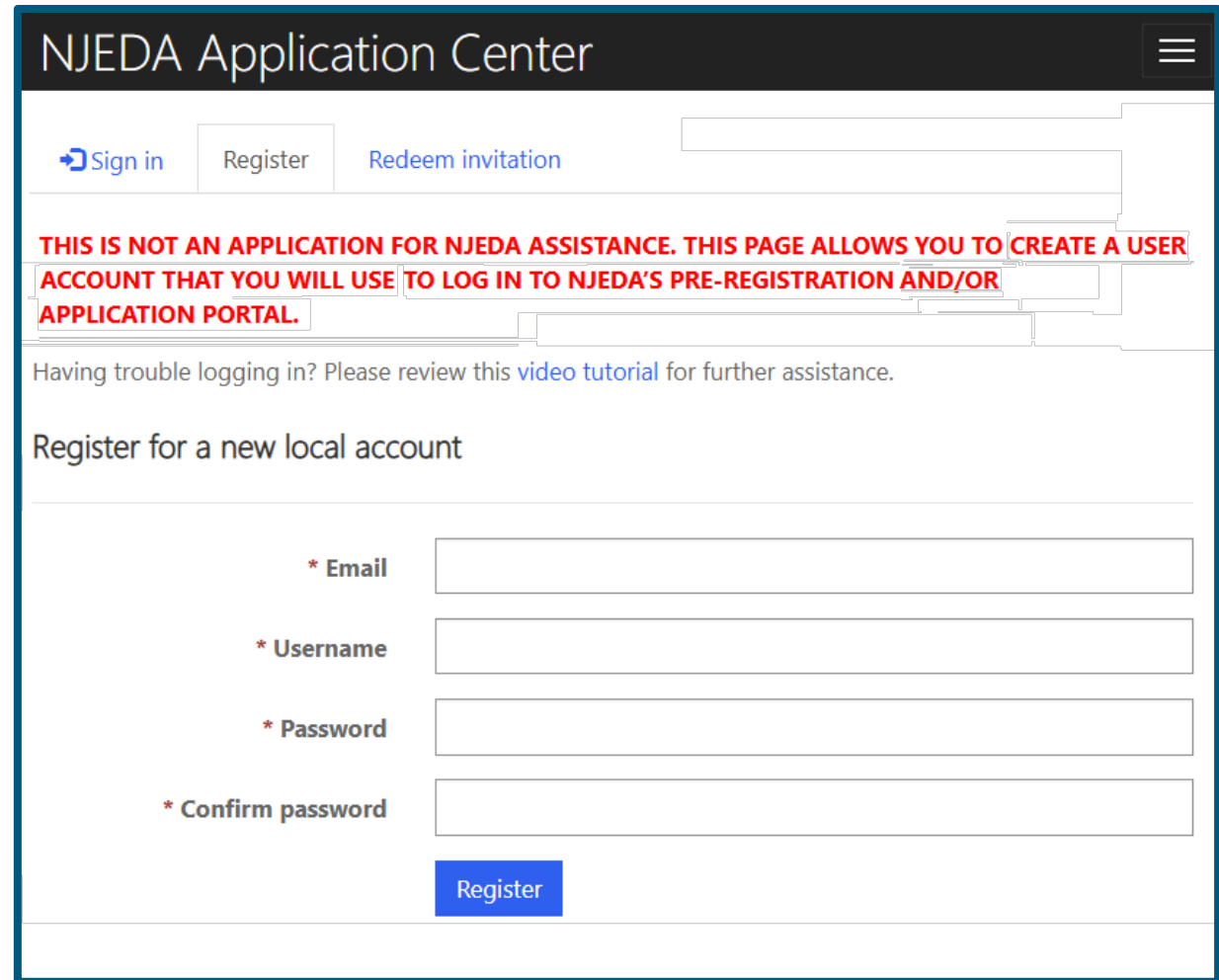
Remember to check your spam/junk folders if you can't locate an email from NJEDA. Emails are sent from crmnoreply@njeda.gov (NJEDA NoReply).

New Users: How to Register Your Email Address

Enter your email, username (which can be the same as your email) and your desired password.

Passwords must contain characters from at least three of the following four classes: uppercase, lowercase, number, and non-alphanumeric (special) characters.

Once information is filled in click *Register* to continue.



The screenshot shows the NJEDA Application Center registration interface. At the top, there's a dark header with the title "NJEDA Application Center" and a menu icon. Below the header, there are three tabs: "Sign in" (with a blue arrow icon), "Register" (selected), and "Redeem invitation". A red warning message is displayed: "THIS IS NOT AN APPLICATION FOR NJEDA ASSISTANCE. THIS PAGE ALLOWS YOU TO CREATE A USER ACCOUNT THAT YOU WILL USE TO LOG IN TO NJEDA'S PRE-REGISTRATION AND/OR APPLICATION PORTAL." Below this, there's a link to a "video tutorial" for login assistance. The main section is titled "Register for a new local account" and contains four required fields: "* Email", "* Username", "* Password", and "* Confirm password". A blue "Register" button is located at the bottom right of the form.



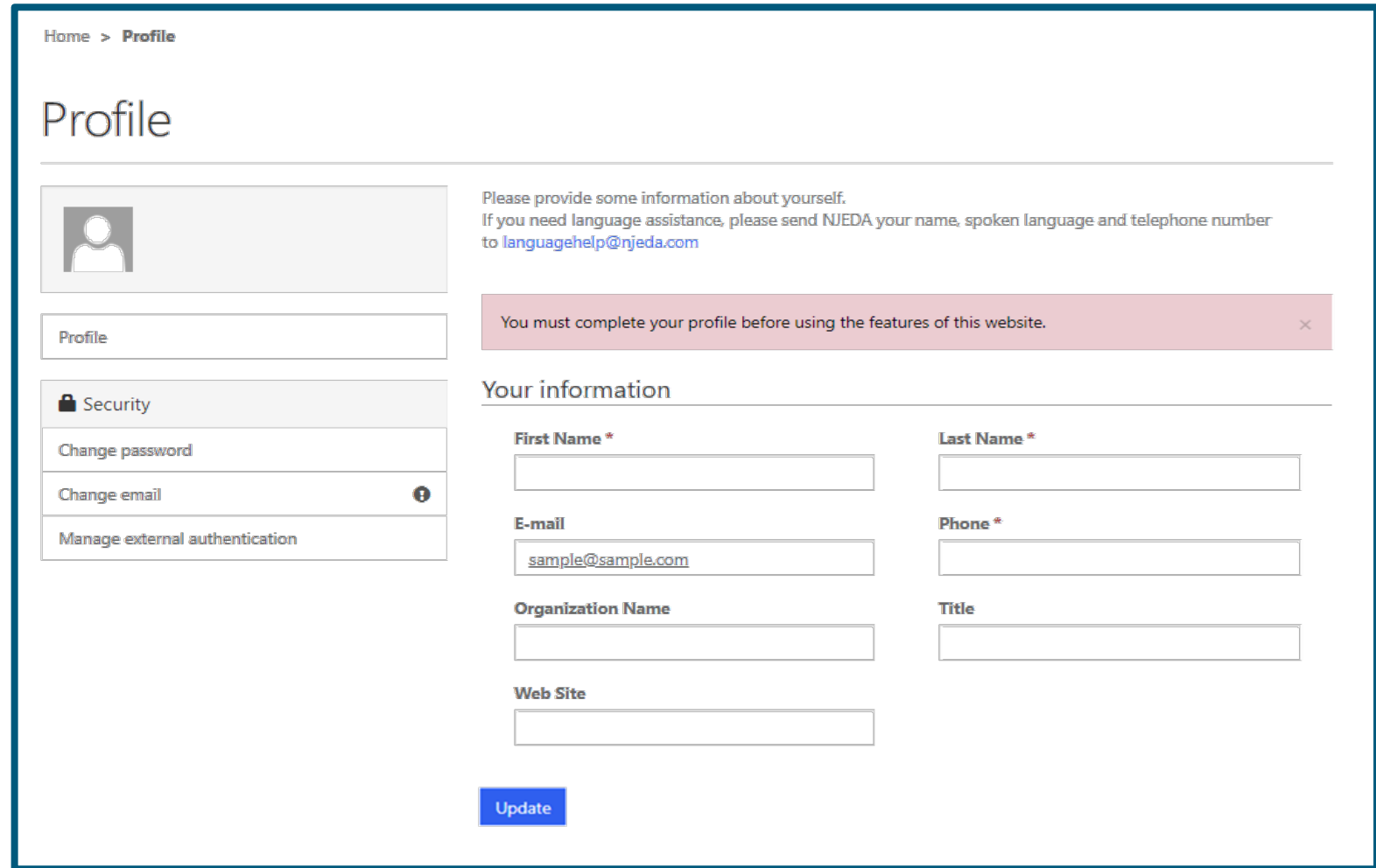
PLEASE BE SURE TO WRITE-DOWN/SAVE YOUR USERNAME AND PASSWORD

New Users: How to Register Your Email Address

After registering your email, you will be prompted to fill out your profile information.

