Washington State
Department of
Commerce

FAQs for Convention Center Grant program
Frequently Asked Questions (FAQs) – Current as of 7/27/22

GENERAL QUESTIONS

What is the Convention Center Grant Program?
The Department of Commerce's Convention Center Grant Program provides funding to for-profit and non-profit businesses. Businesses must have gross receipts of at least $10,000 and no more than $100,000,000 in 2019. They must rely on at least 25% of their annual income from convention activities. The funding supports revenue lost in 2020 and 2021 due to the cancellation or reduction of participants in conventions hosted in Washington state in 2020 or 2021.

Funding for this program was approved by the Washington State Legislature through Engrossed Substitute Senate Bill 5693 (ESSB 5693 (https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Senate%20Bills/5693-S.E.pdf?q=20220517094001)),and signed by Governor Inslee on March 31, 2022, providing $5M million for this program.

Criteria outlined in this legislation includes:
- Must be an active business or nonprofit
    - Nonprofit organizations are eligible to receive funding if they have a primary business activity that is similar to the eligible businesses who qualify for this program
- Have not reported annual gross receipts of more than $100 million in calendar year 2019
- 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
- Must self-attest that expenses are not funded by any other government or private entity
- Agree to operate in accordance with the requirements of applicable federal, state, and local public health guidance and directives; and
- Have met one or more of the following criteria:
(A) Hosted a convention in Washington state;
(B) Provided support services to conventions in Washington state; or
(C) Depended on the function of conventions to sell goods and services in Washington state.
- Eligible businesses may receive up to a $500,000 grant (grant awards will be reduced by amount of previous Working Washington grants received)

Who is the Convention Center Grant Program intended for?
The program offers one-time emergency relief grants to for-profit and non-profit businesses that experienced financial hardship from the COVID-19 pandemic. Annual income must be at least 25% dependent on conventions hosted in Washington State.

How are applications reviewed?

Eligible applications may be reviewed based on the following considerations:
- Size of the business (measured by 2019 revenue)
- Lost revenue between 2019 convention activity compared to 2020 and 2021 activity
- For-profit and non-profit businesses operating in a distressed area (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)": Clallam, Jefferson, Grays Harbor, Mason, Pacific, Wahkiakum, Lewis, Cowlitz, Yakima, Grant, Franklin, Okanogan, Ferry, Stevens & Pend Oreille

How long will I have to apply once the application portal opens?

The portal will be open for 24 days. It will open the morning of August 17, 2022, and will close on September 9, 2022, at 5:00 PM PT.

Is this a first-come-first-served grant program?

No. All applicants who meet eligibility requirements and apply between August 17th and September 9th at 5:00 PM PT, will be considered.

Where does the funding come from?

The $5 million comes from the American Rescue Plan Act of 2021 (https://www.congress.gov/bill/117th-congress/house-bill/1319/text), federal relief funds that were appropriated by the state legislature in ESSB 5693 (https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Senate%20Bills/5693-S.E.pdf?q=20220517094001), and signed by Governor Inslee on March 31, 2022.

What is Commerce doing to address equitable distribution?

Extensive outreach will be provided to underserved and historically disadvantaged communities who may not otherwise know about the grant. Outreach partners include the Washington State Arts Commission (ArtsWA) and our community of economic development organizations, including the statewide Small Business Resiliency Network. Commerce is translating materials into 15 languages and providing technical support by phone and email in Spanish, Chinese (Mandarin) and Russian, in addition to English.

FAQs and the application will be translated into Spanish, Vietnamese, Russian, Ukrainian, Tagalog, Somali, Korean, Arabic, Punjabi, Amharic, Khmer, Chinese (Mandarin), Lao and Marshallese.

To ensure equitable distribution, Commerce will prioritize businesses operating in a distressed area and consideration may be given to businesses owned by someone from a historically disadvantaged or underserved population.

LOGISTICS & PORTAL QUESTIONS

Who do I contact for help?
Please contact our technical support center for assistance in navigating the application portal. The support center will open August 17th and can be accessed by calling (888) 242-0169 or emailing commercegrants@submittable.com. *We encourage applicants to email for the quickest response.*

What hours will the Technical Support Center(s) be open?
The Technical Support Center(s) will provide support by phone and/or email to any applicants with questions related to the Convention Center Grant 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.

