



Wells Fargo Open for Business Grant Program

THIS SAMPLE APPLICATION IS A RESOURCE ONLY.

The Open for Business Grant Program cannot accept paper applications. All applications must be submitted online.

To apply, first complete the Eligibility Screener available on the [Houston Equity Fund Website](#) starting May 15, 2023. Only eligible applicants will be provided a link via email to access the online application portal.

The online application portal opens May 15, 2023 at 5:00AM
and closes May 31, 2023 11:59PM.



(/sp/ofb-sb-r2-en)

Profile ▾

Save Changes

Applicant Information

First Name *

Example

Last Name *

Example

Email Address (used for all communication) *

email@example.com

All communications will go to the email address provided here.

Cell Phone Number *

7135551234

Home Phone Number *

7135551234

Date of Birth *

01/01/1975

Social Security Number (SSN) / Individual Taxpayer ID Number (ITIN) *

111111111

Enter without dashes. Ex: 123456789

Business Information

Business Name (DBA) *

Example Business

Legal Entity Name (as shown on legal documents) *

Example Business, Inc.

Employer Identification Number (EIN) - if you do not have an EIN, enter 0s *

987654321

Enter the EIN without dashes. Ex: 123456789

Business Phone *

Website:

Facebook:

Twitter:

Instagram:

Other social media:

Home Address

What is your home address?

Home - Street Address (ex: 901 Bagby Street) *

Home - Unit Number (e.g., apartment, suite, unit, etc.)

Home - City *

Home - State *

Home - Zip Code (5 digits) *

Business Location of Tangible Asset

What is the address for the business location where the tangible asset will be invested? If a home business, enter home address. Do not use a P.O. Box. If awarded, we will request your mailing address at the time of award notifications.

Tangible Asset - Street Address (ex: 901 Bagby Street) *

Tangible Asset - Unit Number (e.g., apartment, suite, unit, etc.)

Tangible Asset - City *

Tangible Asset - State *

Tangible Asset - Zip Code (5 digits) *

Is the address provided above the primary business address? *

- Yes
- No

Please provide the **primary address** associated with your business as shown on your tax documents.

Primary - Street Address (ex: 901 Bagby Street) *

25 Example St.

Primary - Unit Number (e.g., apartment, suite, unit, etc.)

Unit A

Primary - City *

Houston

Primary - State *

Texas

Primary - Zip Code (5 digits) *

77777

Demographic Information

What is your gender identity? *

- Female
- Male
- Non-binary / Non-conforming
- Prefer to Self-describe
- Prefer Not to Respond

Gender Identity Self-Description:

How do you identify your race and ethnicity? Check all that apply. *

This field is required

- Asian or Asian American
- American Indian or Alaskan Native
- Black or African American
- Hispanic or Latino
- Middle Eastern or North African
- Native Hawaiian or other Pacific Islander
- White
- Prefer Not to Respond

Do you identify as any of the following? Please check all that apply. *

Use this chart to determine if you are 120% or less of Area Median Income for Houston, Texas - <https://houstontx.gov/housing/flyers/ami/2022/AMI-22-Final-061522.pdf>
(<https://houstontx.gov/housing/flyers/ami/2022/AMI-22-Final-061522.pdf>)

- Low-moderate income (120% or less of Area Median Income)
- Immigrant or Foreign-born
- Person whose primary language is not English
- First-generation small business owner
- First-generation college graduate
- First-generation high school graduate
- Older adult (50 years of age or older)
- Person with a disability
- LGBTQ+

- Military Service Member or Veteran
- Gender non-conforming or non-binary

Annual Household Income: *

\$

Number of Household Members (including yourself): *

Save Changes



Round 2 - Small Business Application ▾

Save Draft

Mark Complete

Close

Please complete all required fields.

You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

Section 1 - Business Overview

1. Name of Business (DBA) *

Example Business

Legal Entity Name (as shown on legal documents) *

Example Business Inc.

2. Is your business at least 51% minority-owned, operated and controlled? *

- Yes
- No

3. Business Structure Type *

- Sole Proprietorship

- Limited Liability Company (LLC)
- Corporation
- Partnership
- Other

If other business type, please describe *

4. Business Location Type *

Brick & Mortar refers to a traditional business that has a physical store(s) where customers browse and make purchases in person.