Enter the information requested and confirm your email address is correct. This email address will be the primary way the NJEDA contacts your business.

Once complete, click “Update.”



The screenshot shows the 'Profile' page of the NJEDA website. At the top, there is a breadcrumb trail 'Home > Profile'. The main heading is 'Profile'. On the left side, there is a sidebar with a profile picture placeholder and three menu items: 'Profile', 'Security' (with a lock icon), and 'Manage external authentication'. The 'Profile' menu item is selected. The main content area contains a message: 'Please provide some information about yourself. If you need language assistance, please send NJEDA your name, spoken language and telephone number to languagehelp@njeda.com'. Below this is a red error message: 'You must complete your profile before using the features of this website.' with a close button. The 'Your information' section contains several input fields: 'First Name *', 'Last Name *', 'E-mail' (with 'sample@sample.com' entered), 'Phone *', 'Organization Name', 'Title', and 'Web Site'. An 'Update' button is located at the bottom right of the form.

Home > Profile

Profile

Please provide some information about yourself.
If you need language assistance, please send NJEDA your name, spoken language and telephone number to languagehelp@njeda.com

You must complete your profile before using the features of this website.

Your information

First Name *

Last Name *

E-mail
sample@sample.com

Phone *

Organization Name

Title

Web Site

Update

New Users: Confirm Your Email Address

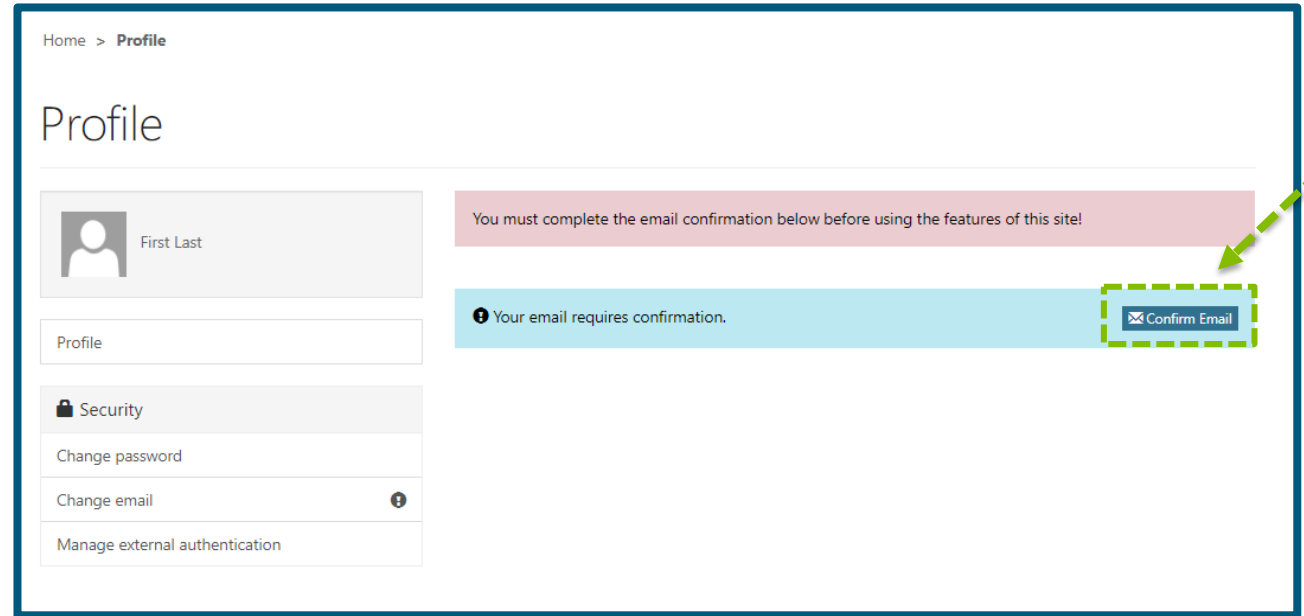
Once your profile information is complete, you need to confirm your email address.

Within the blue box, click on "Confirm Email".

An email will be sent to the email address listed.

Go to your email and follow the instructions within the email.

In order to fully access the application portal, you **MUST** confirm your email address by clicking on the link that is sent to your email.



If you have any issues creating a username or password, redeeming an invitation code, or otherwise logging into the portal, please email us at CustomerCare@njeda.gov or call our Customer Care line at (844) 965-1125.

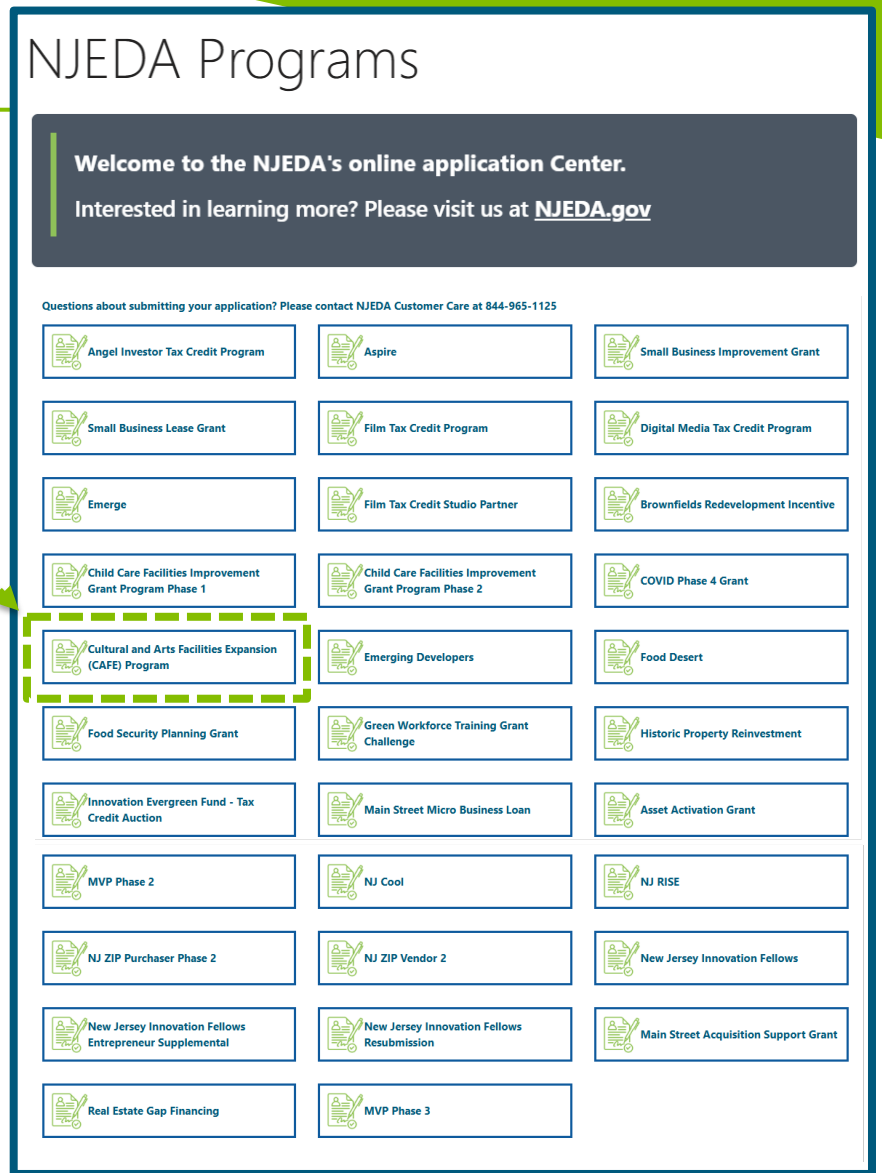
Select Your Program

After you are fully logged in, the Application Center homepage will have two options at the bottom of the page. Select the *NJEDA Programs* button to see the full list of active NJEDA programs.