Can I view the application in any language besides English?
The application portal offers a feature so you can change the language for buttons, menus, static text, and dialog boxes throughout the site. However, applications must be submitted in English.

The application portal will be supported by the following languages: Arabic, Amharic, Bosnian, German, English, Spanish, Canadian French, French, Hindi, Hmong, Portuguese, Bahasa Indonesia, Japanese, Korean, Thai, Chinese - Mandarin, Traditional Chinese, Haitian Creole, Vietnamese, Filipino, Hawaiian, Punjabi, Tagalog, Ukrainian, and Russian.

Can questions be answered in any language for the application?
We ask that all answers be in English. Please consider using a translation tool (like Google Translate (https://translate.google.com/)) to help translate the response into English before submitting the final application.

Who is Submittable?
Submittable is a company that offers application services for programs such as this. Washington State Department of Commerce has partnered with Submittable to manage the application process and distribute awards.

If you do not currently have a Submittable account, you will be prompted to register prior to accessing the form. Submittable recommends using Google Chrome, Mozilla Firefox, or Apple Safari as browsers.

Submittable has prepared technical support guidance regarding the application platform here: https://www.submittable.com/help/workingwashingtongrant/

Do I need a Unique Entity Identifier (UEI) number (formerly DUNS number) to receive funds?
Yes. As of April 2022, recipients of grants using federal funds are required to have a UEI, which replaces the DUNS Number. If you don't have one yet, you should apply now. You may apply for grants without a UEI, but cannot receive funds until you have one.
Click here to apply for a UEI now (https://sam.gov/content/duns-uei).

How do I get a Unique Entity Identifier (UEI) number to receive grant funds?
- 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) and receive your UEI number

For detailed information please review: UEI Frequently Asked Questions | Emergency Grants (commercegrants.com)

What documents will I need to upload?
Valid government-issued photo identification (ID):
- A valid government-issued photo ID of the 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)

Financial Documentation:
- 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

Why is financial documentation required for the Convention Center grant program?
Commerce requires this documentation to validate the applicant's business income and is a requirement of the legislation.

Are electronic signatures accepted on the financial documents?
Yes.

Can I upload multiple files for each document upload?
Yes. Applicants can attach up to 15 files for each financial document, and up to 2 files for their valid government-issued photo ID and/or tribal-owned business verification, if applicable. All documentation must be provided in an electronic format for online upload, such as PDF/JPEG/DOC or other accepted format. We recommend preparing your file(s) in advance for easy upload during the application.

What options are available for submitting documents? Are photos acceptable (e.g. taken from a smartphone)?
Yes, although direct file uploads are preferred.

Why do I have to verify my identity?
Commerce uses Submittable's Fraud Prevention Tools to ensure grant funds go to legitimate businesses such as yours. These tools are widely used by service providers and financial institutions to verify a person's identity. The identify verification step is to be completed by the person filling out the application.

There are two options available to verify your identity. Choose one of the following methods:

- [Knowledge Based Authentication (KBA)](). After providing your information, you will see a 5-question quiz based on your personal history. Please note that for privacy purposes, your quiz responses will not be stored or shared with organizations.

- [Identity Verification (IDV) with a photo](). A third-party vendor, [Veriff](), compares an identification document to your real-time selfie by taking a photo with your device (e.g. smartphone or computer camera).

Does the business owner need to attest to the certifications and sign the application or can the business manager/accountant use their own name?
The business owner or representative who is authorized to enter into legally binding agreements for the applicant may attest and sign the application.

Can I invite people to help/collaborate with me on my application?
Yes. To invite collaborators to your application, click the **"Invite Collaborators"** link located at the top right of the application once you are logged into Submittable and in the grant application. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click **Invite**. Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft application using Submittable. For details and guidance about this feature, please review information [for submitters]() and [for collaborations]().

Can I apply on my smart phone or tablet?
Yes. The online application is mobile-friendly and available on multiple browsers. Commerce recommends using Google Chrome, Mozilla Firefox, or Apple Safari as browsers, whether on your smart phone, tablet or computer to apply for this grant.

Can I save my application and come back later to complete and submit?
Yes. The application portal will automatically save your work. There is also a "save" button at the bottom of the page. Please make sure to note your account login and password so you are

able to access your application later. Please note, you will not be able to edit or make corrections to your application after it is submitted. You will also not be able to create more than one application per business with the same account login. The grant application portal closes on September 9th at 5:00 PM PT.

