



## Sustain and Serve NJ Application Example

Thank you for your interest in Sustain and Serve NJ. Please follow this guide to fill out your Sustain and Serve NJ application. If you have further questions about the application, please refer to our list of [Frequently Asked Questions](#) or reach out to [SSNJ@njeda.com](mailto:SSNJ@njeda.com).

### Page 1. Welcome

Applicants must review and certify that they have read all instructions before proceeding.



## SSNJ Grant Application

NJEDA Sustain and Serve NJ Grant Application

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### Welcome

Thank you for your interest in [Sustain and Serve NJ](#). Please read the instructions below before proceeding to the application.

**Application Instructions**

Applications for Sustain and Serve NJ are completed in three parts:

1. You (the applicant) are required to submit this application form, which includes listing proposed restaurants for meal purchases;
2. The restaurants you list will then receive an email from NJEDA, with instructions to complete a short form ([sample](#)). Restaurants must complete that form if they wish to be eligible for meal purchases through Sustain and Serve NJ; and
3. You will receive restaurant form submissions by email, as they are completed; you must then review and approve each one. These approvals must be completed by the application deadline for consideration for meal purchase reimbursement through Sustain and Serve NJ.

**Applicant Responsibility**

- Valid Business Registration Certificate (BRC) – see [Business Registration Certificate Guide](#) for more information.
- Tax Clearance Certificate – it is recommended to provide this as part of the application if available. It can alternatively be provided after application, but prior to execution of grant agreement.
- Documentation verifying purchase of at least 3,000 meals worth \$50,000 between March 9, 2020 and December 16, 2020 (e.g., receipts, invoices).

**Restaurant Responsibility**

- Valid Business Registration Certificate (BRC)
- Current and valid certification from a municipal and/or county government, with Satisfactory rating as per New Jersey Retail Food Establishment Rating system (e.g. risk-based assessment report, door placard copy, municipal or county health department report)

Applicants are responsible for ensuring restaurants have submitted required materials and applicants have completed review and approval by **Friday, January 8, 2021**. Applicants should allow sufficient time for submission of both their and listed restaurants' materials. Grant applicants/recipients are responsible for providing to the Authority any necessary supporting information and documentation from the restaurants to verify eligibility – whether that be as part of the application process, prior to grant agreement (if any), or, following execution of any grant agreement, as part of an audit the NJEDA, U.S. Treasury, or any other relevant State or federal entity may conduct. Please see the [Sustain and Serve NJ webpage](#) on the NJ COVID-19 Business Portal for more information or [contact ssni@njeda.com](mailto:ssni@njeda.com) with questions about the application or the program.

I confirm I have read the above application instructions for Sustain and Serve NJ.

### Page 2. Eligibility

Applicants must affirm that they are **not** a restaurant or other entity classified under [NAICS code 722](#) 'Food Services and Drinking Places.' Entities classified under NAICS code 722 may opt to have their information publicly listed on the Sustain and Serve NJ Interested Restaurants Registry by filling out [this form](#).



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### Eligibility

**Is your organization a restaurant, or any other entity classified under NAICS code 722 ("Food Services and Drinking Places")? \***

Yes  No

This includes caterers, mobile food services, cafes, bars, etc. Learn more: [North American Industry Classification System \(NAICS\)](#)

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### Eligibility

**Is your organization a restaurant, or any other entity classified under NAICS code 722 ("Food Services and Drinking Places")? \***

Yes  No

Thank you for your interest in Sustain and Serve NJ. Restaurants and similar entities are not eligible to apply directly, but may participate by providing meals to approved grantees. Restaurants interested in participating may opt to be publicly listed on the Sustain and Serve NJ page of the New Jersey COVID Business Hub by filling out the following form:

This includes caterers, mobile food services, cafes, bars, etc. Learn more: [North American Industry Classification System \(NAICS\)](#)

<https://forms.business.nj.gov/ssnj/restaurants/interest/>

Potential grant applicants may choose to refer to this registry and contact you about participating in the Sustain and Serve NJ program. Inclusion in the registry does not mean that you are eligible to participate, or that you will be contacted.

### Page 3. Organization

Applicants must provide basic information for their organization, including religious affiliation and political activities. If an organization is religiously affiliated and/or engages in political activities it is required to submit a completed [Religious Activity Questionnaire](#) and/or [Political Activity Questionnaire](#). Organizations are also required to submit a [Business Registration Certificate](#) and may submit a Tax Clearance Certificate from the NJ Treasury Division of Taxation, though it can be provided any time prior to grant execution.



## SSNJ Grant Application

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### Organization

Please ensure you provide accurate information, or your application may be delayed or rejected.