On the next page, find and select the program you wish to apply for.

Programs are not listed in alphabetical order, so please read through the entire list if you are having difficulty locating your desired program.



Start Your Application

Welcome

Before beginning the application read through the information provided on the welcome page.

Once ready click “Create New Application” to begin.

FYI:

Your application will automatically be saved every time you click the “Next” button.

Small Business Fund

Welcome to NJEDA's Online Application for the Small Business Fund Program

The Small Business Fund Program is part of a suite of NJEDA financing solutions designed to increase access to capital and support the growth of small businesses in New Jersey

Loan Features:

- Up to \$500,000 for fixed assets (owner-occupied commercial real estate and equipment) or working capital for inventory and operations
- Loan terms of up to 30 years, based on loan purpose and collateral type
- Fixed interest rates based on the 5-year U.S. Treasury (or 1% floor, whichever is higher), with basis point additions for credit risk
- Up to 100% loan-to-value for real estate and 90% for equipment

Eligibility Requirements:

- Must provide fixed asset collateral(real property or equipment) to secure the loan
- Demonstrate the ability to repay the loan with a Global Debt Service Coverage Ratio of at least 1.0x (Non-profits at least a 1.0x historical Debt Service Coverage Ratio)
- For Profits must be in operation for at least one full year and not-for-profits for at least 3 years
- Have no more than \$3 million in total revenue
- All applications are subject to underwriting and credit approval. Additional requirements may apply

Application Fee:

- There is a \$300 non-refundable fee due upon submission of your application.

Before Applying:

- It is recommended that you review the [Application Checklist](#)
- Submitting all applicable documents listed in the [Application Checklist](#) will help ensure your application is complete and avoid delays in processing.
- You will also be asked to provide the name of your NJEDA Business Banking Officer when completing your application.
- If unsure of who your NJEDA Business Banking Officer is, please contact us at businessbanking@njeda.gov for assistance.

Create Small Business Fund Application

Language Access

Provide a “Yes/No” response to indicate whether English is your primary language or select “Prefer Not to Answer”.

If English is not your primary language, free language assistance services are available.

If you are interested in using an interpreter provided by EDA, please indicate your primary language.

Language Access

Is English your primary language? *

Select

Please identify which of the following languages is your primary language: *

Select

Select

español (Spanish)

العربية (Arabic)

粵語 (Cantonese Chinese)

普通话 (Mandarin Chinese)

ગુજરાતી (Gujarati)

हिंदी (Hindi)

italiano (Italian)

한국어 (Korean)

po polsku (Polish)

português (Portuguese)

Tagalog

Other

If the NJEDA needs to contact you regarding your application, would you be interested in having an EDA provided interpreter in your native language? *

Select

Select

Yes

No

NJEDA
ECONOMIC DEVELOPMENT AUTHORITY

11

Primary Point of Contact

On this page we will collect contact information for the Primary Point of Contact for this application.

Please ensure that the email provided is the correct email for the primary point of contact on this application.

This email will be used for the fee correspondence and any other communications to the applicant team.

Primary Point of Contact

Throughout the life of a project – from application, to approval, to closing, and to certification/servicing – NJEDA will need to engage with various members of your team. This section collects contact information for individuals we may need to speak with as part of this project.

Please provide contact information for the primary point of contact within the applicant that NJEDA will keep updated on the status of this application.

NOTE: It is highly recommended that the primary point of contact be the individual that is currently filling out this application.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Please be sure the email address you enter is a valid email address, as this will be the primary address by which NJEDA contacts you on the status of this application.

Primary Point of Contact (Continued)

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Is the Primary Point of Contact, the contact who is authorized to and will be signing legally binding documents and making legally binding certifications in this application on behalf of the applicant company? *

Select

Legally authorized representative means one of the following:
- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

Is the Primary Point of Contact the Chief Executive Officer/equivalent officer for North America operations, or equivalent highest-ranking executive for the applicant? *

Select

Is the Primary Point of Contact authorized to speak to the media on behalf of the applicant? *

Select

Primary Point of Contact Address

Country *

United States

Street Address 1 *

Enter a location

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Street Address 2

Suite, Apt, Floor, etc.

City *

State / Province *

Zip / Postal Code *

PreviousNext

Authorized Representative*

If the primary point of contact is not an authorized representative for the applicant, you will be asked to fill out the contact information for the authorized representative.

*This page will only be visible if the individual filling out the application is not the authorized representative.

Authorized Representative

Please input the following information for the contact who is authorized to sign legally binding documents and make legally binding certifications in this application on behalf of the applicant company.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Chief Executive Officer/Owner/Equivalent*

Contact information is needed for the applicant's Chief Executive Officer/ Owner/Equivalent. If the primary point of contact is not the Chief Executive Officer/Owner/Equivalent, this page will appear so you can enter this information.

*This page will only be visible if the individual filling out the application is not the CEO.

Chief Executive Officer/Owner/Equivalent

If the primary point of contact does not hold this role, please provide the contact information for the owner, CEO, or equivalent highest-ranking executive for the applicant.

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Title *

Email Address *

Email Address Confirmed *

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Consultant Information

While not required, some applicants may choose to utilize consultants for support on applications.

Are you, the applicant company, using a consultant to assist with this application?

IF YES, you will be asked to fill out the contact information for the consultant, including the question asking if the consultant is a registered governmental affairs agent.

Consultant Information

While not required, we understand that some applicants may choose to utilize consultants for support. While the NJEDA will direct all communications to the primary point of contact, please also provide us with information about any consultants supporting you on this application.

Are you, the applicant company, using a consultant to assist with this application? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Is the Consultant a Registered Governmental Affairs Agent? *

Yes

Government Affairs Registration Number *

Legal Counsel

Legal Counsel designation is not mandatory, however, it is helpful for application and award purposes for NJEDA to have the basic contact information for your legal counsel, if you have one designated at the time of application.

Legal Counsel

If approved, NJEDA will utilize form contractual documents, such as an approval letter and a commitment agreement. Applicants will have limited opportunity to request non-standard modifications of the agreements. However, NJEDA will often work with an applicant's legal counsel to answer questions on these agreements. If you would like, please provide the contact information for the applicant's legal counsel that will support on this project. This contact may be either internal or external counsel.

Would you like to designate a Legal Counsel Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email *

Email Confirmed *

Media Contact

If the primary point of contact is not authorized to speak to the media on behalf of the applicant, you will be asked to fill out the contact information for the authorized media contact.

*This page will only be visible if the individual filling out the application is not authorized to speak to the media on behalf of the applicant organization.

Media Contact

NJEDA often works with an applicant's public relations or media relations representatives on press releases and press inquiries regarding approved projects. If you would like, please provide the contact information for the applicant's Media Contact that will support on this project.

Would you like to designate a Media Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Email Address Confirmed *

Accountant Information

Your accountant designation is not mandatory, however, it is helpful for application and award purposes for NJEDA to have the basic contact information for your accountant, if you have one designated at the time of application.

Accountant Information

NJEDA often works with an applicant's internal or external accountant to confirm information included in the application and support on project certification and ongoing compliance requirements. If you would like, please provide the contact information for the applicant's accountant that will support on this project.

Would you like to designate an Accountant Contact? *

Yes

Salutation

Select

First Name *

Middle Initial

Last Name *

Suffix

Select

Company *

Title *

Email Address *

Email Address Confirmed *

Principal Bank Contact

Enter your bank contact information, as requested.

Principal Bank Contact

Bank / Institute Name *

No RE Bank

Salutation

Select

First Name *

Banker

Middle Initial

Last Name *

Bankey

Suffix

Select

Title *

Bank Person

Email Address *

Email Address Confirmed *

Phone Number and Extension (if available) *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Principal Bank Contact Address

Country *

Street Address 1 *

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Street Address 2

Suite, Apt, Floor, etc.