Does the application time out due to inactivity?
Submittable times out after 24 hours of inactivity.

What if I have technical questions about the application portal?
Submittable has prepared technical support guidance regarding the application platform here: https://www.submittable.com/help/workingwashingtongrant/

Can I request an edit on my application?
Once your application has been submitted it cannot be edited. Submittable is not permitted to edit the content of your application. However, you can "withdraw" your application and resubmit a new application. Withdrawing your application allows you the ability to start from scratch and resubmit a new application. Withdrawing an application does not affect your eligibility to receive a grant, nor will it be a factor that will count against you.

Please note, should you chose to withdraw an application, you will need to submit a new application before the deadline of 5:00 PM PT Friday, September 9th, 2022 to be eligible.

All applications need to be submitted before this deadline regardless if you have withdrawn an application or not. Should you choose to withdraw your application after 5:00 PM PT Friday, September 9th, 2022, you choose to remove your application from consideration for the grant award.

QUESTIONS ABOUT THE GRANT AWARDS

Why will the grant amounts vary?
All grant amounts are subject to review and adjustment pending application volume and magnitude of reported losses. Grant awards will vary and take into consideration:

- Size of the business based on gross revenues
- Previous Working Washington grants received
- Grant awards will be capped at or up to 30% of highest grossing annual revenues depending on the size and makeup of the application pool

Once an application is approved for a grant, Commerce will confirm whether or not the business has received a previous Working Washington grant and then reduce the new grant amount by that total.

Is this grant taxable income?

Generally, yes, this would be considered taxable income. All awardees will receive a 1099 at the end of the tax year. However, qualifying grants are not subject to state business and occupation (B&O) tax, public utility tax, or retail sales tax (per *HB 1095 (https://app.leg.wa.gov/billsummary?BillNumber=1095&Year=2021&Initiative=false)* which exempts the receipt of "qualifying grant" funds from certain taxes).

Qualifying grants include the previous rounds of Working Washington grants and any grants that are received from the government, or another organization authorized to distribute government grants, and are meant to address the impacts of a national or state declaration of emergency. This includes national or state declarations occurring since February 29, 2020 (e.g., the declaration of emergency issued due to the COVID-19 pandemic).

The Department of Commerce is unable to provide tax advice. Please consult your accountant, lawyer, or other tax advisor with questions. You may also request a binding ruling from the Department of Revenue (https://dor.wa.gov/contact/binding-rulings-sellers-and-services-providers).

Does anything need to be repaid?

No. These grants do not need to be repaid. However, all taxes associated with the acceptance and/or uses of cash awarded are the sole responsibility of the individual grantee. Please contact your financial advisor or the Department of Revenue for questions related to your own situation.

What kind of reporting will be required as a recipient of these funds?

There will be no reporting requirement. However, each awardee will be required to self-attest and certify to the information provided in their application, provide their federal UEI (Unique Entity Identifier) and complete bank wire instructions to receive the funding if and when awarded.

There is no need to provide any proof of receipts to Commerce, however successful grantees will have to attest that they will use the funding in accordance with the requirements of the law. Please see "*What can I use this money for and when does it have to be spent by?*" to learn more about the parameters of this funding.

Will receiving a grant impact other federal assistance or unemployment insurance eligibility?

You will need to check with those assistance providers.

How long will it take for a successful applicant to receive the award and in what format?
Once all submissions are reviewed, awardees will be notified via email by our partner, Submittable, to take next steps in the granting process by early October. The email will come from notifications@email.submittable.com. We encourage you to add this email to your contact or VIP list in your email inbox.

Successful applicants will be asked to sign a grant agreement, provide their UEI (Unique Entity Identifier) number and provide their bank information. Once the grant agreement is signed, UEI is received and banking information is verified, grant awardees can expect to receive payment via direct deposit within a few business days.

How will funds be distributed?
Commerce's partner, Submittable, will be using a direct bank transfer of funds referred to as an Automated Clearing House (ACH). Knowing your correct business bank account and routing number for your bank branch is critical to successfully obtaining funds.

What can I use this money for and when does it have to be spent by?
Successful grantees must use the funding for costs incurred between March 3, 2021 and June 30, 2023. Awardees are able to expend grant funding for any eligible expenses due to the impact of COVID-19 as long as 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.