**Business Name \***

Example

**Doing Business As (DBA)**

If your organization operates under a different name.

The full name of your registered legal entity.

**Entity Type \***

501(c)(3) nonprofit

**Website**

www.example.com

What is the ownership structure of the applicant?

**Employer Identification Number (EIN) \***

123456789

**Website**

www.example.com

The 9-digit federal tax ID number of your organization.

**Is your organization religiously-affiliated? \***

Yes  No

**Religious Affiliation Form \***

**Upload** or drag files here.

Please upload a completed [Religious Activity Questionnaire](#)

**Does your organization engage in lobbying and/or political activities? \***

Yes  No

**Political Activity Form \***

**Upload** or drag files here.

Please upload a completed [Political Activity Questionnaire](#)

**Business Registration Certificate \***

**Upload** or drag files here.

Please see the [Business Registration Certificate Guide](#) for more information.

**Tax Clearance Certificate**

**Upload** or drag files here.

May be submitted later, prior to grant execution.

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### Page 4. Industry

If applicants know their [NAICS code](#), they may enter it directly. If an applicant does not, they may use drop down menus to find their NAICS code.

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### Industry

**Do you know the NAICS code of your organization?**

Yes  No

This is a six-digit number that corresponds to your company's industry. Learn more: [North American Industry Classification System \(NAICS\)](#)

**NAICS Code \***

624210

**Industry**

Community Food Services

**Sector**

Health Care and Social Assistance

**NAICS Code: 624210**

I confirm that the NAICS code of Example is 624210.

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### Industry

**Do you know the NAICS code of your organization?**

Yes  No

This is a six-digit number that corresponds to your company's industry. Learn more: [North American Industry Classification System \(NAICS\)](#)

**Sector \***

Health Care and Social Assistance

**Industry \***

624210 - Community Food Services

**NAICS Code: 624210**

I confirm that the NAICS code of Example is 624210.

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## Page 5. Address

Applicants must provide an address for the physical location of their organization and, if different, a mailing address.

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### Address

#### Physical Address \*

123 Main Street

Address Line 2

Anytown New Jersey 00000

Where your organization is physically located.

#### Is your mailing address the same as your business address? \*

Yes  No

#### Mailing Address \*

456 First Street

Address Line 2

Anytown New Jersey 00000

Where your organization receives mail.

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## Page 6. Authorized Representative

List the name and contact information of the authorized representative from the applicant that will be the point of contact throughout the application process.

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### Authorized Representative

Please provide us with your information.

#### Your Name \*

Jane Doe

#### Title \*

Director

#### Phone \*

(555) 555-5555

#### Alternate Phone

#### Email \*

jane@example.com

#### Email (confirm) \*

jane@example.com

Your email address is the primary method of contact from NJEDA. Please ensure it is correct.

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## Page 7. Capacity

Applicants are required to provide a brief description of their organization, list restaurants they have previously purchased meals from to reach the eligibility threshold (at least 3,000 meals valued at \$50,000 or more between March 9, 2020 and December 16, 2020), provide invoices demonstrating their purchase history, and provide a brief description of their activities making meal purchases since March 9, 2020.

Please provide a brief description of your organization. \*

A description of my organization

Please fill in the table below detailing your activities from March 9, 2020 to December 16, 2020 making bulk meal purchases from New Jersey restaurants.

Applicants will be required to produce receipts, invoices, or other documents verifying purchases totaling at least 3,000 meals and spending of at least \$50,000 as an attachment to this application. If total purchases exceed that threshold, applicants are only required to provide invoices or receipts demonstrating purchases up to 3,000 meals and \$50,000.

Applicants are not obligated to future purchases from restaurants listed in this section.

### Past meal purchasing activity

Only include meals purchased from New Jersey restaurants between March 9, 2020 and December 16, 2020.

Restaurant Name *	Restaurant Address *	Number of meals *	Total amount spent *	Average \$/Meal
* Joe's Restaurant	123 Church Street	3,000	\$50,000.00	\$16.67
		Total: 3,000	Total: \$50,000.00	

+ Add Restaurant

Receipts / Invoices \*

Upload or drag files here.

Applicants are required to upload receipts, invoices, or other documents verifying purchases totaling 3,000 meals valued at \$50,000 as an attachment to this application. Applicants may provide receipts totaling more than these amounts but are not required to do so to demonstrate eligibility for Sustain and Serve NJ.

Please provide a brief explanation of your activities since March 9, 2020 (as outlined in the above table) to purchase and distribute meals from New Jersey restaurants, including, but not limited to:

1. How did you select restaurants for participation?
2. How did you work with participating restaurants to make orders?
3. How did you manage meal distribution?