- Brick and Mortar Business
- Home Business
- Online Business
- Mobile Truck/Vehicle
- Other

If other location type, please describe *

5. What date was your business registered with the state? Please verify that the date provided has the correct month, day, and year, as this will be used to confirm your eligibility. *

You can verify the date that your business was registered at: <https://mycpa.cpa.state.tx.us/coa/>
(<https://mycpa.cpa.state.tx.us/coa/>)

6. How many years has your business been in operation and generating revenue? *

7. What industry type best fits your business? *

Please review the list entirely before selecting "Other".

If you selected "Other", please describe the industry type for you business? *

8. NAICS Code *

Find your businesses 6-digit NAICS code using a keyword search: <https://www.naics.com/search/>
(<https://www.naics.com/search/>)

9. How many employees does the business currently have (including the owner)?

Full-Time Employees *

Full-Time Employees typically work MORE THAN 35 hours a week.

Part-Time Employees *

Part-Time Employees typically work LESS THAN 35 hours a week.

1099 Contractors *

1099 contractors are individuals who support your organization's work in an ongoing way.

10. How many employees receive health insurance through the business (including the owner)? *

11. Currently, do you own any of the following business assets? Please check all that apply. *

- Land
- Facilities
- Equipment/Machinery
- Inventory
- Intellectual Property
- Other

If you own other business assets, please describe. *

12. Is your business your primary income source? *

- Yes

No

13. Did you obtain Paycheck Protection Program (PPP) Funds to support your small business operations in the last three years? *

Yes

No

I was not eligible

Section 2 - Business Narrative & Goals

1. Describe your business. Address the following prompts to guide your response: What does your business do? What products or services does your business offer? Who are your main customers? *

Word Count: 0 / 75

2. Please share about your business journey.

Why did you start your business? *

Word Count: 0 / 150

How did you start your business? *

Word Count: 0 / 150

What did you hope to achieve through your business? *

Word Count: 0 / 150

Please share one goal you've accomplished to date and its impact. *

Word Count: 0 / 150

OPTIONAL: Is there anything else you'd like to share about your business journey?

Word Count: 0 / 150

3. Which of the following best fits how this grant would help your business? *

- Start-up my business
- Stabilize my business
- Grow my business

Please briefly describe why your business is in need of stabilization and how this tangible asset(s) would support that stabilization. *

Word Count: 0 / 300 (min: 100)

Section 3 - Financials & Grant Request

Questions in this section refer to how grant funds will be utilized. For Round 2, applicants can request between \$5,000 and \$65,000 in funding. Funding must be spent on the purchase of tangible assets. Grant award amounts will be made on a case-by-case basis.

1. What were your business' Annual Expenses in 2022? *

Use 2022 Business Tax Return - 1040 Schedule C – Line 28 for Expenses, 1120 – Line 27 for Expenses, 1120-S – Line 20 for Expenses, 1065 – Line 21 for expenses

2. What was your business' Annual Gross Revenue in 2022? *

Use 2022 Business Tax Return - 1040 Schedule C – Line 1 for Revenue, 1120 – Line 1a for Revenue, 1120-S – Line 1 for Revenue, 1065 -Line 1a for Revenue

Net Revenue

3. How many unique types of tangible assets are you hoping to buy/upgrade with grant funds? *

- One
- Two
- Three
- Four
- Five

Describe each tangible asset in your request using a short word or phrase. Enter the required information for each asset request as it appears in the quote document uploaded.

Asset Request 1:

Quote/Price Documentation *

Type of Tangible Asset *

If other type of tangible asset, please describe *

Item Description *

Describe the tangible asset using a short word or phrase. For example: Laptop

Briefly describe how this tangible asset relates to your future business plans or current operations. *

Quantity *

Buy New or Upgrade *

- Buy New
- Upgrade

Asset 1 Total Cost *

Asset Request 2:

Upload Quote/Price Documentation *

Type of Tangible Asset *

If other type of tangible asset, please describe *

Item Description *

Describe the tangible asset using a short word or phrase. For example: Laptop

Briefly describe how this tangible asset relates to your future business plans or current operations. *

Quantity *

Buy New or Upgrade *

- Buy New
 Upgrade

Asset 2 Total Cost *

Asset Request 3:

Upload Quote/Price Documentation *

Type of Tangible Asset *

If other type of tangible asset, please describe *

Item Description *

Describe the tangible asset using a short word or phrase. For example: Laptop

Briefly describe how this tangible asset relates to your future business plans or current operations. *

