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Key Steps of the City of Tampa Business Relief II Grant Application Process

The application process has 5 key steps:

- [Create your account](#)
- [Complete the Pre-Application](#)
- [Complete the Application \(Once your Pre-Application is reviewed and you qualify\)](#)
- [Provide any additional documentation or information to BBIC](#)
- [Monitor your status in ZoomGrants to know when payments are made](#)

Create your account

1. Access from the link provided
<https://www.zoomgrants.com/gprop.asp?donorid=2263&rpid=&limited=&limitgroup=>
2. Create an account. Once your account is created, you will receive a *Welcome to ZoomGrants* email.

New ZoomGrants™ Account

Email

Password

First Name

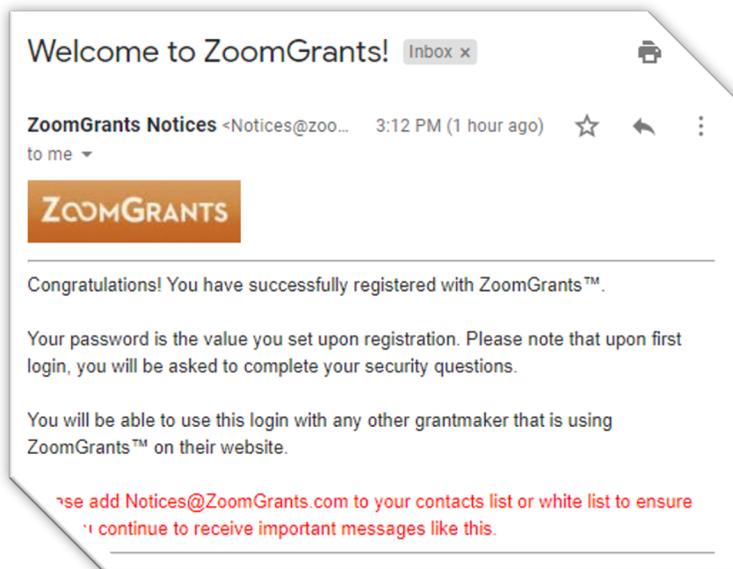
Last Name

Account Type Organization

[New Account](#)

If you already have an account, [Login Here as an existing ZoomGrants user.](#)

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.





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Complete the Pre-Application

Once you have created your account, you will be taken to the Pre-Application page. You will need to complete the first two tabs (Application Information and Pre-Application).

Application Status: Not Submitted

USDS 0.00 requested

Archive this Application [Print/Preview](#)

[Applicant Information](#) [Pre-Application](#) [Application Questions](#) [Business Profile](#) [Required Documents](#)

Applicant Information

(answers are saved automatically when you move to another field)

Enter Business Name

Amount Requested USDS

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information *(changes to this data will be reflected on all other applications for this organization)*

Business Name

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

Telephone

Fax (optional)

Website (optional)

Business Owner (if different than applicant)

First Name

Last Name

Title

Email

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	First Name	Last Name	Title	Editing Access	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Application
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Invite

Add to Additional Contacts (below)

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.



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1. Complete the Pre-Application tab and upload your business license. After your business license is uploaded, select "Refresh Page" button  so you can submit your Pre-Application.

Applicant Information
Pre-Application
Application Questions
Business Profile
Required Documents

Your Pre-Application must be submitted AND approved before continuing.

Pre-Application

(answers are saved automatically when you move to another field)

Pre-Application Status

Undecided /Not Submitted

Pre-Application deadline: 6/5/2020

Submit Pre-Application

Instructions Show/Hide

- 1. Was your business closed or negatively impacted by COVID19?**

Yes

No
- 2. Have you been in business continuously since February 1, 2019?**
That can be confirmed through Business Tax records and/or SunBiz.

Yes

No
- 3. Is the business within a 'low income census tract zone within the city limits' or a 'community redevelopment area'?** (Business may not be located outside of these tracts which are in the City of Tampa limits)
Please verify on the OneTampa.org website.

Yes

No
- 4. Is the business in a designated 'critically impacted' business sector?**
Please check the category that best fits your business.

