

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

Receiving COVID-19 Relief Funds from the State of South Carolina is a simple online process.

This document will help guide you through the steps to submit an application to request relief funding.

## Steps to request COVID-19 Relief Funding:

1. Self-register and login to the portal to answer application questions.
2. Provide required documentation.
3. Submit your application.

## Resources available for assistance:

**SC CARES Call Center Help line:** 803-670-5170  
Open 8:30 a.m–5 p.m, EST Monday–Friday

**SC CARES Call Center Email:** [SCCares@admin.sc.gov](mailto:SCCares@admin.sc.gov)

For program communications, trainings, application, frequently asked questions: <https://accelerate.sc.gov>

Visit the accelerateSC website. Click on “CARES Act” in the top blue bar. Then click “Applying for SC CARES Act Funds” in the dropdown menu:

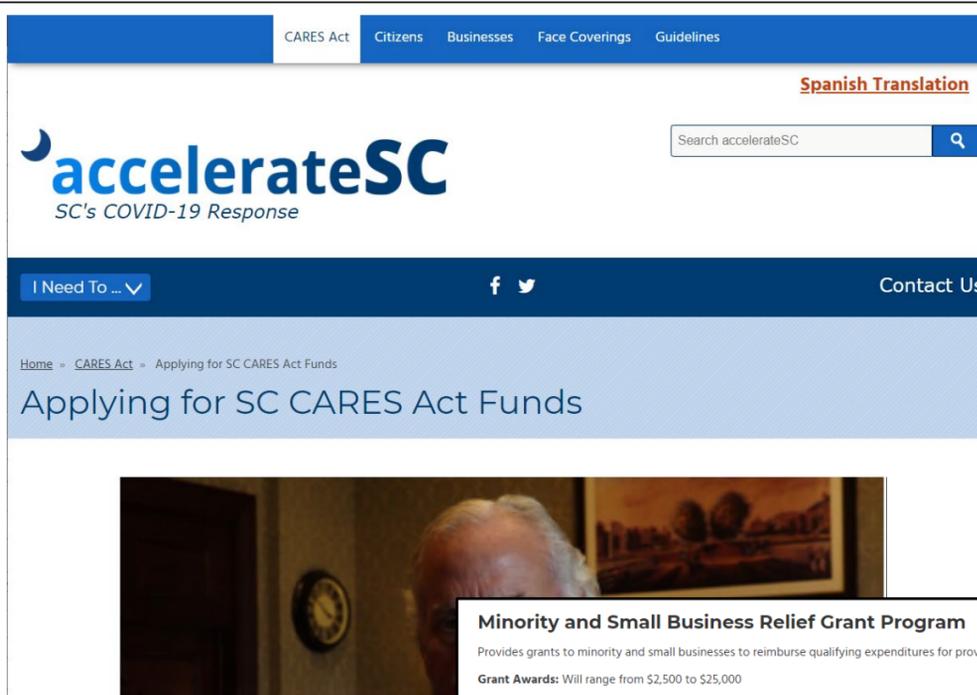
<https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds>

### Step 1:

Scroll through the page for details on the two grant programs — Minority and Small Business Relief and Nonprofit Relief.

1. Scroll to the bottom of the page for details on the two programs; Minority & Small Business Relief and Non-Profit Relief.

Review the information in the Minority and Small Business Relief Grant Program section. Download and complete the “Minority and Small Business Relief Grant Program Calculation Worksheet.” You will need to complete this worksheet for your application.



**Minority and Small Business Relief Grant Program**

Provides grants to minority and small businesses to reimburse qualifying expenditures for providing services or revenue loss due to COVID-19.

**Grant Awards:** Will range from \$2,500 to \$25,000

**Eligibility Criteria:**

- Employ 25 or fewer employees
- Physically located in South Carolina
- In operation from September 13, 2019, to present
- Can demonstrate a financial or operational impact due to COVID-19

**Application Window:** October 19, 2020 – November 1, 2020

**Application:** [Click here for the application.](#)

**Application Process Tools:**

- [Minority and Small Business Relief Grant Program Overview](#) (Updated 10.14.20)
- [Minority and Small Business Relief Grant Program Design FAQs](#) (Posted 10.14.20)
- [Minority and Small Business Relief Grant Program Webinar](#) (Posted 10.15.20)
- [Minority and Small Business Relief Grant Program Calculation Worksheet](#) (Posted 10.19.20)

**Application Assistance:**

- SC CARES Call Center: A knowledgeable and friendly staff is available to guide people through the process. Applicants can call 803-670-5170 Monday through Friday. Applicants can also email questions to [SCCares@admin.sc.gov](mailto:SCCares@admin.sc.gov).
- [Entities offering Minority and Small Businesses assistance with the grant application process.](#) (Posted 10.19.20)

**Applicant Agreement:**

- [South Carolina Small Business Program Beneficiary Agreement](#) (Posted 10.17.20)

**Nonprofit Relief Grant Program**

Provides grants to nonprofit organizations to reimburse qualifying expenditures for providing services or revenue loss due to COVID-19.

**Grant Awards:** Will range from \$2,500 to \$50,000

**Eligibility Criteria:**

- Designated as a 501(c)(3) nonprofit organization by the Internal Revenue Service.

2. After completing the Calculation Worksheet, click on application link under the Minority and Small Business Relief Grant Program heading to begin the application.



# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

3. Fill out the information on the on the Self-Registration screen.

**NOTE:** Your username must be in the form of an email. (ex: jsmith@example.com)

4. Click on the blue “Submit” button at the bottom.

**IMPORTANT:**

- Business owners and providers with multiple TINs must complete one application for each TIN.
- Each application requires a unique registration and username.
- Applicants may create multiple usernames under the same email address. However, each username must be unique and must be in “email address” format (ex. jsmith@example.com).