Any expenses outside of the March 3, 2021 – June 30, 2023 timeframe should not be considered reimbursable. Commerce is not requesting receipts as a part of the grant award. However, the business must show proof of expenditures in the event of an audit.

Can the funds be used for future expenses (next year) or just current expenses?
The funds must be spent on expenses incurred between March 3, 2021 and June 30, 2023, as required by state law.

What expenses are classified as ineligible expenses?

Ineligible expenses include:

- 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 of grant or loan program
- Personal expenses not associated with the business

Will you provide the application questions in any languages besides English?

Yes, but the applicant is required to apply online only on https://commercegrants.com/. The application questions will be translated ahead of the application portal opening on the application landing page. The languages included are: Spanish, Vietnamese, Russian, Ukrainian, Tagalog, Somali, Korean, Arabic, Punjabi, Amharic, Khmer, Chinese (Mandarin), Lao and Marshallese.

Please visit https://www.commerce.wa.gov/serving-communities/technical-assistance-from-trusted-community-messengers/ learn more about other language support assistance that Commerce offers in conjunction with its statewide partners.

Will there be more grant opportunities?

There may be additional small business funding provided through federal or state government action. If additional grant funding becomes available through the Department of Commerce, the information will be updated on the Department's website. Please visit www.commercegrants.com and/or https://www.arts.wa.gov/grants/

ELIGIBILITY QUESTIONS

Are applicants required to get a Unique Entity Identifier (UEI) number (formerly DUNS number) to be eligible?

As of April 2022, recipients of grants using federal funds are required to have a UEI, which 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 an UEI.

Click here to apply now (https://sam.gov/content/duns-uei).

My business made under $10,000 in revenue. Do I qualify?

No. Businesses that grossed under $10,000 in revenue in 2019 do not qualify for grant program. You may find other resources at Washington State Business Grants & Loans, Emergency Grants | Washington State Department of Commerce (commercegrants.com), or Grants - ArtsWA (https://www.arts.wa.gov/grants/).

What is annual gross revenue?

Annual gross revenue is your business' *total* income before you subtract taxes and other expenses. For non-profits, this includes all contributed and earned income.

Is the $10,000 minimum revenue requirement based on all income?

Yes. For the purposes of this program, revenues are all income generated before removing taxes and expenses. For non-profits, this includes both earned and contributed income. Contributed income, including in-kind income, can be included in your income as long as it is reflected in the financial documentation you submit with your application.

Why is the maximum revenue threshold set at $100 million in 2019?

The legislature set this amount in ESSB 5693 (https://lawfilesext.leg.wa.gov/biennium/2021-22/Pdf/Bills/Senate%20Bills/5693-S.E.pdf?q=20220517094001), stating that eligible businesses and nonprofits are "those that have not reported annual gross receipts of more than $100,000,000 in calendar year 2019"

I don't have a UBI number. Do I still qualify?

No. Businesses or nonprofits that do not have a UBI number are not eligible for this grant program, unless exempt. Every eligible small business or nonprofit should have an active UBI number. If you are an exempt tribal-member owned business, you may provide alternative business validation such as your business registration or license from a federally recognized tribe in Washington State (https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes) instead of a UBI number.

I am a sole proprietor and don't have EIN. Am I still eligible for this grant?

Yes. Please select the option on the application form noting that you do not have an EIN. You are not required to provide your social security number on the application. You are still required to have an active UBI unless you are an exempt tribal member-owned business that is licensed or registered with a federally recognized tribal nation in Washington state.

Do I still qualify for this grant if I received a PPP and/or EIDL loan from the federal government?

Yes, it will not change your eligibility or affect the review of your application.

I received forgivable loans and/or grants. Do I count these as revenue for this program?

Generally, yes, you should count all revenue to the business as business revenue. If this revenue was sufficient enough that you did not experience financial hardship, then your business should not apply to this program.

Depending on the structure of your business you may need to include any unemployment benefits you received. For example if a business operates as a sole proprietorship that is legally indistinguishable from the owner then unemployment benefits would need to be counted.

I started my business after 2019. Does my business qualify for this grant?
No. Based on the legislation, to be eligible for a grant from this program a business must provide financial records from 2019 that provide a basis for revenue received from convention activity in Washington state prior to the COVID-19 pandemic.

