Working Washington Small Business Grants – Round 3.

How to Apply, What They Are For and What You Will Need to Have Ready.

Working Washington Grants for Small Businesses

Today We'll Cover:

- Who Can Apply for These Grants:
  - Business Size
  - Business Sectors
  - Certain Non-Profits
- What Does the Grant Pay For:
  - Maximum Amount
  - Types of Expenses
- How To Apply:
  - Online Portal
  - Priority Given To Applications by Dec. 11th
- What You Will Need to Have Ready
  - Types of Documents
  - NAICS Codes
  - Tribal Member Owned Businesses
- Step by Step Coverage of the Online Application

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Who Can Apply for These Grants? – The First Priority :

- Small businesses with gross revenues of $5 million or less in 2019.
- Business in the sectors most impacted by recent public health measures.
- Businesses that have experienced significant, cumulative impacts from the COVID-19 Pandemic.
- Certain nonprofits that have a primary business activity impacted by recent public health measures such as nonprofit full-service restaurants or music venues.
- If funds remain from the 1st priority applicants, additional businesses and non-profits from other business sectors may be considered.

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You Can Show That Your Business is in an Impacted Business Sector by:

- Providing a clear description of Your primary business activity in the application.

- Determine and provide your NAICS (North American Industry Classification System) Code. This is helpful but not required.

- You can determine your NAICS Code by entering keywords describing your business at https://www.naics.com/search/

- You can also look up your business at the WA Department of Revenue website - https://dor.wa.gov/. Go to "Look up a Business", enter your business name and look under "Excise Tax". Your NAICS Code will show up there.

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What Can the Grant Be Used For?

- The belief is that most eligible applicants will receive the maximum award grant which is up to $20,000.

- The grant can only cover expenses or costs incurred due to COVID-19 and that were necessary to continue business operations.

- The purpose of the grants is to cover the economic injury incurred by eligible small businesses due to COVID-19, the related public health measures and businesses in sectors that have experienced significant, cumulative impacts.

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How to Apply for a Grant:

- The Application Portal opened on December 2nd.

- Priority will be given to applications received through the portal by Dec. 11th 2020.

- The Portal and additional information is available at http://startup.choosewashingtonstate.com/working-washington-round-3/ .

- If funds remain from the 1st priority applicants, additional businesses and non-profits from other business sectors and those with gross revenues over $5 million may be considered.

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What You Will Need to Have Ready When You Apply:

- Federal W-9 - Request for Taxpayer Identification Number. Grant income is reported to the IRS. A link to obtain this form is in the application.

- Copy of a valid government issued photo ID.

- Certification of Authorization to do Business in Washington including your Washington State UBI number. You can find that on your Excise Tax returns or at you account with the WA Department of Revenue.

- A clear description of your primary business activity – a NAICS Code will be helpful.

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For Tribal-Member Owned Businesses – You will Need:

- License or certification if business activity is conducted outside the tribal jurisdiction.

- Letter or certification from the tribe recognizing you as a business if business activity is within the tribal jurisdiction.

- As many of the documents on the previous slide as you have.

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The Application Portal:

Welcome to the Working Washington 3 Grant Application Portal

Login Now:

Username

Password

Sign in

Reset or create password

New to the Grants Portal?

Create Your Business Profile

In order to be considered for funding, the first step is for you to introduce yourself and tell us about your business. Please click on the "Create an account Now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including email address) when completing the registration form.

You will then receive an email notification from the Washington State Department of Commerce with login information, which will ask you to click on a link and create a password, and give you access to the portal and the application form.