3

Registration for the SC CARES Minority and Small Business Relief Program and Nonprofit Relief Program

Register

\* First Name  
First Name

\* Last Name  
Last Name

\* Email  
Enter a valid email...

\* Username (Must be in format of email address)  
Enter a valid Username...

Phone  
Phone Number...

\* Business or Nonprofit Name  
Business or Nonprofit Name...

\* Password  
Password...

\* Confirm Password  
Confirm Password...

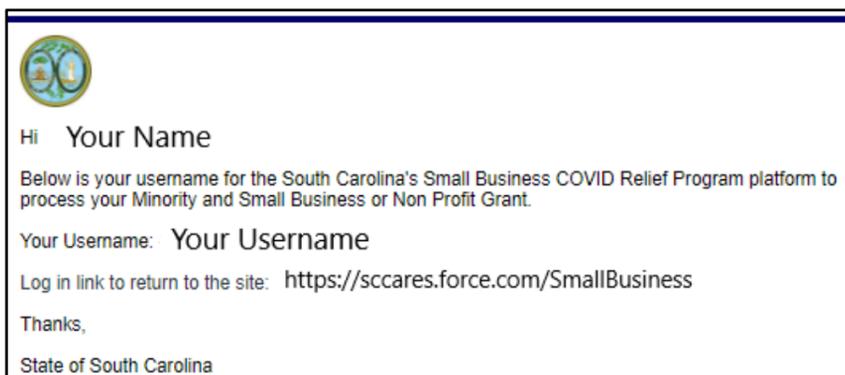
Passwords must be at least 10 characters and include at least one letter and one number.

Submit

Already have an Account?

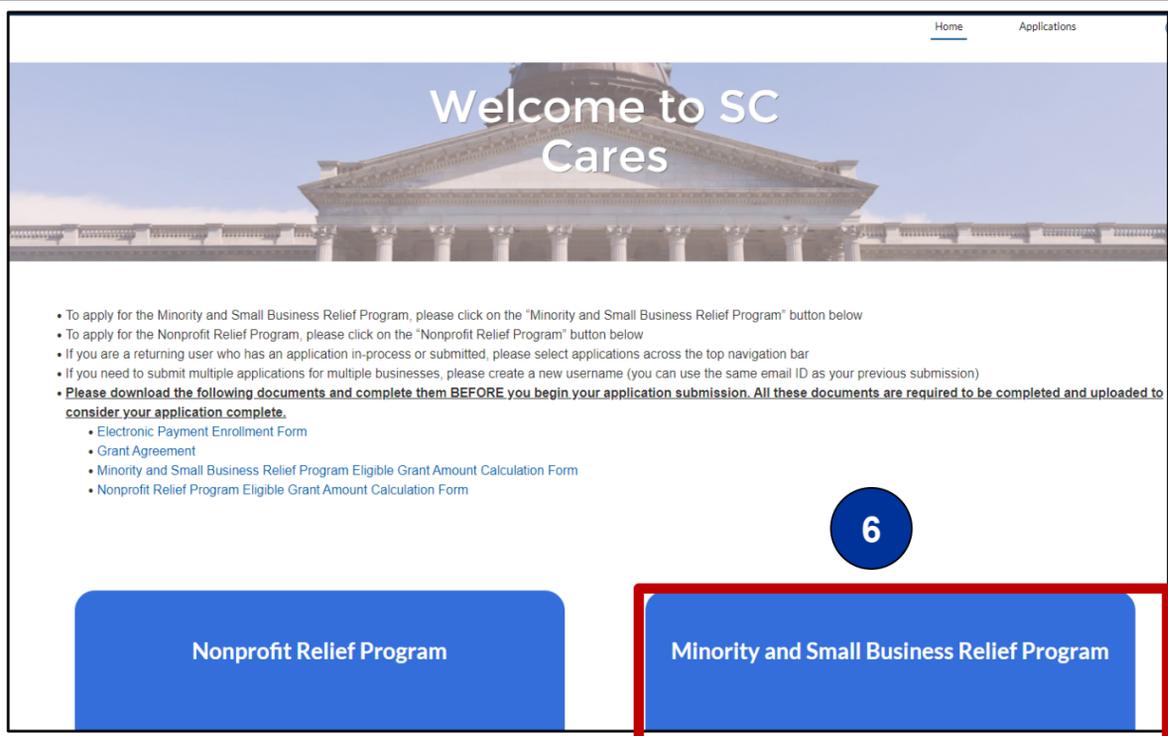
5. Upon registering, you will receive a welcome email.

5



6. Click on the “Minority and Small Business Relief Program” button to begin your application.

6



# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

7. There are six sections of the application. All sections must be completed for consideration of your request. Each section must be filled out completely and saved once completed. You may return to completed sections if edits are needed.

**NOTE:** The “Files” section is at the bottom of the page. This is where you will need to upload supporting documents when completing **Section VI — Attachments Acknowledgement**, including your completed worksheet.

Home Applications

## SMALL BUSINESS APPLICATION

Application Number: SA-0490      Application Status: New      Application Created Date: 7/26/2020, 8:58 PM

7

- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Attachments Acknowledgement
- VI. Agreements and Signatures

Submit

To upload all required documents use the Files upload below. Once you have uploaded all the required documents, you will need to acknowledge completion by completing the acknowledgement section VI. Attachments above.

Files (1) Add Files

Title	Owner	Last Modified	Size
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8. As you complete a section, it will update from blue to green. This indicates the section has been successfully completed.

