

Convention Center Grant (CCG) Program

This program offers one-time emergency relief grants to for-profit and non-profit businesses that are dependent on the economic activity created through conventions hosted in Washington State. Commerce will post a link to information and the application portal at www.commercegrants.com.

General Timeline:

- August 17 – September 9: Application portal will remain open for 24 days
- Mid – Late September: Review of applications
- Early October: Commerce will notify grantees and disburse funding

Requirements for CCG Eligibility:

- Active for-profit or non-profit business* (identified by UBI number or EIN number) physically located and operating in Washington State
 - **Nonprofit organizations are eligible to apply if they have experienced a reduction in business income or activity related to COVID-19 or state or local actions in response*
- Have met one or more of the following:
 - Hosted an in-person convention in Washington State that allows for all-ages of the general public to attend
 - Provided support services to conventions or depended on the function of a convention to sell goods and services in Washington state
- Be able to demonstrate financial hardship as a result of the COVID-19 outbreak
- Had to cancel their in-person convention event or experienced a reduction in participants in 2020 or 2021 due to covid-19 restrictions
- Make more than 25% of annual revenue from convention activities
- Ability to provide financial documents from 2019, 2020 and 2021 to support business revenues
- Have reported total revenues of at least \$10,000 in 2019
- Have not reported annual gross receipts of more than \$100,000,000 in calendar year 2019
- Generates at least 51% of revenue in Washington state
- Have not permanently closed or intend to permanently close in 2022
- Have expenses that are necessary to continue business operations and the expense is not a federal, state, or local tax, fee, license, or other government revenue
- Have experienced a reduction in business income or activity related to COVID-19 or as a result of state or local COVID-19 related public health measures
- Adherence to all required COVID-19 public health measures
- Self-attest that the expense is not funded by any other government or private entity

Applicants must apply for one business only. Those with multiple businesses should apply on behalf of their largest or most impacted business.

IMPORTANT: As of April 2022, recipients of grants using federal funds are required to have a UEI number. The UEI replaces the DUNS Number. If you don't have one yet, you should apply now. You may apply for grants without one, but cannot receive funds until you have a UEI. [Click here to apply now \(https://sam.gov/content/duns-uei\)](https://sam.gov/content/duns-uei).

CCG Ineligible to apply:

The following business/organization types are not eligible to apply for this round of grants:

- Businesses that make less than 25% of annual revenue from convention activities
- Trade shows/exhibitions or professionally exclusive conventions, conferences or summits
- Multinational corporations
- Childcare provider (not including recreation/entertainment)
- School (Pre-K, K-12 and higher education)
- Public Library
- Science companies, including research and/or development laboratories or services, and science manufacturing
- Professional Services (accounting, insurance, legal, financial services/firms, architects etc.)
- Hospital/Healthcare provider, including dentists and chiropractors (personal services such as massage ARE eligible)
- Property management/real estate (including owners or operators of short-term rental properties)
- Host/operators of a vacation or short-term rental unit (like Airbnb or VRBO)
- Licensed marijuana/cannabis operation (this does not include CBD retailers)
- Drivers of shared ride companies e.g., Lyft or Uber (independent taxi and limo ARE eligible)
- Third-party delivery drivers e.g., Amazon or Door Dash
- Government entities or elected official offices
- Passive business, investment companies and investors who file a Schedule E on their personal tax returns
- Financial business primarily engaged in the business of lending, such as banks, finance company and factoring company
- Businesses that have permanently closed or intend to permanently close in 2022
- Businesses engaged in any socially undesirable activity or activity that may be considered predatory in nature (such as rent-to-own businesses and check cashing businesses)
- Businesses of a prurient sexual nature ("adult" businesses)

- Speculative businesses
- Businesses primarily engaged in political or lobbying activities
- Businesses without a physical location in Washington state
- Businesses that restrict patronage for any reason other than capacity or age restrictions per regulations
- Businesses found to be in violation of any COVID-19-related order issued by the governor. This includes remaining open when ordered to close, or disregarding COVID-19 health or safety measures applicable to the business.
- Businesses found to have compliance or regulatory issues as of March 2020
- Businesses that are actively engaged in current/pending lawsuits
- Businesses disbarred by the federal government
- Businesses actively pursuing a bankruptcy declaration

Eligible CCG applications may be reviewed based on the following considerations:

- Size of the business (measured by 2019 revenue)
- Reduction in revenue between 2019 and 2020/2021
- For-profit and non-profit businesses operating in a [distressed area](https://esd.wa.gov/labormarketinfo/distressed-areas) (<https://esd.wa.gov/labormarketinfo/distressed-areas>) and/or owned by someone from a historically disadvantaged or underserved population
 - Consideration may be given to business owners who self-identify as a minority, veteran, LGBTQ+ and/or women
 - For eligible non-profit businesses, their mission must provide support or services to underserved or underrepresented communities
 - Consideration may be given to eligible applicants whose physical business is located in one of the 15 counties identified by the state as a “[distressed area](https://esd.wa.gov/labormarketinfo/distressed-areas)” (<https://esd.wa.gov/labormarketinfo/distressed-areas>) : Clallam, Jefferson, Grays Harbor, Mason, Pacific, Wahkiakum, Lewis, Cowlitz, Yakima, Grant, Franklin, Okanogan, Ferry, Stevens & Pend Oreille

