

Tourism Return-to-Work Grant Program

Documentation Requirements

- ESD will request a preliminary application to determine a business's Program eligibility.
- ESD will also establish separate documentation that will be required for submission by eligible tourism businesses after the conclusion of the job growth period (Q1-Q2 2022) in order to receive final grant disbursements. Enhanced benefits will also be available for businesses to document additional employment growth that occurred during July – September 2022 (Q3 2022).

The following documents will be required for applications:

- Proof of at least 15% Gross Receipts loss or 15% Gross Wages loss: 2019 and 2020 Business Income Tax returns. Applicants that file taxes on a fiscal year basis will submit returns for FY 2019-2020 compared to FY 2020-2021 to show economic harm. Non-profit organizations will use total revenue and/or salaries to calculate economic harm, and will also have the option to use its operations revenue minus any grant and/or donations to calculate economic harm (Applicants must demonstrate a year-to-year loss of at least 15%; however Applicants with 25% or greater loss will receive priority):
 - Items needed to show at least 15% Gross Receipts loss:
 - For corporations and LLCs – include IRS Form 1120 – Line 1a
 - For partnerships – include IRS Form 1065 – Line 1a and Schedule K-1
 - For sole proprietors – include IRS Form 1040 Schedule C – Line 1
 - For non-profits – include IRS Form 990 – Line 12
 - Non-profits have the option to subtract line 8 (contributions and grants) from Line 12 (total revenue)
 - Items needed to show at least 15% Gross Wages loss:
 - For corporations and LLCs – include IRS Form 1120 – Line 13
 - For partnerships – include IRS Form 1065 – Line 9
 - For sole proprietors – include IRS Form 1040 Schedule C – Line 26
 - For non-profits – include IRS Form 990 – Line 15
- Proof of business location and current operation: Two of the following documents:
 - Current lease; or
 - Deed; or
 - Utility bill; or
 - Current business bank statement; or
 - Current business mortgage statement; or
 - Business credit card statement; or
 - Professional insurance bill; or
 - Payment processing statement
- NYS ST-809 or ST-100 sales tax collection documentation.
- Actual employment data (full-time, part-time hours) along with NYS 45 forms from Q4 2021 (for verification) to establish baseline employment
 - For seasonal businesses, submit NYS 45 forms from Q1-Q2 2021 (for verification) to establish baseline employment

- Seasonal businesses must submit its most recent Employer's Quarterly Federal Tax Return – include IRS Form 941
- For funds distribution: W-9 and bank account information