## SMALL BUSINESS APPLICATION

8      Application Status: New

- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
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- VI. Agreements and Signatures

Submit

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

## 9. Section I — Identifying Information

Click on the Section I — Identifying Information button to open. Complete information related to your organization. Required fields will be marked with a red asterisk (\*)

- A. If payment should be mailed to an address other than your Business Street Address, please check the box, and complete the mailing address information.
- B. Click the blue “**Save**” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

**9** I. Identifying Information

Identifying Information

\*Business Name (As Shown in Tax Records):  DBA(Doing Business As) / Trade Name

\*Is this business registered with the South Carolina Secretary of State?  \*Business ID# (EIN/TIN/SSN)(No Dashes)

DUNS Number (if known):

\*City of Primary Location Within SC:  County of Primary Location Within SC:  Begin typing the name of the county, and select from the resulting list

\*Business Street  \*Business State

\*Business City  \*Business Zip

If payment remittance address is different than business address check the box and provide address where payment will be sent. **A**

Remittance Address

Street  State

City  Zip

\*First Name  \*Last Name

\*Phone  \*Email

**B**

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

## 10. Section II — Ownership Information

Required fields will be marked with a red asterisk (\*).

- A. All owners with 20% or more interest in the business are required to be listed on the application. Enter the owner information in the top eight (8) fields and click **Create Owner**.
- B. The owner will be added to the list, and the fields will be cleared to add another owner if needed (see B below).
- C. For “Type of Business” select the closest option from the menu or “Other Services.”
- D. For the question, “...Subject to Governor’s executive orders...,” select the business category or “Not Applicable.”
- E. Click the blue “**Save**” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

10 II. Ownership Information

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Ownership Information

Name of Business Owners (include all owners/investors with over 20% share)

First Name Bob	Last Name Sample
Gender Male	Percent Ownership 75%
Is owner a US Citizen? Yes	Is the owner a veteran? Yes
Does this owner own multiple businesses applying for the grant program? No	Which of the following best identifies your racial/ethnic identity? African American

Create Owner

First Name	Last Name	Percent	Gender	Citizen	Veteran	Race
Bob	Sample	75%	Male	Yes	Yes	African American

\*Is any owner currently incarcerated or on any form of supervised release (e.g. parole or probation)?  
No

\*Is any owner currently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction; or has any owner been convicted of a felony within the last five years?  
No

Choose type of business using one of the below general categories  
C Construction

\*Explanation of Business  
We build Midrange homes

\*If business was subject to one of the Governor’s executive orders, please indicate the type below. If business was not subject to any of the Governor’s executive orders, choose N/A  
D Not Applicable

No

\*Has any owner been excluded or suspended from any state or federal program?  
No

\*Is the owner’s gross revenue less than \$350,000?  
No

Cancel
E Save

Name of Business Owners (include all owners/investors with over 20% share)

First Name	Last Name
Gender --None--	Percent Ownership
Is owner a US Citizen? --None--	Is the owner a veteran? --None--
Does this owner own multiple businesses applying for the grant program? B	Which of the following best identifies your racial/ethnic identity? --None--

Create Owner

First Name	Last Name	Percent	Gender	Citizen	Veteran	Race
Bob	Sample	75%	Male	Yes	Yes	African American

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

## 11. Section III — Funding and Eligibility

Information for these fields will be taken from your “Minority and Small Business Relief Grant Program Calculation Worksheet.”

If you have not completed the worksheet, [click here](#) to download a copy. Complete the worksheet before proceeding with Section III.

- A. Click the blue “**Save**” button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the “X” on the error message to close and click “Save” again.

11

### III. Funding and Eligibility Information

\*How many permanent, full- or part-time employees (those issued a W-2) did the business employ on March 1, 2020?

\*Was your business closed, partially closed, or required to reduce capacity due to the COVID-19 pandemic public health emergency?

Explain for which months and for how long?

Was the business in operation on September 13, 2019?

\*Actual Gross Revenue (Mar 1, 2019 - Dec 1, 2019)

Enter value from calculation worksheet

\*Actual Gross Revenue (Mar 1, 2020 - Sep 30, 2020)

Enter value from calculation worksheet

\*Projected Gross Revenue (Oct 1, 2020 - Dec 1, 2020)

Enter value from calculation worksheet

\*Actual Qualifying Expenditures (Mar 1, 2020 - Sep 30, 2020):

Enter value from calculation worksheet

\*Projected Qualifying Expenditures (Oct 1, 2020 - Dec 1, 2020):

Enter value from calculation worksheet

\*Maximum Grant amount for which your Business may be eligible (Enter Total Request Value from Calculation Worksheet). Final grant amounts will be determined by the evaluation panel. Grant award amounts will be between \$2,500 and \$25,000

Enter value from calculation worksheet

A

Cancel Save

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

## 12. Section IV — Additional Aid

Complete the three questions.

- A. Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the **“X”** on the error message to close and click **“Save”** again.

**12** IV. Additional Aid

Federal COVID-19-related assistance includes, but is not limited to, amounts received under any of the following:

- Paycheck Protection Program (“PPP”) from SBA;
- CARES Act Provider Relief Fund from HHS;
- Accelerated and Advance Payment Program from HHS/CMS;
- Coronavirus Food Assistance Program (“CFAP”) from USDA;
- Families First Coronavirus Response Act tax credits for required paid leave by small and midsize businesses;
- CARES Act employee retention tax credit;
- CARES Act assistance for non-profits from the National Endowment for the Arts; or
- HHS payments to health care providers and facilities for testing and treatment of uninsured individuals.

\*Has your business received any Federal, State or other grants or loans to assist with business interruption due to the COVID-19 public health emergency?

\*Did your business receive ANY funding under the Paycheck Protection Program (PPP)?