Required Documents and Information for CCG program:

- WA State Unified Business Identifier (UBI) number
 - *Tribal member-owned businesses without a UBI may provide alternative business validation such as a license or registration with a federally recognized tribal nation in Washington state*
- Federal Employer Identification Number (EIN), if applicable
- UEI (Unique Entity Identifier) number
 - If you are already registered with SAM.gov, [click here to view your UEI number](#)

https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254&sys_kb_id=a05adbae1b59f8982fe5ed7ae54bcbba&spa=1)

- If you are not registered with SAM.gov [click here to register](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0049214&sys_kb_id=4a26988e1bdf78106397ec21f54bcbf6&spa=1) (https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0049214&sys_kb_id=4a26988e1bdf78106397ec21f54bcbf6&spa=1) and receive your UEI number
- Valid Government-issued photo ID of business owner or authorized non-profit representative
- Financial records from 2019 that provide a basis for revenue received from convention activity in Washington state prior to the COVID-19 pandemic; and
- Financial records from 2020 and 2021 that show a reduction in gross revenue received from convention activity in Washington state during the COVID-19 pandemic

What documents will I need to upload for CCG Program?

Valid government-issued photo identification (ID):

- A valid government-issued photo ID of business owner or authorized non-profit representative. Washington state-issued driver's license/ID card, U.S. Passport book or card, Tribal ID card, or other valid, state issued or federal issued photo ID.

Verification of Tribal member-owned business, if applicable:

- A business registration or license from a [federally recognized tribe in Washington State](https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes) (<https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes>)

Financial records:

- From 2019 that provide a basis for revenue received from convention activity in Washington state prior to the COVID-19 pandemic; and
- From 2020 and 2021 that show a reduction in gross revenue received from convention activity in Washington state during the COVID-19 pandemic
 - Applicable financial documents may include one or more of the following:
 - IRS form 1040 (sole proprietors) and the following: Schedule C, Profit and Loss from Business
 - IRS form 1065 Partnership Return (no K-1s required)
 - IRS form 1120 Corporation Return (no schedules required)
 - IRS form 1120S S Corporation Return (no K-1s required)
 - IRS Form 1099-MISC for independent contractors
 - IRS Form 990, 990EZ, or 990N for non-profits
 - For fiscally sponsored non-profits only: Profit and Loss Statement

Eligible Uses Grant Funds:

Successful grantees must use the funding for costs incurred between March 3, 2021 and June 30, 2023, as required by state law. Funds must be spent by June 30, 2023. Awardees can expend grant funding for any eligible expenses due to the impact of COVID-19 if they have not been previously funded through other grant awards.

If all responses for the particular incurred cost are “true” for all five statements below, then the applicant can feel confident the cost is eligible:

- 1) The expense is connected to the COVID-19 emergency
- 2) The expense is necessary to continue business operations
- 3) The expense is not to be used to pay government related fees (e.g., taxes, licenses, state, county, federal, and/or city fees)
- 4) The business will self-attest that the expense is not funded by any other funder, whether private, state or federal
- 5) The business wouldn't be requesting assistance with expenses if they had not been impacted by COVID-19

Grant Funds May NOT Be Used For:

- Lobbying
- Alcohol (other than for inventory needs of their business)
- Salary increases, bonuses, and dividends to owner(s) or investor(s)
- Costs already reimbursed previously by federal programs (e.g., SBA Paycheck Protection Program) or expenses previously reimbursed by any grant or loan program
- Personal expenses

Grant applications may be completed and submitted online at any time. **The portal will open the morning of August 17, 2022 and will close September 9, 2022 at 5:00 PM PT.**

- Applications must be submitted no later than Friday, September 9, 2022 at 5:00 PM PT.
- Applications will be reviewed and final determinations made after the portal closing date. If selected for a grant, notice of grant amount and next steps will be sent out from our partner, Submittable, via email early October.

For Questions and More Information:

Convention Center Grants Program Frequently Asked Questions (FAQs):

<https://commercegrants.com>

The Technical Support Center opens on Wednesday, August 17 and will provide support to applicants with questions related to the Convention Center Grants Program.

Email and phone support will be offered in English, Spanish, Russian and Chinese (Mandarin) and is managed by our partner, Submittable. The public can access it by calling (888) 242-0169 or emailing commercegrants@submittable.com.

We encourage applicants to email for the quickest response.

The hours are as follows:

Application period August 17, 2022 – September 9, 2022

- 8 AM – 7 PM PT Monday - Sunday
- Email & Voicemails: Response provided within 8 business hours

September 9, 2022 - December 21, 2022

- 8 AM - 5 PM Pacific Monday - Friday
- Email & Voicemails: Response provided within 8 business hours

Translated materials will be available for download in the following 15 languages: Spanish, Vietnamese, Russian, Ukrainian, Tagalog, Somali, Korean, Arabic, Punjabi, Amharic, Khmer, Chinese (Mandarin), Lao and Marshallese.