 - Restaurant
 - Caterer
 - Food Truck, Street Vendor, Market stand, etc.
 - Bar/Night Club
 - Event Space and Services
 - Hair, Beauty and Other Personal Services
 - Cleaning Service
 - Personal Care (Child, Disabled, Elderly, etc.)
 - Retail
 - Sole Proprietor
 - 1099 Contractor
 - Non-Profit Organization (501C3 only)
- 5. Was the last annual gross revenue of your business less than \$350,000?**

Yes

No

Documents Requested *	Required?	Uploaded Documents *
Attach a copy of your business license	Required	-none-

Upload

* ZoomGrants™ is not responsible for the content of uploaded documents.



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Close Window Help

File Upload Window

Your file has been uploaded. You can test the link to your document, then close this window now.

Document Requested
Attach a copy of your business license

Uploaded Document *
[Business License](#) [Delete]

1 File description

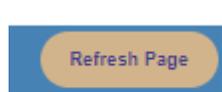
(e.g., Info Letter, Financials, etc.)

2 Type of attachment
 File Upload (file size limited to 4MB each)
 Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

3 Select a file to upload
 No file chosen
No ["/ or "] allowed in filenames.
Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
.DOC, .XLS, .XLSM, .DOCK, .XLSX, .TXT, .RTF, .WPS,
.SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT,
.PPTX, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG,
.MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV,
.WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ,
.TIF, .TIFF

Document type: PROPOSAL DOCUMENT

2. Select "Refresh Page" and then "Submit Pre-Application"



Pre-Application

(answers are saved automatically when you move to another field)

Pre-Application Status

Undecided /Not Submitted

You will receive a notification that your Pre-Application has been submitted.



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Pre-Application

(answers are saved automatically when you move to another field)

Pre-Application Status

Undecided /Not Submitted

Pre-Application deadline: 6/5/2020

Your Pre-Application has been submitted.

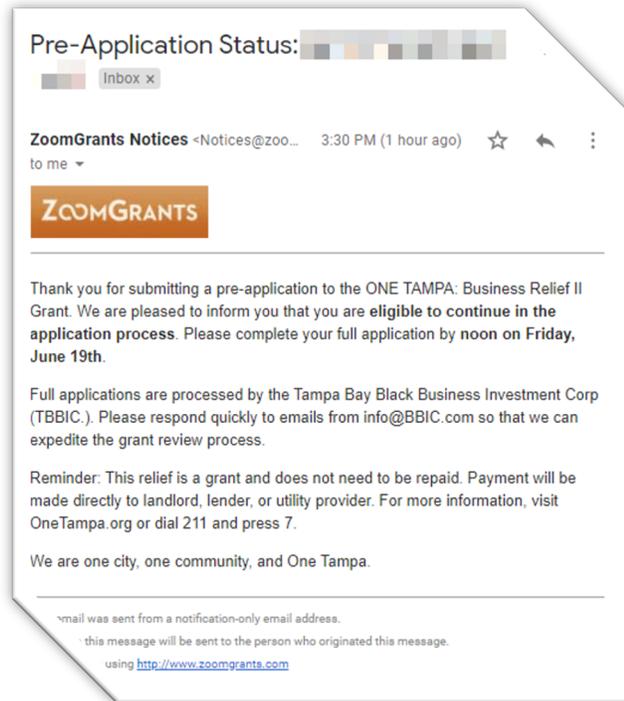
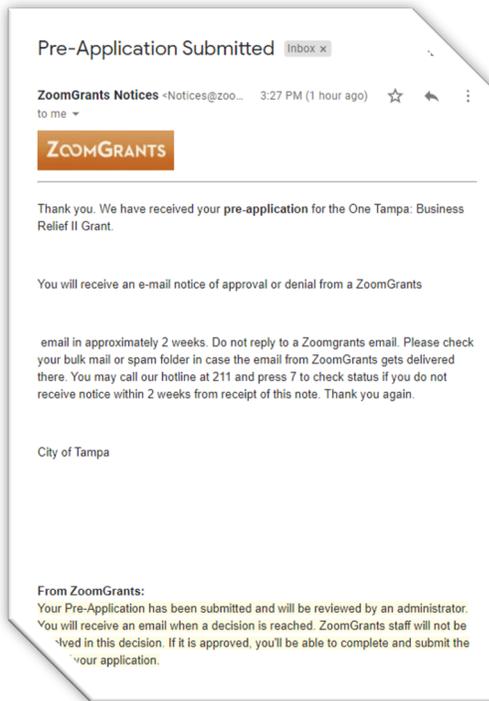
You can click [here](#) to reload the page and verify the submission timestamp.