If Yes to either of the prior two questions, Explain type of assistance and funding amount(s):

**A**  
Cancel Save

## 13. Section V — Attachments

Documents listed in this section will need to be uploaded to the website under **“Files”** to complete your application. Make note of the needed documents.

- A. Click **CANCEL** in the white box at the bottom of the section to see the **“Files”** upload tool.

**13** V. Attachments

Attachments are needed to prove and verify certain claims made in the application. Each needed attachment has a justification behind it. Applications lacking correct documentation or missing information may be deemed incomplete and ineligible for funding.

To upload all required documents use the Files upload at the bottom of your application home page. Once you have uploaded all the required documents, you will need to acknowledge completion in this section by checking the checkboxes.

Required Documents

Minority and Small Business Relief Program Eligible Grant Amount Calculation Form

Documentation of registered business:

- \*W-9
- \*Government Issued ID (Driver’s License, Passport, or other Government issued ID) for business owner(s) with 20% or more ownership

Documentation of business operations:

- \*Copy of Business License, Sales Tax License, County Business Registration, Secretary of State Registration, or Schedule C (if a sole proprietorship)

Documentation to validate priority for grant distribution:

- Proof of Citizenship (if Minority Business Enterprise) for each owner to show 51% ownership

\*Documentation of Qualifying Expenditures (below are examples of documents to be provided; please only attach the documents that are relevant to your application.)

**For Revenue Loss (Section 3 of application worksheet):**

- 2019 tax filings and 2020 tax filings (if available) and one (1) of the following:
- Profit/Loss Statement
- Ledger
- Schedule C
- Form 940 or 941
- Bank Statement
- Tax Returns
- Quarterly Sales Tax Return
- Certified Accountants Statements