City *

State / Province *

Zip / Postal Code *

Transaction Details

Enter information, as requested.

The last two questions on this page will only appear for applicants requesting funds for real estate purchase or refinancing.

Transaction Details

Are you working with a NJEDA Business Banking Officer? *

Select the NJEDA Business Banking Officer you are working with *

Does this transaction involve the purchase or refinance of real estate? *

Is this a purchase or refinance of real estate? *

Select

Purchase

Refinance

Is the property currently owned by a real estate holding company entity or by your operating company? *

Select

Real estate holding company

Operating Company

Previous

Next

Applicant Organization

In this section, we are collecting information about the registered business that is applying for this program.

This page will request applicant organization information including, but not limited to:

- [Legal Business Name](#)
- Entity Type
- Date Established
- Entity Formation Documents
 - Sole Proprietors should provide a [Certificate of Trade Name](#)
 - LLCs provide a [Certificate of Formation](#)
 - Corporations provide [Certificate of Incorporation and Bylaws](#)
 - Nonprofits provide [Certificate of Incorporation and Bylaws](#)
- Federal Tax Identification Number (FEIN)
- NJ Tax Identification Number
- [NAICS Code](#)
- Short Organizational Description
- Organization Phone Number
- Organization Website
- [NJ Tax Clearance Certificate](#)

Applicant Organization

In this section, we are collecting information about the primary applicant for this program. We are focused on the primary applicant only. We will collect information on affiliates, parent companies, holding companies, or other related entities in the following sections of the application.

Applicant Organization Name *

The full name of your registered legal entity. This name should match the name on your formation documents. If you are not sure of your legal entity name, please visit <https://www.njportal.com/DOR/BusinessNameSearch/Search/BusinessName>.

Applicant Doing Business As (DBA)

Does your business operate under a different name?

Certificate of Alternate Name

Please provide a [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services if you have one. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#).

Document	Files
Certificate of Alternate Name	Add Files

Applicant Entity Type *

Select

What is the ownership structure of the applicant?

Is the applicant, or any person who controls the applicant or owns or controls more than 1% of the stock of the applicant, an officer or employee of any agency, authority or other instrumentality of the State of New Jersey? *

Select

Date Established *

MM/DD/YYYY

Please make sure this date matches the date on your entity's formation documents. MM/DD/YYYY

Mailing Address

Country *

United States

Street Address 1 *

Enter a location

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Street Address 2

Applicant Country of Incorporation/Formation *

United States

Applicant State of Incorporation/Formation *

Select

Please upload any formation documents for the Application Organization

Documentation to verify applicant entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office for sole proprietors))

- **Sole Proprietor:** Provide a [Certificate of Trade Name](#) (filed with the county clerk)
- **LLC:** Provide a [Certificate of Formation and Operating Agreement](#)
- **Corporation:** Provide a [Certificate of Incorporation and Bylaws](#)
- **NonProfit:** Provide a [Certificate of Incorporation and Bylaws](#)
- **Out of State:** If your entity was formed out of state but operates within the State of New Jersey, you must file a [Certificate of Authority](#) when registering the business in New Jersey and provide that certificate.

Document	Files
Formation Document(s) *	Add Files

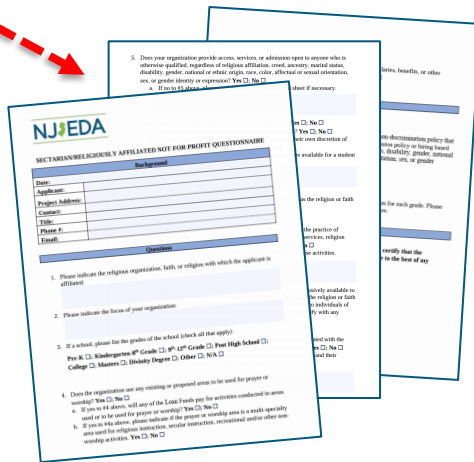
Applicant Organization

(Continued)

If the applicant organization (or any related entities) has previously received NJEDA, details of that funding is required to be included as part of the application.

Certification is also required that the applicant is not in default with any other State of New Jersey programs

If the applicant is involved in religious activities or is religiously affiliated, an additional [Religious Activity Questionnaire](#) will be required.



Applicant Federal Employer Identification Number (FEIN) *

The 9 digit Federal Tax ID number of your organization.

Applicant New Jersey Tax ID Number *

Applicant Organization's Phone Number and Extension *

To include an extension with your phone number, simply enter the phone number first, followed by the extension.

Applicant Organization's Website

Please provide a high-level, 2-3 short paragraph description of the applicant. This may include the type of business you are involved in, your company's mission statement, the markets or customer base the company serves, and any other information about your business that the NJEDA should understand to review your application. *

NAICS

North American Industry Classification System (NAICS) Code *

Please select the magnifying glass to launch the NAICS search window. In the upper right hand of the window there is a search bar. In the search bar, you may enter your NAICS code, the type of business you are, or the industry in which your business operates. If your search does not return a result, please try additional terms that describe your business until you return a result.

Please be sure to use the same code that is listed on your most recent business tax filings. For help, please see the [North American Industry Classification System \(NAICS\) U.S. Census Bureau website](#).

Tax Clearance Certificate

Please upload the Tax Clearance Certificate from the NJ Division of Taxation here.

Document Files

Tax Clearance Certificate Document(s) Add Files

Certificates may be requested through the State of New Jersey's online [Premiere Business Services \(PBS\)](#) portal. Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance. If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS. [CLICK HERE](#) for instructions on how to secure your tax clearance certificate.

Is the applicant involved in religious activities or is religiously affiliated? *

Select

Please note that this requires additional questions to determine eligibility of the requested financial assistance.

Prior NJEDA Assistance

Has the applicant, or any related entities, previously received NJEDA assistance? *

Yes

Please identify the entities who have received NJEDA assistance. *

Please describe the NJEDA assistance the applicant previously received. Please be as specific as possible in detailing the programs through which you received NJEDA assistance, the facilities or projects associated with that assistance, the timeframes in which the assistance was provided, and the status of any awards or agreements. *

I certify that the firm is not in default with any other program administered by the State of New Jersey. *

Select

Applicant Organization Details

Additional information is needed about the applicant’s number of employees, annual revenue, and management structure.

Supporting documents will need to be uploaded, including:

- Organizational Documents
- Three Consecutive Years of Filed Federal Business Tax Returns
- Profit and Loss Statement and Balance Sheet
- [Business Schedule of Debt](#)
- Accounts Receivable and Accounts Payable Reports

Applicant Organization Details

Please provide the number of New Jersey Full Time Employees (W2) at the time of application *

Please provide the number of New Jersey Part Time Employees (W2) at the time of application *

Please provide the number of New Jersey Full Time Employees (W2) to be created or retained within 2 years. *

Please provide the number of New Jersey Part Time Employees (W2) to be created or retained within 2 years. *

Annual Revenue *

\$

Please provide background and breakdown of the management of this organization *

Organizational Documents - Applicant Organization

Document	Files
Organizational Documents *	Ⓜ Add Files Completed and signed organizational documents for the Applicant Organization, as applicable (e.g., Operating Agreement, Bylaws, Partnership Agreement, Shareholder Agreement, Articles of Incorporation, Organizational Chart, etc.)

Three Consecutive Years of Filed Federal Business Tax Returns - Applicant Organization

Document	Files
Filed Federal Business Tax Returns (Last 3 years, if applicable) *	Ⓜ Add Files Last 3 years copies of filed federal business tax returns (all schedules and forms including K1s) for the 3 most recent years.

Profit and Loss Statement and Balance Sheet –Applicant Organization

Document	Files
Profit and Loss Statement and Balance Sheet *	Ⓜ Add Files Profit and Loss Statement and Balance Sheet dated within 60 days of this application

Business Schedule of Debt –Applicant Organization

Document	Files
Business Schedule of Debt Form *	Ⓜ Add Files Schedule of Debt - Business Schedule of Debt Form Please complete, sign, and submit with application.