Quantity *

Buy New or Upgrade *

- Buy New
 Upgrade

Asset 3 Total Cost *

Asset Request 4:

Upload Quote/Price Documentation *

Type of Tangible Asset *

Other

If other type of tangible asset, please describe *

Item Description *

Describe the tangible asset using a short word or phrase. For example: Laptop

Briefly describe how this tangible asset relates to your future business plans or current operations. *

Quantity *

Buy New or Upgrade *

- Buy New
 Upgrade

Asset 4 Total Cost *

\$

Asset Request 5:

Upload Quote/Price Documentation *

Type of Tangible Asset *

Other

If other type of tangible asset, please describe *

Item Description *

Describe the tangible asset using a short word or phrase. For example: Laptop

Briefly describe how this tangible asset relates to your future business plans or current operations. *

Quantity *

Buy New or Upgrade *

- Buy New
- Upgrade

Asset 5 Total Cost *

\$	<input type="text"/>
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Total Grant Amount Requested

\$	<input type="text" value="0"/>
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4. What is a realistic timeline for your business to acquire/upgrade the tangible assets you are requesting for this project?

- 3 months
- 6 months
- 9 months
- 1 year
- More than 1 year

Section 4 - Impact Alignment & Metrics

1. Which Houston Equity Fund pillars does your business most impact? Please check all that apply. *

- Social & Racial Justice
- Economic Development

Youth Education & Empowerment

Community Building

None of these

1a. Please describe how your business positively impacts the Social & Racial Justice pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. *

Word Count: 0 / 300 (min: 100)

1b. Please describe how your business positively impacts the Economic Development pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. *

Word Count: 0 / 300 (min: 100)

1c. Please describe how your business positively impacts the Youth Education & Empowerment pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. *

Word Count: 0 / 300 (min: 100)

1d. Please describe how your business positively impacts the Community Building pillar you selected. Share specific examples of how your business impacts this pillar. Please number each example separately. *

Word Count: 0 / 300 (min: 100)

2. How will owning this tangible asset allow your business to help the broader community? *

Word Count: 0 / 300 (min: 100)

3. Why are you in need of a grant instead of a business loan? How would receiving a cash grant instead of a loan result in added benefits for the community? Please address both questions in your response. *

4. Through the utilization of this tangible asset, please select how your business may make a positive impact in the next 12 months. Please check all that apply. *

- Offer new services/products
- Expand existing services/products
- Serve more customers
- Better serve key existing customers
- Keep my current employees
- Hire additional employees
- Increase my revenue/profit
- Decrease expenses
- Make my business my primary income source
- Pursue a business loan
- Other

None of these

If other benefit, please explain *

5. How many employees do you anticipate having by June 1, 2024 (including owner)?

Full-time Employees *

Full-Time Employees typically work MORE THAN 35 hours a week.

Part-time Employees *

Part-Time Employees typically work LESS THAN 35 hours a week.

1099 Contractors *

1099 contractors are individuals who support your organization's work in an ongoing way.

6. What is your estimate for Annual Gross Revenue by the end of 2023? *

\$	<input type="text"/>
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Supplemental Proposal (Optional)

In Round 2, the Houston Equity Fund has allocated \$500,000 to award approximately 6 grants, ranging from \$75,000 - \$100,000, to qualifying, high-scoring applicants. Finalists will be selected through a rigorous process and may be invited to participate in an interview prior to being awarded.

To be considered for this limited opportunity, applicants MUST:

- Have plans to invest in a capital-intensive asset, such as facility construction or renovations, land, machinery, or equipment, which will facilitate the business' growth and greater community impact.
- Be willing to participate in an interview process, upon request. Interpreters will be available in Spanish, Chinese, Vietnamese, and American Sign Language.
- Opt-in to be considered for a larger award. Clicking "yes" to the below question will prompt you to:
 1. Upload a supplemental budget request. Click [HERE](https://houstonequityfund.org/r2_supplemental-proposal-updates_5-2-) (https://houstonequityfund.org/r2_supplemental-proposal-updates_5-2-

- 23_approved_external/) for instructions.
2. Complete two supplemental questions
 3. Upload most recent Annual Profit & Loss Statement and Annual Balance Sheet
 4. Upload Business Plan

If you apply for this limited funding opportunity and are not selected, you will still be considered for a grant award between \$5,000 - \$65,000.