**For Qualifying Expenditures (only submit documentation for those requested in Section 4 of application worksheet):**

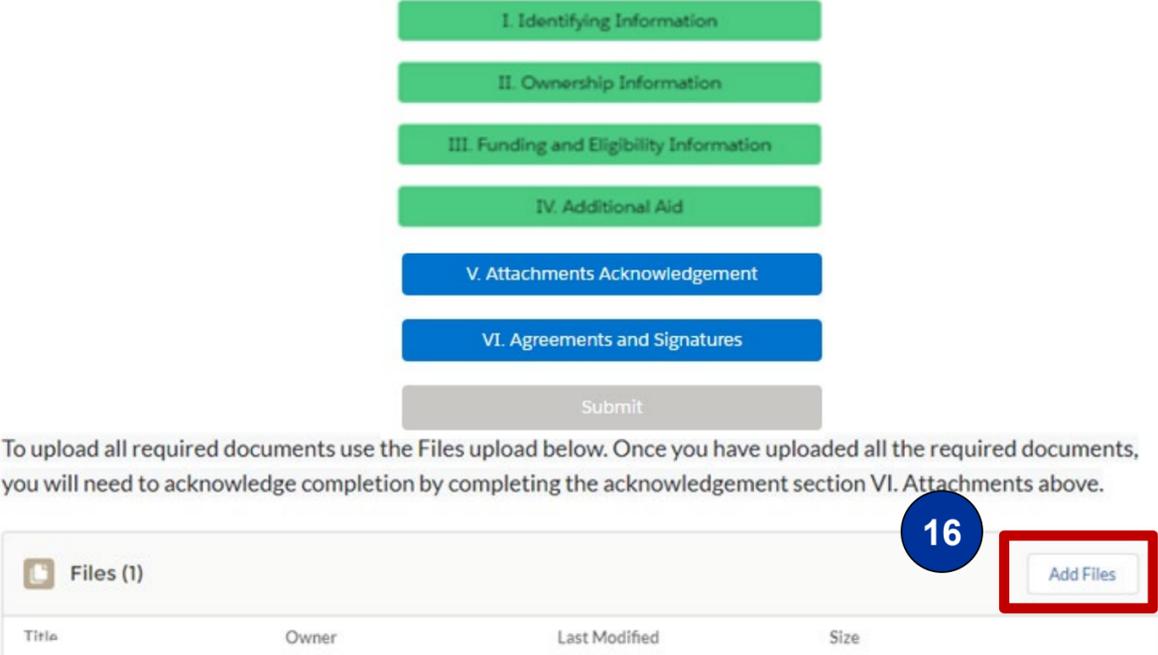
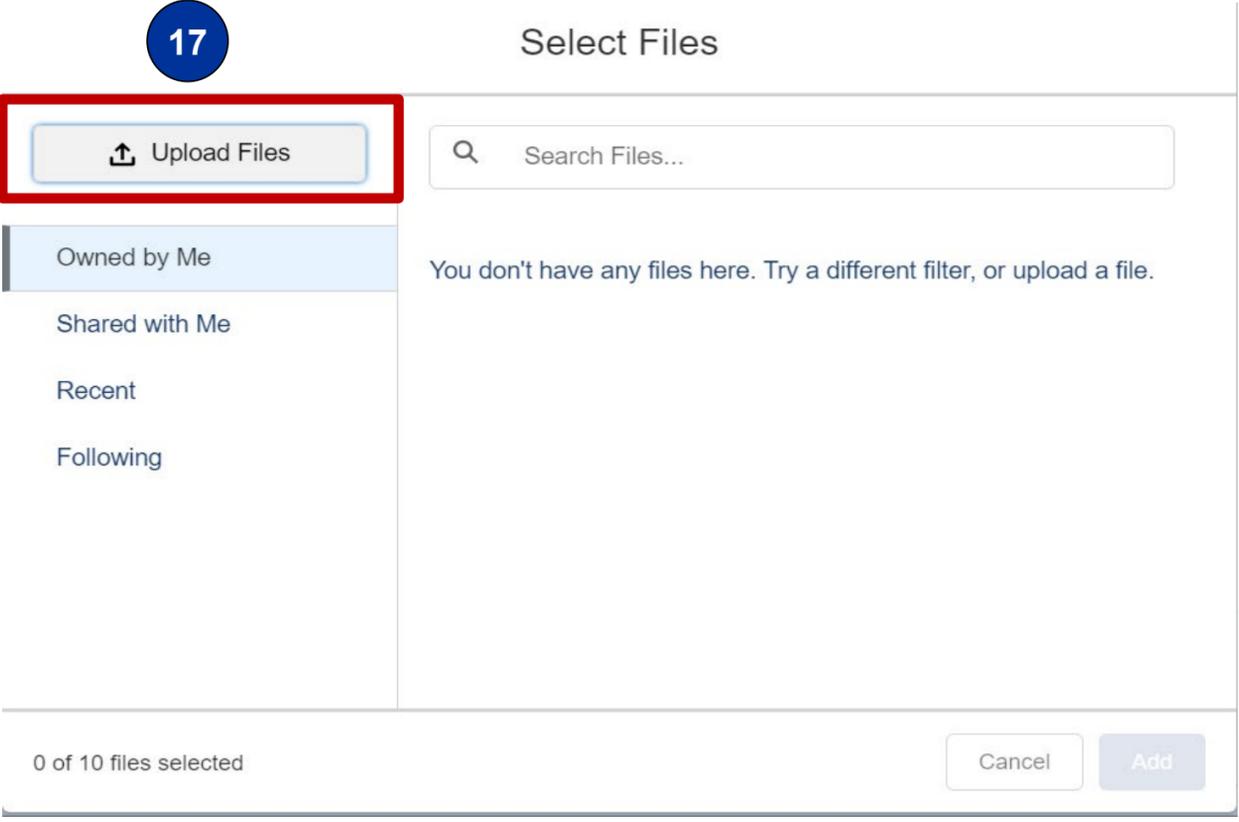
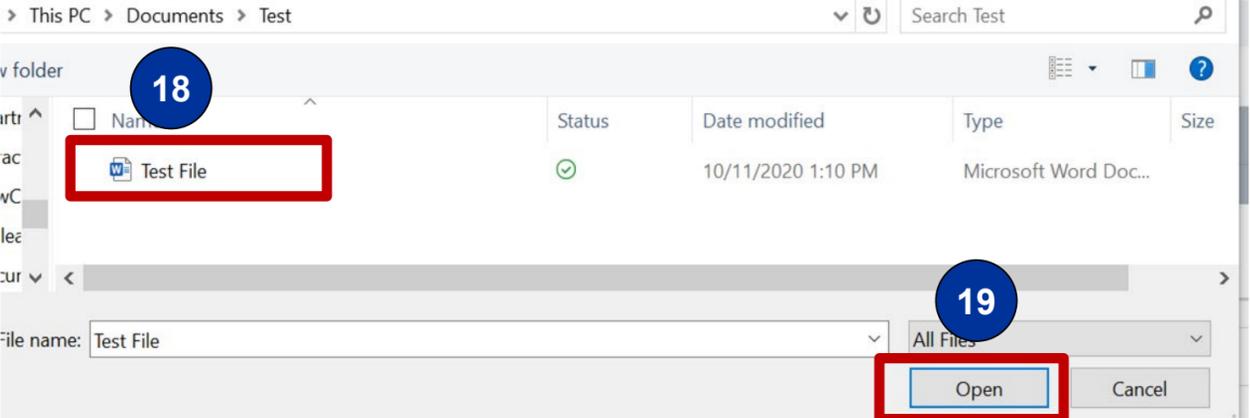
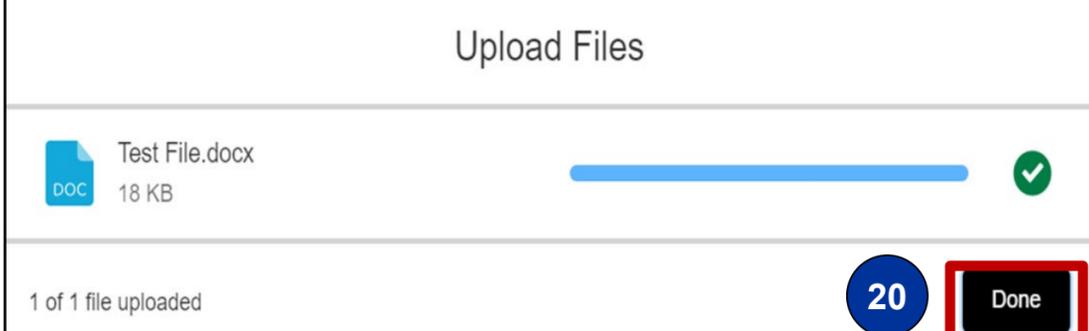
- Certified Payroll Records
- Activity log/description of work done by employees
- Invoices(s)/receipt(s) of purchase
- Contract(s) and/or purchase order(s)
- Fixed Cost Documentation
- Rent, lease or mortgage statements for real property (not to include personal residence)
- Rent, lease or purchase statement for business property (not to include personal residence)
- Utility bill(s) (not to include utilities for personal residence)

Documentation required by state to pay applicant if grant funds are awarded:

- \*Electronic Payment Enrollment Form
- \*Grant Agreement
- \*Calculation Spreadsheet