Please make sure the Applicant Information tab is complete with all of your contact information.

An email will be sent when a decision has been reached. Be sure to check your Spam Inbox, or log in

[here](#) periodically to find out if your Pre-Application has been approved.

- You will receive an email letting you know that your Pre-Application was submitted. After your Pre-Application has been approved or declined, you will receive an email informing you of your status.





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Complete the Application

You will need to complete the Application Questions, Business Profile and Required Documents tabs.

Application Status: Not Submitted

USD\$ 0.00 requested

Archive this Application [Print/Preview](#)

Applicant Information Pre-Application **Application Questions** Business Profile Required Documents

1. Complete the Application Question tab.

Application Status: Not Submitted

Submit Now [Print/Preview](#)

Archive this Application

USD\$ 4,500.00 requested

Applicant Information Pre-Application **Application Questions** Business Profile Required Documents

Application Questions (answers are saved automatically when you move to another field)

[Instructions](#) [Show/Hide](#)

1. Type of relief requested:
Choose only one. The questions which do not apply will be removed based on your answer to this question.

- Rental Assistance ONLY
- Mortgage Assistance ONLY
- Utilities ONLY
- Rent AND Utilities
- Mortgage AND Utilities

2. What is your monthly rent amount?

Maximum characters: 255. You have 255 characters left.

3. Is your rent current?
If No, explain how far behind.

- Yes
- No, explain:

4. Do you have a current lease?

- Yes
- No, explain:

5. What is your landlord or property management company's phone number?
(xxx) xxx-xxxx

Maximum characters: 255. You have 255 characters left.

6. Landlord or property management company email address:
If unknown, please write 'N/A' or 'unknown'.

Maximum characters: 255. You have 255 characters left.

7. What is your monthly mortgage amount?

Maximum characters: 255. You have 255 characters left.

[Previous](#) [Next](#)

Application ID: 197936



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2. Complete the Business Profile and select Next.

USDS 4,500.00 requested

Application Status: Not Submitted

Submit Now Print/Preview Archive this Application

Applicant Information Pre-Application Application Questions Business Profile **Required Documents**

Required Documents

Instructions Show/Hide

Documents Requested *	Required?	Uploaded Documents *
* Copy of last business tax returns filed (first two pages only); or * Non-profits a copy of your last filed Form 990; or * Sole Proprietorship/1099 contractor - Tax Return to include all Schedules (i.e. 1, 2, C and 3-5 if applicable)	Required	-none- Upload
Copy of Photo I.D. (government issued: i.e. driver's license, passport, etc.)	Required	-none- Upload
Authorization for Release of Information Download template: Authorization for Release of Information (Upload any other documentation not listed that may affect your eligibility for the program)	Required	-none- Upload
Copy of a current Lease or Mortgage Statement <i>This document can be uploaded by an external user via this link: https://www.zoomgrants.com/fileuext.asp?drid=197936zx29379811AF57485CAF35B8670704BFFE</i>		-none- Upload
Copy of recent utility bill from all sources requested <i>This document can be uploaded by an external user via this link: https://www.zoomgrants.com/fileuext.asp?drid=197936zx245F264CEDC694CF6B85BD70662285272</i>		-none- Upload

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- You are required to submit three documents (Business document, Photo ID and Authorization for Release of Information) to be able to submit your application. If you are approved, you will need the remaining documents uploaded.

TIP: If your full application is approved, you will need to upload the remaining documents, therefore if you have them available at this stage, it will save you time by uploading them now.

Application Status: Not Submitted

USD\$ 4,500.00 requested

Submit Now Print/Preview Archive this Application

Applicant Information Pre-Application Application Questions Business Profile **Required Documents**