Create an account now

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Washington State
Department of
Commerce

Welcome to the Working Washington 3 Grant Application Portal

Business Info

Business Name

Address 1

Street Name

Unit

City

Postal Code (Zip)

Country
United States

State/Province

County

Federal Tax ID (EIN)

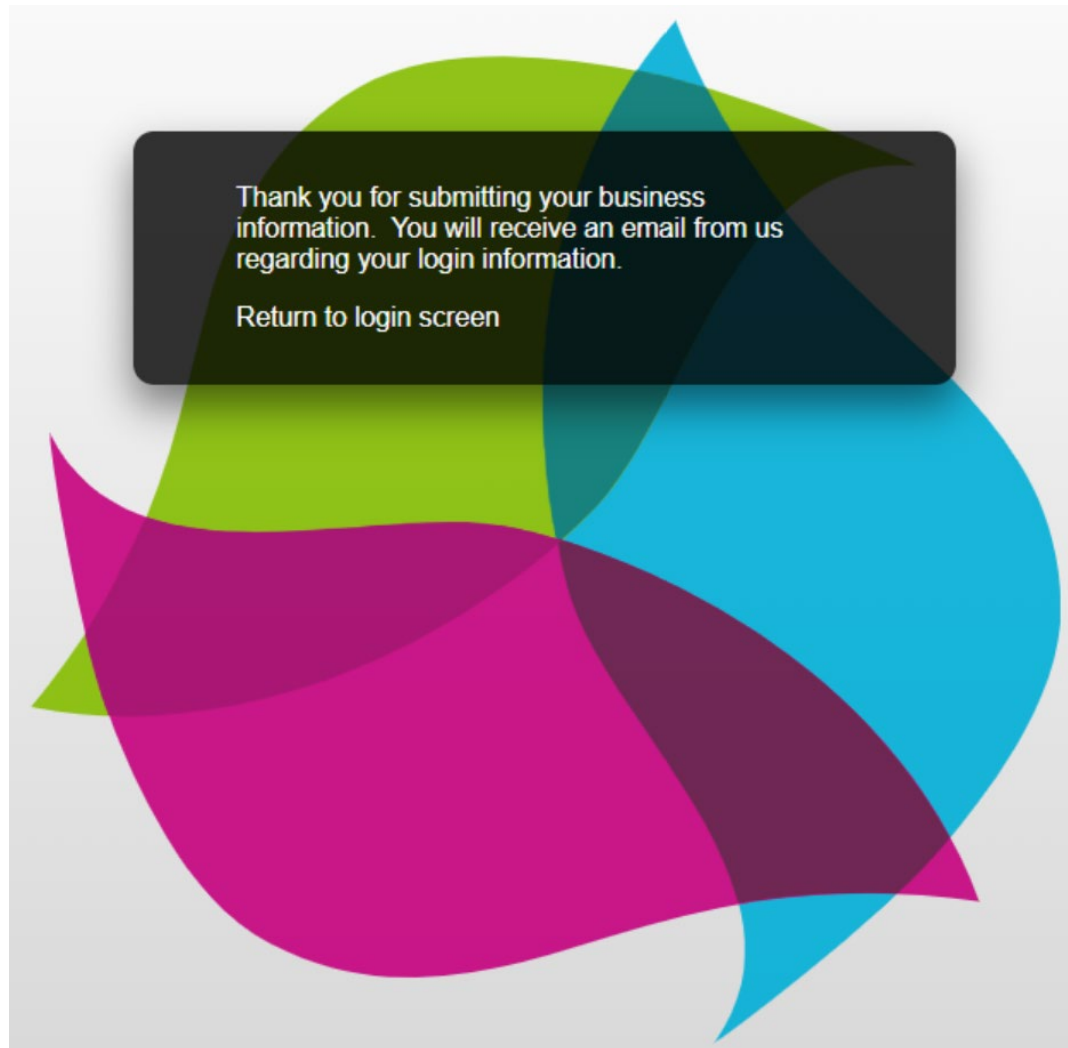Primary Contact Info

First Name

Last Name

Work Phone

Work Phone Extension

E-mail

Cancel   Submit Request

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Thank you for submitting your business information. You will receive an email from us regarding your login information.

Return to login screen

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1st Step

2nd Step-Scroll down for the Apply grant box and click

Welcome to the **Working Washington 3 Grant Program Portal**

From this webpage, you can . . .

- Submit an application for funding
- Track the status of your pending application
- Upload your signed grant agreement and transfer of funds request when awarded

APPLICATION SUBMISSION INSTRUCTIONS

Please read the application instructions carefully to successfully submit a complete application.