**A**  
Cancel Save

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

<p>16. To upload the required documentation, click on <b>“Add Files”</b> in the <b>“Files”</b> section.</p>	 <p>To upload all required documents use the Files upload below. Once you have uploaded all the required documents, you will need to acknowledge completion by completing the acknowledgement section VI. Attachments above.</p> <p>Files (1)</p> <table border="1"> <thead> <tr> <th>Title</th> <th>Owner</th> <th>Last Modified</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Add Files</p>	Title	Owner	Last Modified	Size						
Title	Owner	Last Modified	Size								
<p>17. Click on <b>“Upload Files.”</b></p>	 <p>Select Files</p> <p>Upload Files</p> <p>Search Files...</p> <p>Owned by Me</p> <p>Shared with Me</p> <p>Recent</p> <p>Following</p> <p>You don't have any files here. Try a different filter, or upload a file.</p> <p>0 of 10 files selected</p> <p>Cancel Add</p>										
<p>18. Select the file(s) you want to upload.</p> <p>19. Click on <b>“Open”</b> or double click on the file name. You can also select multiple files at once to upload.</p>	 <p>This PC &gt; Documents &gt; Test</p> <p>Search Test</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>Test File</td> <td>✓</td> <td>10/11/2020 1:10 PM</td> <td>Microsoft Word Doc...</td> <td></td> </tr> </tbody> </table> <p>File name: Test File</p> <p>All Files</p> <p>Open Cancel</p>	Name	Status	Date modified	Type	Size	Test File	✓	10/11/2020 1:10 PM	Microsoft Word Doc...	
Name	Status	Date modified	Type	Size							
Test File	✓	10/11/2020 1:10 PM	Microsoft Word Doc...								
<p>20. Once the file has successfully uploaded, click on <b>“Done.”</b> Repeat the upload steps to upload all the required documents.</p>	 <p>Upload Files</p> <p>Test File.docx 18 KB</p> <p>1 of 1 file uploaded</p> <p>Done</p>										

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

21. Click on **Section VI — Attachments and Acknowledgements.**

Home Applications

## SMALL BUSINESS APPLICATION

Application Number SA-0490	Application Status New	Application Created Date 7/26/2020, 8:58 PM
-------------------------------	---------------------------	--

- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Attachments Acknowledgement**
- VI. Agreements and Signatures

Submit

22. Complete the section while verifying that all support documents have been uploaded to your application.

Certify by clicking the check box below each document.

- A. Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the **“X”** on the error message to close and click **“Save”** again.

### V. Attachments

Attachments are needed to prove and verify certain claims made in the application. Each needed attachment has a justification behind it. Applications lacking correct documentation or missing information may be deemed incomplete and ineligible for funding.

To upload all required documents use the Files upload at the bottom of your application home page. Once you have uploaded all the required documents, you will need to acknowledge completion in this section by checking the checkboxes.

Required Documents

Minority and Small Business Relief Program Eligible Grant Amount Calculation Form

Documentation of registered business:

- \*W-9
- \*Government Issued ID (Driver's License, Passport, or other Government issued ID) for business owner(s) with 20% or more ownership

Documentation of business operations:

- \*Copy of Business License, Sales Tax License, County Business Registration, Secretary of State Registration, or Schedule C (if a sole proprietorship)

Documentation to validate priority for grant distribution:

- Proof of Citizenship (if Minority Business Enterprise) for each owner to show 51% ownership

\*Documentation of Qualifying Expenditures (below are examples of documents to be provided; please only attach the documents that are relevant to your application.)

For Revenue Loss (Section 3 of application worksheet):

- 2019 tax filings and 2020 tax filings (if available) and one (1) of the following:
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- Form 940 or 941
- Bank Statement
- Tax Returns
- Quarterly Sales Tax Return
- Certified Accountants Statements

For Qualifying Expenditures (only submit documentation for those requested in Section 4 of application worksheet):

- Certified Payroll Records
- Activity log/description of work done by employees
- Invoices(s)/receipt(s) of purchase
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- Fixed Cost Documentation
- Rent, lease or mortgage statements for real property (not to include personal residence)
- Rent, lease or purchase statement for business property (not to include personal residence)
- Utility bill(s) (not to include utilities for personal residence)

Documentation required by state to pay applicant if grant funds are awarded:

- \*Electronic Payment Enrollment Form

\*Grant Agreement

\*Calculation Spreadsheet

Cancel **Save**

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

## 23. Section VI — Agreements and Signatures.

Click the blue button to open.

SMALL BUSINESS APPLICATION

Application Number SA-1818	Application Status New	Application Created Date 10/18/2020, 2:40 PM
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- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Attachments Acknowledgement
- VI. Agreements and Signatures**

Submit

## 24. Click each certification checkbox.

- Type your full name in the field at the bottom of the page.
- Click the blue **“Save”** button at the bottom of the section. If a red error message occurs, you will need to return to the section and complete the needed field(s). Once satisfied you can click the **“X”** on the error message to close and click **“Save”** again.

24 VI. Agreements and Signatures

\*I certify my business has been interrupted or impacted by COVID-19. The reduction in business, change in expenses, or other impact that forms the basis of my application is not primarily due to another cause unrelated to the COVID-19 public health emergency.

\*I have provided complete and accurate information about my business, including financial information, as part of this application.

\*I have provided complete and accurate information describing the nature and amount of any federal COVID-19-related assistance my business has received or will claim in 2020.

Federal COVID-19-related assistance includes, but is not limited to, amounts received under any of the following:

- Paycheck Protection Program (“PPP”) from SBA;
- CARES Act Provider Relief Fund from HHS;
- Accelerated and Advance Payment Program from HHS/CMS;
- Coronavirus Food Assistance Program (“CFAP”) from USDA;
- Families First Coronavirus Response Act tax credits for required paid leave by small and midsize businesses;
- CARES Act employee retention tax credit;
- CARES Act assistance for non-profits from the National Endowment for the Arts; or
- HHS payments to health care providers and facilities for testing and treatment of uninsured individuals.