A/R and A/P Aging -Applicant Organization

Document	Files
A/R and A/P Aging, if applicable	Ⓜ Add Files A/R and A/P Aging (accounts receivable and accounts payable report), if applicable.

Cannabis Questionnaire

Cannabis Questionnaire

Has the applicant applied for or been issued a license, including a conditional license, from the New Jersey Cannabis Regulatory Commission (NJ-CRC) to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service; or does the applicant employ or intend to employ, or is the applicant itself, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? *

If the applicant is a property owner, developer, or operator of a project: is the property being used or intended for use, in whole or in part, (1) by or to benefit a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service, (2) to employ a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service, (3) by a person or entity that has applied or intends to apply to the New Jersey Cannabis Regulatory Commission (NJ-CRC) for a license to operate as a cannabis cultivator, cannabis manufacturer, cannabis wholesaler, cannabis distributor, cannabis retailer, or cannabis delivery service or has applied for certification to be, or intends to employ, a certified personal use cannabis handler to perform work for or on behalf of a cannabis establishment, distributor, or delivery service? *

New Jersey State law prohibits certain cannabis licensees and certified personal use cannabis handlers' employers from receiving or continuing to receive most financial incentive awards. Applicants will have to certify their status regarding cannabis licensing and handling.

Applicant Ownership Information

If the applicant has one or more owners with 10% or more ownership interest in the applicant organization, details are needed for each owner. Select the Add Owner button to provide the relevant information

Applicant Ownership Information

All owners with 10% or more ownership interest in the applicant organization must provide a personal guarantee. List all Officers, Directors, and/or Owners with a 10% or more interest in the applicant organization entity.

Add Owner

DirectLoan Owner Type	Owner Name	Name of Trustee(s)/Executor(s)	Ownership %	Address	City	State	Zip Code	Email	Phone Number
☐ I authorize the EDA to obtain such information including, but not limited to, a credit bureau check as it may require, covering the applicant and/or its principals, stockholders and/or investors. *									

Previous

Next

Applicant Ownership Information

(Continued)

The specific information needed will depend on the Owner's entity type, but will include information such as:

- Entity Type (*Individual, Estate, Firm, Trust, Company, or Other*)
- Owner Name
- Address
- Email
- Phone Number
- Social Security Number or FEIN

After you enter the above information, and hit Save, the pop-up window should reappear with additional questions. These questions will again depend on the specific entity type, but may include:

- Three Consecutive Years of Filed Federal Tax Returns
- Profit and Loss Statement and Balance Sheet
- Personal Financial Statements
- [Business Schedule of Debt Form](#)
- Formation Documents
- Organizational Documents
- Current NJ Tax clearance certificate

Ownership

Owner Type *

Individual

Estate

Firm

Trust

Company

Other

Name (First, middle and last name) or Organization Name: *

Home Address (Business Address for Organizations):

Address Line 1 *

Enter a location

Please continue typing out your full address (include city, state, etc.) until the correct address appears in the dropdown.

Address Line 2

City *

State/Province/Region *

Postal/Zip Code *

Country *

United States

Date of Birth: *

MM/DD/YYYY

Email *

Phone Number *

Percentage Ownership: *

SSN

US Citizen *

Select

Applicant Ownership Information

(Continued)

If you cannot advance to the next page, make sure you have completed all of the fields in the pop-up window. Select the Edit option that will appear by clicking on the downward arrow button at the end of the owner entry.

Also, make sure you have selected the check box at the bottom of the page.

Applicant Ownership Information

All owners with 10% or more ownership interest in the applicant organization must provide a personal guarantee. List all Officers, Directors, and/or Owners with a 10% or more interest in the applicant organization entity.

Add Owner

DirectLoan Owner Type	Owner Name	Name of Trustee(s)/Executor(s)	Ownership %	Address	City	State	Zip Code	Email	Phone Number
			—%						

☒ authorize the EDA to obtain such information including, but not limited to, a credit bureau check as it may require, covering the applicant and/or its principals, stockholders and/or investors. *

Previous

Next

Corporate Guarantor

If you have a corporate guarantor, the following information will need to be provided:

- Description of the Relationship between Borrower and the Transaction
- Corporate Guarantor Name
- Corporate Guarantor Federal Tax Identification Number
- Three Consecutive Years of Filed Federal Tax Returns
- Profit and Loss Statement and Balance Sheet
- [Business Schedule of Debt Form](#)
- [NJ Tax Clearance Certificate](#)
- Entity Formation Documents
 - Sole Proprietors should provide a [Certificate of Trade Name](#)
 - LLCs provide a [Certificate of Formation](#)
 - Corporations provide [Certificate of Incorporation and Bylaws](#)
 - Nonprofits provide [Certificate of Incorporation and Bylaws](#)
- Organizational Documents

Corporate Guarantor

Other than the disclosed owners, will any other entities provide a corporate guarantee? *

Yes

Describe relationship to borrower and transaction *

Corporate Guarantor Organization Name *

Corporate Guarantor Organization EIN *

The 9 digit Federal Tax ID number of your organization.

Three Consecutive Years of Filed Federal Business Tax Returns - Corporate Guarantor

Document	Files
Filed Federal Business Tax Returns (Last 3 years if applicable) *	Add Files Federal Tax Returns filed for Corporate Guarantors (all schedules and forms including K1s) for the 3 most recent years.

Interim statements - Corporate Guarantor

Document	Files
Profit and Loss Statement and Balance Sheet *	Add Files Interim statements (P&L and Balance Sheet) dated within 60 days of this application for the Corporate Guarantors.

Business Schedule of Debt Form - Corporate Guarantor

Document	Files
Business Schedule of Debt Form *	Add Files Schedule of Debt - Business Schedule of Debt Form Please complete, sign, and submit with application

NJ Tax clearance certificate - Corporate Guarantor

Document	Files
NJ Tax clearance certificate	Add Files • Directions for securing your tax clearance certificate • Email: BusinessAssistanceTC.Taxation@treas.nj.gov with tax clearance issues or concerns

Formation Document - Corporate Guarantor

Document	Files
Formation Document *	Add Files Documentation to verify entity's name – must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office for sole proprietors))

Organizational Documents - Corporate Guarantor

Document	Files
Organizational Documents *	Add Files Completed and signed organizational documents for the entity listed above that holds ownership in the Corporate Guarantor, as applicable (e.g., Operating Agreement, Bylaws, Partnership Agreement, Shareholder Agreement, Articles of Incorporation, Organizational Chart, etc.)

Location

Provide your basic location information. If you plan to purchase or lease property, you will need to upload supporting documents.

Location

Does the applicant own, lease, or intend to purchase the property? *

What is the amount of space (in square feet) the operating company will occupy? *

Add Location

Application Location ID	Address Line 1	Address Line 2	Zip Code	City	State	County	Block	Lot

Document

Contract / Current Mortgage Statement *

OR

Lease *

Files

Add Files

Contract / Current Mortgage Statement. Please note the percentage of occupancy by the operating company and any other tenants.

Lease Agreement. Please note the percentage of occupancy by the operating company and any other tenants.

Previous

Next

Location

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

County *

Select

Block *

Lot *

Project Location Information

Provide a detailed description of the project location, including acquisition, lease and renewal terms, construction or expansion plans, current and future uses by the applicant, size of existing and proposed facility, and/or project occupant(s) of the building(s) and/or equipment to be acquired or upgraded.

If the property will be used by an additional entity, the name, purpose, and supporting documents are needed.

Project Location Information

Project Description *

Please provide a narrative description as fully and precisely as possible of the project, including acquisition, lease and renewal terms, construction or expansion plans, current and future uses by the applicant, size of existing and proposed facility, and/or project occupant(s) of the building(s) and/or equipment to be acquired or upgraded:

Will the project facility be occupied or used by any party other than the real estate holding company (if applicable) or the operating company?

Yes

Please provide the name of the party *

Please provide nature of their use/occupancy *

Document

Applicable lease, License, or Use Agreement etc *

Files

⬆ Add Files

Project Costs

Add each of the Project Costs, selecting the appropriate cost type and providing a detailed description of how the funds will be used.

You may be asked to provide additional supporting documents, such as a contract of sale, merchandise/equipment invoices, and/or refinancing documents.