In order to apply for the Working Washington 3 Grant Program, you will need to complete the following steps:

1. Review Grant Application Instructions on this page
2. Review the Grant Overview (you can access by clicking "Grant Overview" in the panel on the left side of your screen). Once you've reviewed the [...] to the bottom of the page and click "Apply for a grant"
3. Start the Grant Application (Please note that your application will be executed in three main stages (which you can also access from the panel on [...] screen):

- **Eligibility Questions** – once you answer yes or no to this question, you must click "save" then click "submit." A "note for submit" box will appe[...] lank and click "Ok."

- **Expense Eligibility Test** – to answer this questions, click "edit" on the upper right hand corner of your screen. Once you answer yes or no to th[...] click "save" then click "submit." A "note for submit" box will appear, you can leave it blank and click "Ok."

- **Application** – to complete the application, click "edit" on the upper right hand corner of your screen. Once you answer all questions, you must [...] "submit." A "note for submit" box will appear, you can leave it blank and click "Ok."

Please note, the application does not save automatically. As you progress through these three stages, you will need to **Edit, Save, and Su[...] our application, using the buttons on the right side of your screen** (at the top to edit, and at the bottom to save or submit). Your application will be mo[...] st of stages as you complete each stage.

Once you submit your **completed application** you will receive an email confirming your submission or you can review your application through the Submitted Application on the left hand side under the heading "Requests". Please only submit one application for your business. Applications will be reviewed on an on-going basis and we will contact you once an award decision has been made.

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3. Start the Grant Application (Please note that your application will be executed in three main stages (which you can also access from the panel on the left side of your screen):

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- **Eligibility Questions** – once you answer yes or no to this question, you must click "save" then click "submit." A "note for submit" box will appear, you can leave it blank and click "Ok."

- **Expense Eligibility Test** – to answer this questions, click "edit" on the upper right hand corner of your screen. Once you answer yes or no to this question, you must click "save" then click "submit." A "note for submit" box will appear, you can leave it blank and click "Ok."

- **Application** – to complete the application, click "edit" on the upper right hand corner of your screen. Once you answer all questions, you must click "save" then click "submit." A "note for submit" box will appear, you can leave it blank and click "Ok."

Please note, the application does not save automatically. As you progress through these three stages, you will need to Edit, Save, and Submit each stage of your application, using the buttons on the right side of your screen (at the top to edit, and at the bottom to save or submit). Your application will be moved down the list of stages as you complete each stage.

Once you submit your **completed application** you will receive an email confirming your submission or you can review your application through the Submitted Application on the left hand side under the heading "Requests". Please only submit one application for your business. Applications will be reviewed on an on-going basis and we will contact you once an award decision has been made.

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Additionally, you will see the following in this section:

- ***Request to Edit***
  Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing.

- ***Submitted***
  Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

PAYMENTS

- Scheduled

Scheduled payments for all of your active grants appear here until they are paid.

- Paid

Once a payment has been made, the record of the payment appears here.

ADDITIONAL NOTES:

When done editing, always "Save" your request using the button at the top before returning to the main page. This ensure you can return to continue editing. Only click the "Submit" button when the page is complete. Once you submit, you will no longer be able to edit

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You are eligible to apply for a Grant. Click on the **EDIT** button on the upper righthand corner to complete the application.

Once you complete your application click the **SAVE** button on the bottom righthand corner and hit **SUBMIT** to submit the application

Status

Draft

▼ Table of Contents

Business Summary
Business Background Information
Business Impact
Other Financial Support
Use of Funds
Application Certifications
Documents

▼ Business Summary

Business:

Primary Contact:

Primary Signatory:

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Business Background Information

What was the Gross Business Income for your business for 2019? $0.00

Businesses generating less than $5 million in gross business revenue in 2019 will be prioritized over businesses exceeding $5 million in gross revenue.

What was the Gross Business Income for your business for 2020? $0.00

Businesses generating less than $5 million in gross business revenue in 2020 will be prioritized over businesses exceeding $5 million in gross revenue.

Is your business a tribal-member owned business operating within a reservation only?

Please provide your business' NAICS Code:

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Please briefly describe the business and its products/services:

.