I own multiple businesses. Can I apply for each business?
No. Applicants/owners must apply for one business only. Those with multiple businesses should apply on behalf of their largest or most impacted business.

My business or non-profit's fiscal year doesn't align with the calendar year. Can I report my financial information for the fiscal year that my organization uses?
No. You'll need to report annual gross revenues for the calendar year (January through December) for 2019, 2020, and 2021. All applicants must report calendar year gross revenue, even if their fiscal year doesn't align with the calendar year.

My business is fiscally sponsored by a non-profit 501c3. Am I eligible to apply?
Organizations may not apply through a fiscal sponsor, however, if your organization has its own active UBI and/or EIN, can provide the required financial documentation, and you meet eligibility criteria, you are encouraged to apply independently of your fiscal sponsor.

My non-profit fiscally sponsors other programs. May I apply as a fiscal sponsor on their behalf?
Businesses and non-profits must only submit one application. If you are a fiscal sponsor you may *only* submit one application and cannot submit applications on behalf of multiple businesses/non-profits.

Do I need to use my designated NAICS code assigned to me when selecting which sector/industry my business falls under?
Yes, if you have been assigned a code you must use it. If you don't know your NAICS code, you can look up your code here https://www.naics.com/search/

Does it matter how many employees I have to be eligible for this grant?
No. There are no employee number minimums or maximums for this grant program. The business only needs to be recognized as a small business or nonprofit based on the eligibility criteria.

Do religious organizations qualify?
No. Religious organizations do not qualify for this grant program.

Are marijuana-based businesses eligible?
No. Marijuana-licensed businesses in the state of Washington are not eligible for these federally funded grants. However, CBD retailers do qualify, as they are not the same as marijuana/cannabis.

Do ports, public utility districts or public development authorities qualify?
No. Government entities do not qualify for this grant program.

If a volunteer-run organization applies, who has the signing authority on the application (e.g. President of the Club, Treasurer etc.)?
The signee should be an officer or other agent authorized to enter into legally binding agreements for the applicant.

Why do I need to submit my tax documents?
We ask for a copy of your financial documents to verify your business or non-profit identity and income.

The majority of my revenue does not come from convention activities. Are we eligible?
Your business must make more than 25% of annual revenue from convention activities. If your business meets the eligibility criteria, you are encouraged to apply

Do I have to provide a social security number to apply?
Commerce does not require a social security number to apply for this grant, but financial documentation is required to submit with your application to verify revenues. You are encouraged to black out your social security number if it is on any of your financial forms before you upload these documents.

Do Individual Taxpayer Identification Number-operated businesses qualify?
Non-U.S. citizens who are small business owners and do not have a Social Security number may apply using their Individual Taxpayer Identification Number (ITIN). Therefore, small business owners with tax IDs of nine digits and beginning with "9" are eligible for this grant program.

Can my government-issued ID be expired?
No, it must be valid and in current standing.

How do I report revenue and revenue loss for sole proprietors (who don't have a Profit and Loss statement)?
You can review your Schedule C of your 1040 tax return, as well as look at your business bank account information and other documents used to complete your most recent tax return or financial records.

What types of professional services are ineligible for the Convention Center Grant program?
For this grant round, professional services that specialize in performing professional or scientific services for others do not qualify. This includes but is not limited to legal advice and representation, accounting and payroll services, architectural or engineering services, computer services, consulting or research services.

What are the requirements to apply in order to be eligible for this grant program?*
- 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
- Minimum 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.

* As of April 2022, recipients of grants using federal funds are required to have a UEI, which replaces the DUNS Number. If you don't have one yet, you may want to apply now. You may

apply for grants without one, but cannot receive funds until you have an UEI. Click here to apply now (https://sam.gov/content/duns-uei).

What does the legislation mean when it says, "To be eligible for a grant under this subsection, the business must….Self–attest that the expense is not funded by any other government or private entity."

The applicant must self-attest that they are not going to use this funding to pay for any other costs already covered by a different government or privately funded grant or loan. This is also known as "double-dipping", which is prohibited by the federal government.

What information/documents are required for this application?
Applicants will need:
- 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) and receive your UEI number
- Valid Government-issued photo ID of business owner or authorized non-profit representative
  - *Individual filling out the application will need to verify identity
- 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

Who is ineligible?
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
- Child care 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