The image shows a screenshot of a web form titled "Project Costs". The form has a header section and a table below it. A dashed green arrow points from the text "Add each of the Project Costs, selecting the appropriate cost type and providing a detailed description of how the funds will be used." to the "Add Project Costs" button. Another dashed green arrow points from the text "You may be asked to provide additional supporting documents, such as a contract of sale, merchandise/equipment invoices, and/or refinancing documents." to the "Project cost type" dropdown menu.

Project Costs

Add Project Costs

Project cost type ↑	Project Cost Amount	Description	Square feet of the building

Project Costs

Project cost type *

Select

- Existing building Acquisition
- New Equipment/Machinery Purchase
- Used Equipment/Machinery Purchase
- Refinancing
- Working Capital
- Other

Previous Next

Sources of Funds

Add each of the sources of project funding, including the amount being requested. The total sources of funding should add up to the same amount as the total project costs.

Sources of Funds Information

Provide sources of funds for the project. Sources should include categories such as owner's equity, bank financing, and other government support.

Add Source of Funding

Name of Funding Source	Funding Amount ↑
------------------------	------------------

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Next

Source of Funding

Provide sources of funds for the project. Sources should include categories such as owner's equity, bank financing, and other government support.

Funding Source Name *

Select

Amount of NJEDA assistance requested (Loan amount requested)

Owner's equity

Bank financing

Other Government Support

Diversity Equity and Inclusion

In this section, we would like more information about the diversity of your organization.

Answers have no impact on eligibility for assistance and providing information is optional, to be used for tracking purposes only.

Within each of these questions, “Prefer not to answer” can be selected if that is the case OR if the question is not applicable to your organization.

Diversity, Equity, & Inclusion

With which of the following does the majority owner of the applicant organization self-identify (if applicable)?

- ☐ Minority
- ☐ Women
- ☐ Veteran
- ☐ LGBTQ
- ☐ Disabled
- ☐ None of the above
- ☐ Prefer not to answer

Please select which of the following State of New Jersey certifications the applicant organization currently holds:

- ☐ Small Business Enterprise (SBE)
- ☐ Disadvantaged Business Enterprise (DBE)
- ☐ Minority-Owned Business Enterprise (MBE)
- ☐ Women-Owned Business Enterprise (WBE)
- ☐ Veteran-Owned Business Enterprise (VBE)
- ☐ Disabled Veteran-Owned Business Enterprise (DVOB)
- ☐ None of the above
- ☐ Prefer not to answer

Additional DE&I Information

In this section, we would like more information about any actions your company has taken or is taking with respect to Diversity, Equity & Inclusion.

Please describe whether your company's leadership team is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). *

- ☐ Question is not applicable
- ☐ Prefer not to answer

Please describe whether your company's Board of Directors is made up of a diverse group of individuals. Please provide as much detail as possible about the composition of your leadership team as it relates to groups that have been historically underrepresented (minority, woman, veteran, LGBTQ, disabled). *

- ☐ Question is not applicable
- ☐ Prefer not to answer

Prevailing Wage, Contractor Registration, and Affirmative Action

If there is a construction component of your project, commitment to prevailing wage is necessary. The contractor who will be performing the construction will need a [NJ Department of Labor Construction Registration Certification](#).

Prevailing Wage

Be advised that projects utilizing financial assistance for construction related costs are subject to state prevailing wage requirements. Please contact a NJEDA Business Banking Officer if you have any questions.

Please set forth a description of all construction contemplated to be undertaken in connection with the Authority financial assistance for which you have applied. Such description should include any construction that you will undertake to fulfill any condition of receiving the authority financial assistance, including any contract to construct, renovate or otherwise prepare a facility for operations which will be necessary for the receipt of the Authority financial assistance, unless the work performed under the contract is performed on a facility owned by a landlord of the entity and less than 55 % of the facility is leased by you at the time of the construction contract and under any agreement to subsequently lease the facility. Please be advised that if your application is approved, not less than the prevailing wage rate must be paid to workers employed in the performance of contracts for such construction. This requirement will continue for two years and after your first receipt of funds hereunder.

Will any of the projects listed in this application use NJEDA financial assistance for construction-related costs? *

Yes

Have you selected a construction contractor or awarded a construction contract at the time of this application? *

Yes

Does the contractor have valid NJ Department of Labor Construction Registration Certification? *

Yes

Effective April 1, 2020 all construction contracts in which prevailing wage applies must provide proof of valid NJ Department of Labor Construction Registration Certification. Because you have identified that the contractor has valid NJ Department of Labor Construction Registration Certification, you will be asked to provide the Contractor Registration Certificate at the end of this application. **Please be advised that a valid Contractor Registration Certificate is required to perform construction on this NJEDA financially assisted project.**

☒ **I have read this statement, understand the requirement, and wish to continue my application. ***

Applicant Representative for Certifications

NJEDA requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant , and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

If you are an Authorized Representative you will be prompted to fill out these pages in the on-line application.

If you are NOT an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications.

Applicant Representative for Certifications

The New Jersey Economic Development Authority requires that the Legal Questionnaire, Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3, Acknowledgments of Applicant, and Certification of Applicant, are to be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

If you are not an Authorized Representative you will be prompted to Upload the Certifications page, which will require you to download and then upload signed copies of the acknowledgments and certifications listed above.

If you are an Authorized Representative you will be prompted to fill out these pages throughout the application.

Applicant Representation

Is the individual filling out this application employed by the entity that is applying for the program? *

Yes

Is the individual filling out this application one of the following: *

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation: a principal executive officer at least the level of vice president;
- for a partnership: a general partner;
- for a sole proprietorship: the proprietor;
- for a governmental entity: the contact person (business administrator, manager, mayor, etc.);
- for other than above: the person with legal responsibility for the application.

Please indicate which of the following best describes the individual filling out this application? *

Upload Certifications

If the individual filling out the application is not an authorized representative, this page will appear so that the certifications listed below can be downloaded, completed by and authorized representative, and then uploaded as part of the application.

[Legal Questionnaire](#)

[Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)

[Application Confirmation](#)

Upload Certifications

The New Jersey Economic Development Authority requires that the following information be completed and signed by one of the following:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);
- for other than above, by the person with legal responsibility for the application.

Because you have identified that you are not one of the individuals listed above, it is required that you download each of the following forms listed below and have someone who meets this definition for the applicant company fill out and sign each of the forms. Once the forms have been completed and signed, please attach them at the end of this application, along with any other necessary application attachments.

Your application for assistance will not be reviewed until the NJEDA has each of the signed forms from someone who is legally authorized to make these representations on behalf of the applicant.

[Legal Questionnaire](#)

[Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3](#)

[Certification of Application](#)

Document	Files
Legal Questionnaire *	Add Files

Document	Files
Certification of Non-Involvement in Prohibited Activities in Russia or Belarus Pursuant to P.L. 2022, C. 3 *	Add Files

Document	Files
Certification of Application *	Add Files

Legal Questionnaire*

In this section, applicants are required to answer background question pertaining to any causes that may lead to debarment, disqualification, or suspension from eligibility.

Additionally, applicants are required to identify any "affiliate" entities. There are two main types of Affiliates:

First, applicants must identify any individuals or entities that hold a 30% or more ownership in the applicant.

Second, applicants must identify any individual or entity where the applicant holds a 30% or more interest, and are either named in the application and/or agreement, or will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

Applicants should take their time and make sure to read this section carefully.

*This page will only be visible if the individual filling out the application is the authorized representative.

Legal Questionnaire

Entrepreneur Full Legal Name:

Please note "Applicant" includes individuals and all types of entities applying for and receiving NJEDA financial assistance, incentives or contracts, including but not limited to: for profit businesses, non-profit organizations, municipalities, counties, colleges, universities and other institutions of higher learning.

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, et seq. Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors.

Note that this form has recently been modified.

Please review this form in its entirety prior to providing any responses or certifications.