Business Status. For the purpose of this questions, minority is defined as African American/Black, Hispanic/Latino, Asian American, Pacific Islander, Native Hawaiian, Alaska Native, or Native American. Check all that apply.

If 51% of business is minority-owned, please self-identify. Minority is defined as African American/Black, Hispanic/Latino, Asian American, Pacific Islander, Native Hawaiian, Alaska Native, or Native American. Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis. Minority owned businesses are those where minorities: Own at least 51% of the business and show contribution of capital and expertise; Control the managerial and day-to-day operations. Check all that apply.

Does your business primarily serve one or more of the following communities? Check all that apply.

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Business Impact

Have you reduced your staffing capacity since March 1, 2020 due to COVID-19?

Has your business applied through an Associate Economic Development Organization (ADO) on any prior grant opportunity?

How worried are you about your business surviving this challenge?

Do you operate your business from a commercial location?

Was your business required to close by government mandate following March 1, 2020 and on November 17, 2020:

Is your business still closed or operating at reduced capacity due to government mandate?

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Other Financial Support

Has your business received funds from:
Paycheck Protection Program
(PPP),Economic Injury Disaster
Loans,Community Development Block
Grant, Working Washington, Small
Business Resiliency Grant Program or
other recovery funding?

Answering "yes" does not make you ineligible for this grant as long as the expenses paid for with other sources are not the same expenses you intend to use this grant for.

Would you like Commerce to share your
contact information with other
organizations that may also have
business relief grant funds available?

Use of Funds

Why is this grant funding important to your business?

Is there anything else you would like us to know as part of your application?

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Application Certifications

Certification I

I certify that I am authorized to submit this proposal on behalf of the business. Select the checkbox to confirm your certification.

Certification II

I certify this business does not unlawfully discriminate with regard to employees, volunteers, delivery of programs or services, or clients served based on age, sex, religion/creed, race, color, national or ethnic origin, sexual orientation, gender identity or expression, disability, marital status, military or veteran's status, pregnancy or genetic information. Select the checkbox to confirm your certification.

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Certification III

I certify the information provided is accurate and duly reflects the applicant's business activities. I attest that, if awarded the Working Washington 3 Grant funding, the award will be used to cover expenses incurred between March 1, 2020, and through December 2020, due to financial hardship caused by the COVID-19 pandemic and that this funding will be used for expenses not covered by otherCOVID-19 related public or private funding sources. I acknowledge my business may be asked and may be required to provide receipts or additional documentation for up to 6years following the receipt of any grant funding. If any of the expenses paid with grant money are found ineligible according to Federal Treasury or application guidelines, I agree to reimburse Commerce the full amount of the grant award. Select the checkbox to confirm your certification.

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Certification IV

I certify that my business is active and does not have any compliance or regulatory issues with state or federal agencies, as of March 1st, 2020. Select the checkbox to confirm your certification.

Signature

Please Note: By entering data into the next field (Name, Title, and Date) you are: 1.Representing that you are an officer or other agent duly authorized to enter into legally binding agreements. 2.Agreeing to submit this grant application in an electronic form which shall be bound by its contents as an electronic transaction. 3.Agreeing that your insertion of data into these following fields constitutes an electronic signature:

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▼ Documents

As part of the application process, please upload the following documentation below by clicking on the blue + button;

1. **Applicant W-9 Request for taxpayer Identification Number.** Click here to download a W9 form.

2. **Copy of valid government issued photo I.D.**
3. **Certification to do business** for tribal-member owned businesses without a UBI number, a letter or certification from the tribe recognizing you as a business is sufficient.

Applicant W-9 Request for Taxpayer Identification Number

Copy of valid government issued I.D.

Certification of authorization to do business in Washington

UPLOADED DOCUMENTS

Working Washington Grants for Small Businesses

Where to Get Help:

Department of Commerce Grants phone hotline:

360-725-5003

Department of Commerce Grants email:
bizgrants@commerce.wa.gov

Technical Assistance with grant applications from Department of Commerce Partner Organizations –

http://startup.choosewashingtonstate.com/small-business-resiliency-assistance/