Activities \*

Since March 9, 2020 our organization has...

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## Page 8. Grant Request

Applicants will need to project the number of meals they anticipate purchasing by April 30, 2021 and the average cost per meal, up to \$10.00. The applicant's grant request will automatically be calculated based on these two figures. Applicants are then required to list all restaurants and the associated contact information they intend to purchase meals from through Sustain and Serve NJ. Please ensure all email addresses are accurate for all restaurants; NJEDA will be using this information to send [materials](#) directly to the applicant to verify eligibility for Sustain and Serve NJ.

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### Grant Request

Please estimate the number of meals you anticipate purchasing from New Jersey-based restaurants by April 30, 2021 through Sustain and Serve NJ, as well as the average cost of those meals. These estimates are projections to determine the grant request. Grant requests must total at least \$100,000 and be no greater than \$2,000,000.

Estimated number of meals to be purchased with grant by April 30, 2021 \*

10,000

Estimated average cost per meal \*

\$10.00

The only allowable cost for this grant is the cost of the meal; the grant cannot be used for other expenses including, but not limited to: sales tax, gratuity, overhead expenses, transportation, or distribution of meals. The maximum reimbursable cost per meal under this grant is \$10 per meal.

Grant request

\$100,000.00

Product of average cost per meal and number of meals to be purchased.

I confirm that my Sustain and Serve NJ grant request is for \$100,000.00

### Restaurants

Please list all the restaurants you plan to purchase meals from through Sustain and Serve NJ.

Listed restaurants must adhere to eligibility standards outlined in the [Notice of Funding Availability](#). Restaurants will be sent a form via email they are required to fill out and submit supporting documentation for eligibility determination by January 8, 2021. **Applicants are responsible for ensuring listed restaurants complete required restaurant form and submit all documents listed in the attachment checklist section of this application.** If no listed restaurants complete the restaurant form and submit required attachments by January 8, 2021, an applicant is not eligible for Sustain and Serve NJ. Restaurants that do not submit a form and all required documents will not be eligible for Sustain and Serve NJ funds. You do **not** have to have purchased meals from restaurants listed in this section prior to December 16, 2020.

Applicants will have the ability to request additions and/or changes to participating restaurants after grant award, with all changes/additions at the NJEDA's discretion once all supporting documentation has been provided.

A [list of interested restaurants](#) is available as a resource that you may choose to reference when selecting participating restaurants. Inclusion on this list is not an endorsement from the New Jersey Economic Development Authority as to eligibility for Sustain and Serve NJ.

Restaurant Name *	Contact Name *	Email *	Email (confirm) *
* John's Restaurant	John Doe	john@restaurant.com	john@restaurant.com
* <input type="text"/>			

+ Add Restaurant

## Page 9. Legal Questionnaire

Applicants are required to answer a series of yes or no background questions pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors.



### Legal Questionnaire

Persons (entities or individuals) applying for NJEDA programs are subject to the Authority's Disqualification/Debarment Regulations (the "Regulations"), which are set forth in N.J.A.C. 19:30-2.1, *et seq.* Applicants are required to answer the following background questions ("Legal Questionnaire") pertaining to causes that may lead to debarment, disqualification, or suspension from eligibility under the Regulations and Executive Orders 34 (Byrne 1976) and 189 (Kean 1988) after consideration of all relevant mitigating factors. Governmental entities are not required to submit this Legal Questionnaire and may leave it empty.

**Note that this form has recently been modified. Please review in its entirety prior to providing any responses or certifications.**

## Page 10. Certification of Legal Questionnaire and Authorization to Release Information

Applicants are required to certify their application, agree to checks with other State agencies to verify eligibility for Sustain and Serve NJ, and confirm the organization's grant request.

### Confirmation

Please insure the accuracy of the information you have provided.

Example

123 Main Street  
Anytown, NJ 00000

(555) 555-5555  
jane@example.com  
www.example.com

501(c)(3) nonprofit

Estimated meals to purchase: 10,000  
Estimated average cost per meal: \$10.00

**Grant request: \$100,000.00**

The information I have provided herein is accurate and truthful to the best of my knowledge.

**Employer Identification Number (EIN) \***

123456789

Please confirm your 9-digit federal tax ID number.

### Electronic Signature

Pursuant to written policy, the New Jersey Economic Development Authority allows documents to be signed electronically and hereby agrees to be bound by such electronic signatures. Please confirm that you, as a signatory to this document, also agree to be bound by electronic signatures.

I, Jane Doe, agree to be bound by electronic signatures.

I, Jane Doe, am an Authorized Signer for Example, and I accept the above terms and conditions.