DEFINITIONS

Notwithstanding any terms defined elsewhere or otherwise herein, the following definitions shall govern in responding to this Legal Questionnaire:

"Affiliates" means any entities or persons having an overt or covert relationship such that any one of them directly or indirectly controls or has the power to control another. This includes (however is not limited to):

- entities or persons having an ownership interest in the applicant of 30% or greater;
- entities in which an applicant holds an ownership interest of 30% or greater and are either named in the application and/or agreement or will receive a direct benefit from the financing, incentive or other agreement with NJEDA; and
- other entities that are named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

"Legal Proceedings" means any civil, criminal, or administrative or regulatory proceedings in a State or Federal court or administrative tribunal in the United States or any territories thereof.

RELEVANT AFFILIATES

In accordance with the above, please identify any individuals or entities that hold a **30% or more ownership in the applicant**:

Are there any individuals or entities that hold a 30% or more ownership interest in the applicant? *

Select

Applicant-Owned Affiliates

In accordance with the above, please identify any entities in which the **applicant holds a 30% or more interest**, and are either named in the application and/or agreement, or will receive a direct benefit from the financing, incentive, or other agreement with NJEDA.

ADD APPLICANT-OWNED AFFILIATES

Entity ↑

FEIN #

There are no records to display.

Other Affiliates

In accordance with the above, please identify any other entities not already identified that are either named in the application and/or agreement, or that will receive a direct benefit from the financing, incentive, or other agreement with NJEDA:

ADD OTHER AFFILIATES

Entity ↑

FEIN #

There are no records to display.

Legal Questionnaire (Continued)

There are several specific questions regarding the past proceedings of an applicant.

It is essential that applicants take their time, reading this section carefully, while keeping in mind the corresponding "look-back" periods for civil, criminal, environmental, and other legal matters.

Part A. Past Proceedings

Has Applicant, or any identified Affiliates of Applicant, been found or conceded or admitted to being guilty, liable or responsible in any Legal Proceeding, or conceded or admitted to facts in any Legal Proceedings that demonstrate responsibility for any of the following violations or conduct? (Any civil or criminal decisions or verdicts that have been vacated or expunged need not be reported.)

1. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract there under, or in the performance of such contract or subcontract. *

2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, fraud, forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice, or any other offense indicating a lack of business integrity or honesty. *

3. Violation of the Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874). *

4. Violation of any law governing the conduct of elections of the Federal Government, State of New Jersey or of its political subdivision. *

5. Violation of the "Law Against Discrimination" (P.L. 1945, c169, N.J.S.A. 10:5-1 et seq., as supplemented by P.L. 1975, c127), or of the act banning discrimination in public works employment (N.J.S.A. 10:2-1 et seq.) or of the act prohibiting discrimination by industries engaged in defense work in the employment of persons therein (P.L. 1942, c114, N.J.S.A. 10:1-10, et seq.). *

6. To the best of your knowledge, after reasonable inquiry, violation of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages, or child labor. *

7. To the best of your knowledge, after reasonable inquiry, violation of any law governing the conduct of occupations or professions of regulated industries. *

8. Debarment by any department, agency, or instrumentality of the State or Federal government. *

9. Violation of the Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq., including any of the following prohibitions on vendor activities representing a conflict of interest, or failure to report a solicitation as set forth below: *

i. No person shall pay, offer or agree to pay, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any Authority officer or employee or special Authority officer or employee, as defined by N.J.S.A. 52:13D-13(b) and (e), with which such person transacts or offers or proposes to transact business, or to any member of the immediate family as defined by N.J.S.A. 52:13D-13(i), of any such officer or employee, or partnership, firm, or corporation with which they are employed or associated, or in which such officer or employee has an interest within the meaning of N.J.S.A. 52:13D-13(g).

ii. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any Authority officer or employee or special Authority officer or employee from any person shall be reported in writing by the person to the Attorney General and the NJEDA Ethics Liaison Officer.

iii. No person may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such person to, any Authority officer or employee or special Authority officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to the Authority, or with any person, firm or entity with which he or she is employed or associated or in which he or she has an interest within the meaning of N.J.S.A. 52:13D-13(g). Any relationships subject to this subsection shall be reported in writing to the NJEDA Ethics Liaison Officer and the State Ethics Commission, which may grant a waiver of this restriction upon application of the Authority officer or employee or special Authority officer or employee upon a finding that the present or proposed relationship does not present the potential, actually or appearance of a conflict of interest.

iv. No person shall influence, or attempt to influence or cause to be influenced, any Authority officer or employee or special Authority officer or employee in his or her capacity in any manner which might tend to impair the objectivity or independence of judgment of the officer or employee.

v. No person shall cause or influence, or attempt to cause or influence, any Authority officer or employee or special Authority officer or employee to use, or attempt to use, his or her official position to secure unwarranted privileges or advantages for the person or any other person.

10. Violation of any State or Federal law that may bear upon a lack of responsibility or moral integrity, or that may provide other compelling reasons for disqualification. Your responses to the foregoing question should include, but not be limited to, the violation of the following laws, without regard to whether there was any monetary award, damages, verdict, assessment or penalty, except that any violation of any environmental law in category (v) below need not be reported where the monetary award, damages, etc. amounted to less than \$1 million. *

i. Laws banning or prohibiting discrimination or harassment in the workplace.

ii. Laws prohibiting or banning any form of forced, slave, or compulsory labor.

iii. The New Jersey Conscientious Employee Protection Act, N. J. Stat. Ann. § 34:19-1 et seq., or other "Whistleblower Laws" that protect employees from retaliation for disclosing, or threatening to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law.

iv. Securities or tax laws resulting in a finding of fraud or fraudulent conduct.

v. Environmental laws, where the monetary award, penalties, damages, etc. amounted to more than \$1 million.

vi. Laws banning anti-competitive dumping of goods.

vii. Anti-terrorist laws.

viii. Criminal laws involving commission of any felony or indictable offense under State or Federal law.

ix. Laws banning human rights abuses.

x. Laws banning the trade of goods or services to enemies of the United States.

Part B. Pending Proceedings

11. To the best of your knowledge, after reasonable inquiry, are Applicant, or any officers or directors of Applicant, or any Affiliates, a party to pending Legal Proceedings wherein any of the offenses or violations described in questions 1-10 above are alleged or asserted against such entity or person? With respect to laws banning or prohibiting discrimination or harassment in the workplace, please provide only information pertaining to any class action lawsuits or individual lawsuits alleging violations under the New Jersey Law Against Discrimination. *

If the answer to any of the foregoing questions is affirmative, you must provide the following information as an attachment to the application: (i) the case name and court/administrative agency (including jurisdiction and venue) in which such matters were tried or are pending; (ii) the charges or claims adjudicated or alleged; and (iii) status of the matter (e.g. Pending Dismissed following Settlement, Dismissed following Motion, etc.).

Please Note: An Applicant may refer to or attach specific provisions of a 10-K/Q or other filings with the U.S. Securities and Exchange Commission (SEC); however, the Applicant should be aware that different laws apply to disclosures to the Authority. This means that the Authority does not have the same types of materiality thresholds as the SEC. The Applicant is expected to supplement its SEC filings to ensure that all relevant matters are disclosed to the Authority, including any matters that were below the SEC's materiality threshold and any matters that may have occurred after its most recent filing.

Please Note: Eligibility is determined based on the information presented in the completed Application. If, at any time while engaged with the Authority the Applicant should become aware of any facts that materially alter or change its answers, or that render any of them incomplete or inaccurate, the Applicant has a duty to promptly report such facts to the Authority in writing. The Authority reserves the right to require additional clarifying or explanatory information from the Applicant regarding the answers given, to ask additional questions not contained in this Legal Questionnaire, and to perform its own due diligence investigations and searches.

Document	Files
Legal Questionnaire Addendum	Add Files

CERTIFICATION OF LEGAL QUESTIONNAIRE AND AUTHORIZATION TO RELEASE INFORMATION

This certification shall be signed as follows:

- by applicant's General Counsel or Chief Legal Officer (recommended); or
- for a corporation, by a principal executive officer at least the level of vice president;
- for a partnership, by a general partner;
- for a sole proprietorship, by the proprietor;
- for a governmental entity, by the contact person (business administrator, manager, mayor, etc.);
- for other than above, by the person with legal responsibility for the application.

