

EMERGING DEVELOPERS GRANT PROGRAM

APPLICANT CHECKLIST

The following items are required at the time of application.
Applicants will have fifteen (15) business days to provide any missing items.

REQUIRED ITEMS

- Eligibility Assessment Tool** - Utilize this resource to check your eligibility for this grant.
- Tax Clearance Certificate** - Obtain a current certificate from the NJ Division of Taxation. Instructions are available through [NJ Premier Business Services](#).
- Application Fee** - \$1,000 non-refundable application fee due at the time of application.
- Formation Documents** - Submit formation documents for the development entity. Such as Cert. of Trade Name Sole Proprietor, Certificate of Incorporation for Corporation, Certificate of Formation for LLC, or Certificate of Incorporation for Nonprofit.
- Receipts/Invoices Preparation** - Compile all receipts and invoices related to eligible soft costs for reimbursement. These should be prepared at the time of application to facilitate the initial disbursement. Note that eligible expenses are only those incurred within 12 months prior to the submission of your application.
- Evidence of Site Control** - Submit a copy of the deed confirming the name of the development entity is consistent with the name on the application.
- Organizational Chart** - Submit an organizational chart that demonstrates the developer owns at least 51% of the development entity.
- Background and Experience of Development Entity** - Provide resumes of key members of your development entity, detailed documentation demonstrating the qualifications, professional history, and skills of everyone involved in your development.
- Previous Experience Portfolio** - Provide a project portfolio, similar in scope, demonstrating the developer's capacity to complete the proposed project.
- Grant Funding Limits** - The grant amount will not exceed \$200,000. Projects located in designated Opportunity Zones or Government Restricted Municipalities (GRM) may be eligible for an additional bonus of \$50,000.
- Use the NJEDA [Mapping Tool](#) to see if your project site is located in a Designated Opportunity Zone and/or Government Restricted Municipality (GRM) in Atlantic City, Trenton, and Paterson.
 - Use map results to fill in block and lot
 - Use map results to identify if the project is eligible for the additional \$50,000 bonus
- Construction Status** - Ensure that no construction has commenced before the application submission and during the 12-month grant agreement period.
- Detailed List of Eligible Soft Costs** - Provide a detailed list of all incurred eligible soft costs.
- Certificate of Occupancy** - Include a copy of the certificate of occupancy for the minimum of 2 and maximum of 5 previously completed projects of similar scope.
- Property Development Type** - Ensure the project is for the development of mixed-use or commercial properties only.
- Confirm entity is in good standing with the NJEDA, NJ Department of Labor & Workforce Development, and NJ Department of Environmental Protection.