

Oneida Small Business Assistance Program Grant Procedures

Grant applications will be processed by Bay Bank as follows:

1. Provide the small business with the grant application materials
 - a. Grant Application
 - b. Spreadsheet template to itemize the requested amount
2. Assist the small business in completing the grant application
3. Assist the small business in listing eligible grant expenses
 - a. Collect all necessary supporting documentation for;
 - i. Payroll costs
 - ii. Tips (if customary for the type of business)
 - iii. Fringe benefit costs paid by the business
 - iv. Utility payments
 - v. Rent for the business or interest on business mortgage
4. Verify that the requested grant amount matches the supporting documentation
5. Verify that the application is signed by the business owner
6. Obtain copy of Tribal ID
7. Verify that the applicant's business is located within the Oneida Reservation or is located on land operated by 1822 Land and Development Company of Oneida LLC
8. Obtain copy of proof of business ownership
9. Obtain corporate formation documents
10. Obtain copy of financial information (if needed)
11. Send the completed application to the Oneida Nation for review
12. Assist the business owner in responding to any requests for additional information
13. Inform small business owner of the grant decision
14. If approved, obtain signature on the Grant Agreement and disburse funds to the small business

Applications will be processed in the order they are received. Only completed applications will be sent to Oneida for review.