\*I understand any grant agreement my business enters into with the State of South Carolina, the fact that my business receives a grant, and the amount of such a grant are all public records. Note: The business’s financial information you provide as part of the application is exempt from disclosure under South Carolina’s public records laws to the extent the records are trade secrets, etc. covered by Section 30-4-40 of the S.C. Code.

\*Both my business and I will comply with all Internal Revenue Service requirements relating to the tax status of any grant received. I understand I am responsible for consulting any tax or legal professionals I believe necessary to ensure I comply with this requirement. Additional information is available at: <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>

\*I certify that the specific costs in this application were not requested from another funding source, or if they were requested, the other source has not yet approved the funding. Further, I certify that if I do receive funding for the costs in this project application, I must notify the State, and funding will be reconciled to eliminate duplication.

\*I attest that my organization does not have any delinquent ad valorem taxes, property taxes, tax liens or judgments for 2018 or prior years.

\*I am submitting this Application on behalf of my business and have full legal authority to do so.

\*I declare that this application and all information provided in support of this application, has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

\*Full Name  Date (this field will auto-populate)

Cancel **Save**

## Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

25. Once all sections have been completed (all are green), and all required documents have been uploaded, click on the blue **“Submit”** button under all the sections to submit your application.

Home Applications

### SMALL BUSINESS APPLICATION

Application Number SA-0490	Application Status	Application Created Date 7/26/2020, 8:58 PM
-------------------------------	--------------------	--

I. Identifying Information

II. Ownership Information

III. Funding and Eligibility Information

IV. Additional Aid

V. Attachments Acknowledgement

VI. Agreements and Signatures

**25** Submit

To upload all required documents use the Files upload below. Once you have uploaded all the required documents, you will need to acknowledge completion by completing the acknowledgement section VI. Attachments above.

Files (1) Add Files

Title	Owner	Last Modified	Size
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26. Once you submit your application, you will receive an email confirmation from SC Grants.

**26**

Hello **Your Name**,

Thank you for submitting your application to the South Carolina Minority and Small Business Relief Program/Nonprofit Relief Program.

Your application will be reviewed, and our review team will contact you if additional information or clarification is required.

You can monitor the status of your application by logging in with the credentials used to submit your application. Please visit <https://accelerate.sc.gov/cares-act/applying-sc-cares-act-funds> for relevant information including frequently asked questions, training videos, and any other important announcements and status updates.

If you have any additional questions, you can reach our call center at: (803) 670-5170 (available from 8:30AM – 5PM Eastern) or email us at [SCCares@admin.sc.gov](mailto:SCCares@admin.sc.gov)

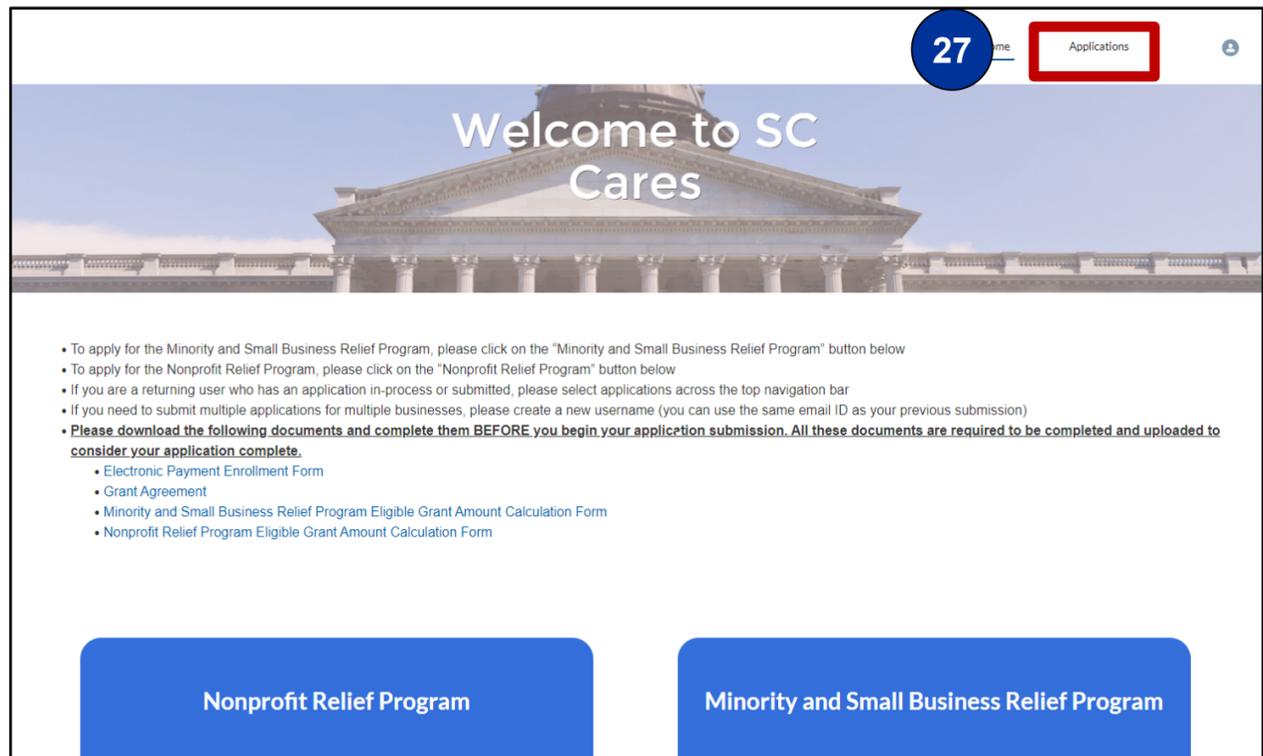
Thank you!  
SC Cares

# Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

27. If you exit your application prior to submitting, you can log back into the portal (<https://sccares.force.com/SmallBusiness>) and continue your application.