Required Documents

Instructions Show/Hide

Documents Requested *	Required?	Uploaded Documents *	
* Copy of last business tax returns filed (first two pages only); or * Non-profits a copy of your last filed Form 990; or * Sole Proprietorship/1099 contractor - Tax Return to include all Schedules (i.e. 1, 2, C and 3-5 if applicable)	Required	This list will be updated when the page is refreshed.	Refresh Page Upload
Copy of Photo I.D. (government issued: i.e. driver's license, passport, etc.)	Required	This list will be updated when the page is refreshed.	Upload
Authorization for Release of Information	Required	This list will be updated when the page is refreshed.	Upload
Download template: Authorization for Release of Information (Upload any other documentation not listed that may affect your eligibility for the program)		-none-	Upload
Copy of a current Lease or Mortgage Statement		-none-	Upload
<i>This document can be uploaded by an external user via this link: https://www.zoomgrants.com/fileuext.asp?drid=197936zx29379811AF57485CAF35B8670704BFFE</i>			
Copy of recent utility bill from all sources requested		-none-	Upload
<i>This document can be uploaded by an external user via this link: https://www.zoomgrants.com/fileuext.asp?drid=197936zx45F264CEDC694CF6B85BD70662285272</i>			

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Document Requested

- * Copy of last business tax returns filed (first two pages only); or
- * Non-profits a copy of your last filed Form 990; or
- * Sole Proprietorship/1099 contractor - Tax Return to include all Schedules (i.e. 1, 2, C and 3-5 if applicable)

Uploaded Document

* [Business Taxes](#) [Delete]

1	File description	<input type="text"/>
2	Type of attachment	<input checked="" type="radio"/> File Upload (file size limited to 4MB each) <input type="radio"/> Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)
3	Select a file to upload	<input type="button" value="Choose File"/> No file chosen <small>No [/ \] allowed in filenames. Be sure to include the file extension File size is limited to 4MB. Supported file extensions: .DOC, .XLS, .XLSM, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPTX, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF</small>
Document type		PROPOSAL DOCUMENT

- Print, sign and upload the Authorization for Release of Information

Agreement to Conditions:

I agree that a photocopy of this authorization may be used for the purpose stated above. I understand that my authorization will remain effective from the date of my signature until, and that the information will be handled confidentially in compliance with all applicable federal laws.

<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature of Applicant	Print Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Social Security number	DOB (mm/dd/yyyy)	

- Once you are done uploading the documents, you must select "Refresh Page" to be able to submit the application.
- Select "Submit Now." You will need to read and type your initials to agree to the terms. Select "Submit Now" to complete your application.



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Application Status: Not Submitted

Submit Now Print/Preview Archive this Application

Application Completion [hide this]

By entering your initials here you certify this submission truthfully and accurately represents your application and is hereby submitted for review. Submission of this application does not, in any way, guarantee that your application will yield a favorable result. Submission of this application also indicates your agreement to the terms of using ZoomGrants™.

Initials

Submit Now

I hereby authorize the City of Tampa to release nonpublic personal information it obtains about me to my creditors and any third parties necessary to provide me with the services I requested. I acknowledge that I have read and understand the above privacy practices and disclosures.

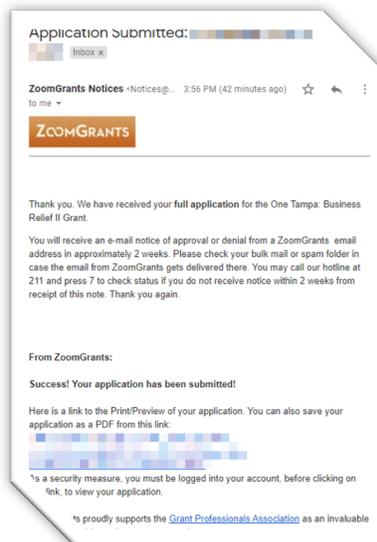
Success!

This application has been submitted.

We have sent you a confirmation email (from Notices@ZoomGrants.com).
Additional confirmation is the presence of a submission timestamp instead of the Submit Now button.

Download a PDF copy

7. You will receive an email letting you know that your Full Application has been submitted.





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[Provide requested documentation and/or information](#)

The Tampa Bay Black Business Investment Corporation (BBIC) will be reviewing your application so you may be contacted by the BBIC for additional documentation and/or information to complete your application review. Please be sure to check your email for requests from BBIC or info@bbic.com and respond promptly so they can expedite the grant review process.

[Monitor your application status](#)

You can continuously monitor the status of your application in ZoomGrants. As a reminder, all funds will be paid directly to your landlord, mortgage company, and/or utility companies.

[Questions or Concerns?](#)

You may call our hotline at 211 and press 7 for any questions or concerns.