I hereby represent and certify that I have reviewed the information contained in this Legal Questionnaire, and that the foregoing information is true and complete under penalty of perjury. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. I further agree to inform the New Jersey Economic Development Authority of any changes in the foregoing information which may occur prior to execution of any agreement with the Authority, and so long as any such agreement is in effect. Failure to disclose relevant matters may render the Applicant ineligible for the financial benefits sought and may subject the Applicant to disqualification, debarment, suspension, or referral to the office of the state's Attorney General.

The undersigned, on behalf of the Applicant, understands and acknowledges that information and documents provided to the New Jersey Economic Development Authority: (1) are subject to public disclosure during deliberations of the Authority at public meetings regarding the application and as set forth in the minutes of the Authority's public meetings; and (2) are subject to public disclosure under certain laws, including, but not limited to, the Open Public Records Act, N.J.S.A. 47A:1-1 et seq., and the common law right-to-know.

Electronic Signatures

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

Legal Questionnaire Electronic Signature *

Title *

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Certification of Non-Involvement in Prohibited Activities in Russia or Belarus*

As is required in N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c.3](#)), this section we will be collecting the Certification of Non-Involvement in Prohibited Activities in Russia or Belarus and ensuring that the applicant is not listed on the [Office of Foreign Assets Control \(OFAC\) Specially Designated Nationals and Blocked Persons List](#).

*This page will only be visible if the individual filling out the application is the authorized representative.

Certification of Non-Involvement in Activities in Russia or Belarus

Program Name:

Applicant Name:

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([P.L. 2022, c.3](#)) any person or entity (hereinafter 'Applicant') that seeks to be approved for or continue to receive an economic development subsidy from the New Jersey Economic Development Authority must complete the certification below indicating whether or not the Applicant is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: (<https://sanctionssearch.ofac.treas.gov/>). If the New Jersey Economic Development Authority finds that an Applicant has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. By signing this certification, Applicant agrees that it has an affirmative ongoing obligation to disclose to NJEDA whether it appears on the OFAC list for any reason, during the application process and the agreement term.

Certification

I, the undersigned, have read and reviewed the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, and having done so certify (must check one appropriate box and complete the Authorized Signature section below):

A. That the Applicant is not identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus and is not engaged in activities related to Russia or Belarus. OR

Select

B. That I am unable to certify as to "A" above because the Applicant is identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus. OR

Select

C. That I am unable to certify as to "A" or "B" above because the Applicant, though identified on the OFAC Specially Designated Nationals and Blocked Persons list on account of activity related to Russia and/or Belarus, is engaged in activities in Russia or Belarus consistent with federal law, regulation, license or exemption. A detailed, accurate and precise description of how the Applicant's activity related to Russia and/or Belarus is consistent with federal law is set forth below, including a copy of the license or listing the exemption. (Attach Additional Sheets If Necessary.)

Select

Authorized Signature

I understand that if the above statements are willfully false, I shall be subject to penalty.

Applicant Authorized Representative

Name

E-Signature of Applicant *

Definitions

"Economic development subsidy" means the provision of an amount of funds to a recipient with a value of greater than \$25,000 for the purpose of stimulating economic development in New Jersey, including, but not limited to, any investment, bond, grant, loan, loan guarantee, matching fund, tax credit, or other tax expenditure.

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Application Certifications*

On this page, applicants will affirm the accuracy and truthfulness of the application information provided.

Certification of Application

Eligibility of financial assistance by the New Jersey Economic Development Authority (NJEDA) is determined by the information presented in this application. Any changes in the status of the proposed project from the facts presented herein could disqualify the project. Only Board Members of the governing board of the particular program for which you are applying, by resolution, may take action to determine project eligibility and to authorize the issuance of funds.

I, _____, THE UNDERSIGNED, BEING DULY SWORN UPON MY OATH SAY:

I affirm, represent, and warrant that the information contained in this application and in all associated attachments submitted herewith is to the best of my knowledge true and complete and that the funding applied for herein is not for personal, family, or household purposes. *

Select

I understand that if such information is willfully false, I am subject to criminal prosecution under N.J.S.A. 2C:28-2 and civil action by the NJEDA which may at its option terminate its financial assistance. *

Select

I authorize the New Jersey Department of Law and Public Safety to verify any answer(s) contained herein through a search of its records, or records to which it has access, and to release the results of said research to the NJEDA. *

Select

I authorize the NJEDA to provide information submitted to it by or on behalf of the applicant to any bank or State agency which might participate in the requested financing with the NJEDA. *

Select

I certify my understanding that an electronic signature of this Application and any Approval Letter or Agreement shall be a binding on the parties. *

Select

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Next

*This page will only be visible if the individual filling out the application is the authorized representative.

CEO Certifications*

Additional certifications are needed from the Chief Executive Officer.

CEO Certifications

It is a requirement of the Cultural Arts Facilities Expansion Program for the applicant, the lead development entity, and any co-applicants to submit written certifications by the chief executive officer or equivalent officer of the entity stating that: all good faith efforts have been made and additional capital cannot be raised from other sources on a non-recourse basis; the applicant applying for the program is in substantial good standing with the Department of Labor and Workforce Development, the Department of Environmental Protection, and the Department of the Treasury; and the officer has reviewed the information submitted and information contained in the application and all attachments is true, accurate, and complete.

[Click here](#) to download a copy of the CEO Certification for this program.

Please upload the CEO Certification for the Applicant.

Document	Files
CEO Certification Form *	<button>+ Add Files</button>

Please upload the CEO Certification for the Lead Development Entity.

Document	Files
CEO Certification Form *	<button>+ Add Files</button>

Please upload the CEO Certification for Co-Applicant(s).

Document	Files
CEO Certification Form *	<button>+ Add Files</button>

Title(Do not use. Only for Portal)

*This page will only be visible if the individual filling out the application is not the Chief Executive Officer.

Fee Acknowledgement

Applicants must acknowledge the \$300 application fee and indicate payment by credit card.

Payment Details

There is a \$300 non-refundable application fee. In addition, NJEDA charges fees if the application is approved and advances through the closing process. All fees are non-refundable and vary depending on the product selected and the complexity and size of the project.

Payment Method *

Credit Card

Payment Details

Select the Pay button to pay the \$300 fee. A pop-up will appear for you to enter your credit card information.

Payment Details

Applicant Organization Name

No RE Org

Application Fee Request ID

FREQ-0347264

Fee Amount

\$ 300.00

You have 14 minutes to complete the credit card payment process. After 14 minutes, you will be redirected to the previous page.

13:02

Note: To complete fee payment without interruption, please allow pop-ups for this site in your browser settings and please do not click the BACK button on your browser. Please contact Customer Care at 1-844-965-1125 if you need technical assistance with completing the fee payment.

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Pay

NJEDA

VISA

MasterCard

Discover

JCB

UnionPay

Card Number *

Card Number is required

Expiration Date(MMYY) *

CVV2 *

Address1 *

Postal Code *

Pay 300.00 USD

Payment Details (Continued)

After payment, the bottom text will change to confirm that payment has been processed and will allow you to advance to the next application page.

Payment Status:

ALERT: PAYMENT HAS BEEN MADE BUT YOUR APPLICATION IS NOT YET SUBMITTED. PLEASE CLICK "NEXT" TO SIGN YOUR CERTIFICATIONS AND SUBMIT.

Confirmation Id : 030926C75-929DC1E2-2F4B-492A-A7E6-287E1B436452616244

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Electronic Signature

Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

☐ I agree to be bound by electronic signatures *

☐ I am an Authorized Signer for this organization and I accept the above terms and conditions *

Full Name *



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[Submit Application](#)

Submission Confirmation Page

After successful submission, you will see the confirmation page, which will list the Applicant's application confirmation number.

All future application communication will be sent to the email provided in the application.

You may return to the Application Homepage, by clicking "Return to Homepage."

Full Application Submitted Page

Thank you **for completing the application for the Small Business Fund Application Program.**

Your confirmation number is: **CAPP-00000000**

Any communications on the status of your application will be sent to:

For questions regarding your application, please reach out to program administrators at businessbanking@njeda.gov

To learn about other NJEDA programs, visit njeda.gov

Thank You,
NJEDA



www.njeda.gov/smallbusinessfund/



@NewJerseyEDA

njeda.gov

844.965.1125