Would you like to opt-in to be considered for a larger grant award ranging from \$75,000 - \$100,000 by submitting supplemental application materials? *

- Yes
- No

1. Please explain how the assets you are requesting will provide a catalytic investment for your business at this time. Include the following details: 1) business goals you plan to accomplish with the assets; 2) three to five year strategic vision of your business; 3) new or existing products or service line of your business that will utilize the assets; and 4) any funding you can leverage because of this investment. *

Word Count: 0 / 750

2. What is your "why"? Tell us why your business should be selected for this investment opportunity. Speak to how this investment will impact the community and help others. *

Word Count: 0 / 750

3. Supplemental Budget Request *

Combine the budget request and quotes into one PDF document.

+ Select a file



4. Business Plan *

+ Select a file



5. Most Recent Annual Balance Sheet *

+ Select a file



6. Most Recent Annual Profit & Loss Statement *

+ Select a file



Section 5 - Supporting Documents Upload

1. Driver's License or government-issued photo ID as proof of personal identification

*

+ Select a file



2. Proof of business address where the tangible asset will be invested (e.g., a signed lease, business permit / license / title, utility bill in which the business is named directly, as applicable.) *

Please review the Supporting Documents Checklist for alternative options for mobile businesses.

+ Select a file



3. 2021 business federal tax returns & all applicable schedules *

+ Select a file



4. 2022 business federal tax returns & all applicable schedules *

+ Select a file



5. Business plan (optional)

+ Select a file



6. For businesses reporting 5+ employees, including owner, proof of employee count via payroll documentation (e.g., IRS 941 for Q1 2022, recent pay or wage statements, bank statements, or proof of paystubs)

+ Select a file



Other documents may be requested during final reviews.

Section 6 - Closing Agreements - Sign & Submit

By entering your name below means you have read, understood & certify the following:

- The information provided in this application is an **accurate, honest, and complete** reflection of my business.
- I understand that my application will be **DECLINED** if the following Grant Program Rules and Conditions are violated, including but not limited to: a) submitting more than one application; b) contacting the Houston Equity Fund Board of Directors or program staff to solicit support; c) sharing application content or information with another applicant; d) requesting ineligible assets; and e) submitting incorrect or inaccurate supporting documents.
- If awarded, I understand Grantees will be asked to affirm that the business owner(s) has not been convicted or named as a defendant in any criminal or civil matter involving fraud, theft, embezzlement, perjury or misrepresentation. If such a conviction or charge has occurred against the Grantee and/or an applicable lawsuit has been filed against the Grantee, the Grantee must fully advise the Houston Equity Fund of the facts and circumstances surrounding such conviction, charge, and/or lawsuit to determine whether applicant remains eligible to receive the grant.
- To my best knowledge, **my business is in compliance** with applicable federal, state and local laws, regulations, codes and requirements and does not owe any federal, state, or local taxes prior to July 1, 2023.

I understand that grant **funds are to be used for the charitable purpose** described

- in this application and that to my knowledge no other sources of funding are available to me outside of this grant.

If awarded, I understand that I will be asked to **submit two reports** (at minimum) to the Houston Equity Fund and Greater Houston Community Foundation, as a condition of receiving grant funding through this program. A midterm report is due 6 months

- after grants funds are awarded and a final report is due 12 months after grants are awarded. This includes submitting **documentation to verify funding was used for the intended purpose** of the grant (e.g., receipts, invoices, purchase orders, etc.).

I understand that Houston Equity Fund and Greater Houston Community Foundation

- **may randomly select grant recipients** to schedule a time to meet in person at their place of business to assess the impact of grant funds.

I understand that Houston Equity Fund and Greater Houston Community Foundation reserve the right to cancel any pending payment and/or request repayment of grant funding in full if funding is not utilized for the purpose described in this grant application or reporting requirements are not fulfilled.

Greater Houston Community Foundation will request W-9s from grantees prior to issuing a grant. In addition, the Foundation will issue a Form 1099 to grantees. Grantees should consult with their own tax professionals and/or legal counsel to determine reporting requirements and tax impacts of any grant that may be provided under this program. **All taxes associated with the acceptance and/or use of a grant under this program are the sole responsibility of the individual grantee.**

Please review and verify all information before submitting your application. You are unable to edit your application after submission. Unfortunately, due to the volume of applications submitted, we cannot offer assistance to update an application.

Digital Signature *

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