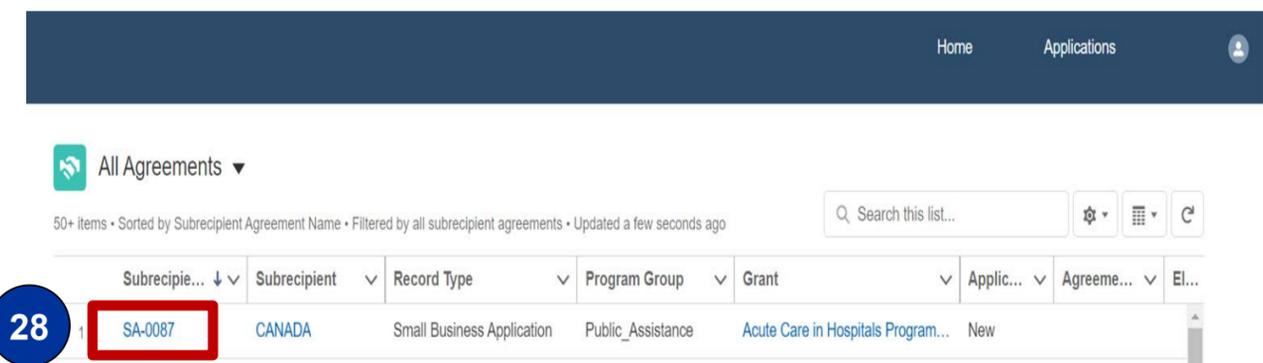
Log in and click on the **“Applications”** tab at the top of the page.  
**NOTE: Do not** click on the blue **“Minority and Small Business Relief Program”** button at the bottom of the screen.

You can also follow these steps to check your application status once it has been submitted.

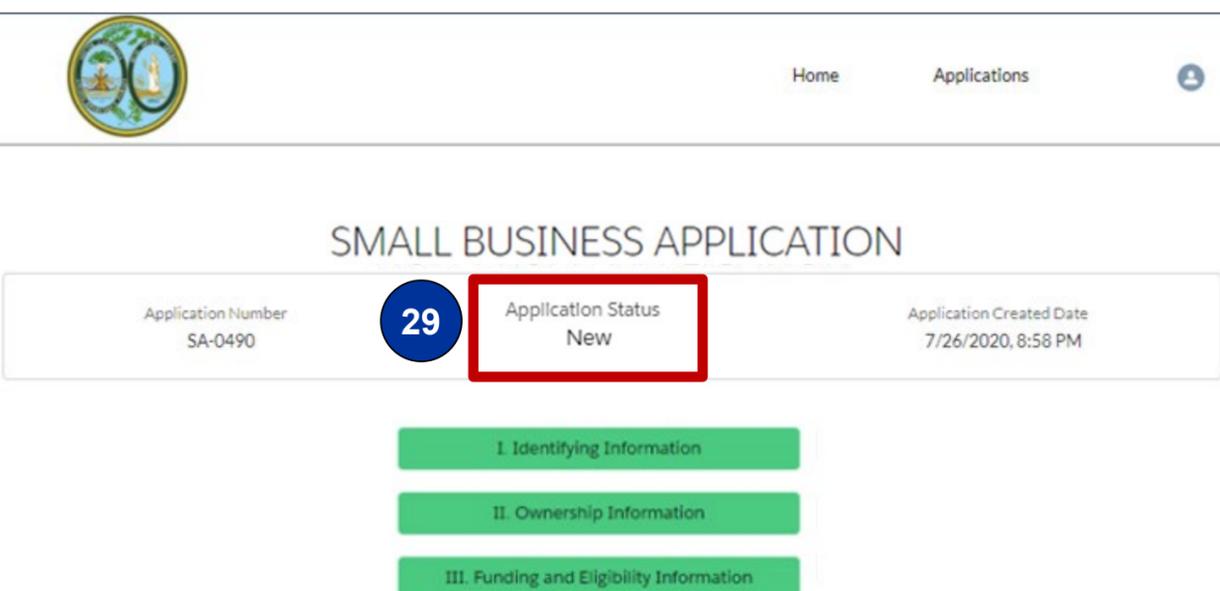


28. Once you click on the **“Applications”** tab at the top of the page, your application(s) will be listed.

To open and view an application, click on the ID number (SA-0000).



29. If your **“Application Status”** is set to **“New,”** you can make updates to your application sections and submit the application.



## Requesting COVID-19 Relief for SC CARES Minority & Small Business Relief Grant Program

30. If your “Application Status” is set to “Submitted”, you can access the sections to view, but you cannot make updates.

The screenshot displays the 'SMALL BUSINESS APPLICATION' interface. At the top, a blue circle with the number '30' is positioned to the left of the title 'SMALL BUSINESS APPLICATION'. Below the title, a table provides application details:

Application Number	Application Status	Application Created Date
SA-2096	Submitted - In Review	10/19/2020, 9:44 AM

The 'Application Status' cell in the table is highlighted with a red border. Below the table, a vertical list of green buttons provides navigation options:

- I. Identifying Information
- II. Ownership Information
- III. Funding and Eligibility Information
- IV. Additional Aid
- V. Attachments Acknowledgement
- VI. Agreements and Signatures

At the bottom of the list is a grey 'Submit' button.