Working Washington Grants: Round 5 (WWR5) Program Application

**Please read our Frequently Asked Questions (FAQs) before starting your application: https://www.submittable.com/help/workingwashingtongrant/

GENERAL INSTRUCTIONS

The program's focus is to offer targeted relief in the form of one-time grants to small for-profit and non-profit businesses that have experienced financial hardship due to COVID-19 and related public health measures.

In this round of Working Washington grants, available funds are set aside for specific targeted groups or sectors:

- 60% is identified for the arts, heritage, and science sectors, including those that operate live entertainment venues
- 40% is identified for most other sectors, including hospitality, fitness and personal services

General Timeline:

- August 17, 2022 – September 9, 2022: Application portal will open. Application period will remain open for 24 days
- Mid - Late September: Review of applications
- Early October: Notify grantees and disburse funding

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 online application. Submittable recommends using Google Chrome, Mozilla Firefox, or Apple Safari as browsers.

The Grant Application may be completed and submitted online at any time during the application period. The portal will open the morning of Wednesday, August 17, and close Friday, September 9, at 5:00 PM PT.

Please take your time when completing the application. Drafts of the application are automatically saved and the application does not need to be completed in one sitting.

Successful awardees will be notified via email from commercegrants@email.submittable.com by early October.

To access the online portal application please visit www.commercegrants.com

Working Washington Grants: Round 5 (WWR5) Eligibility

ELIGIBILITY QUESTIONS

1. Do you own and operate a for-profit business or operate a non-profit business physically located in Washington State? *

○ Yes

○ No

2. Did your business report annual gross revenues of more than $5,000,000 in calendar year 2019?*

○ Yes

○ No

3. Did your business report annual gross revenues of at least $10,000 in 2019 or 2020? *

○ Yes

○ No

4. Was your business in operation prior to January 1, 2021? *

○ Yes

○ No

5. Does your business generate at least 51% of its revenue from Washington state?*

○ Yes

○ No

6. Did you experience a reduction in business income or activity related to COVID-19 or state or local actions in response to the pandemic? *

○ Yes

○ No

7. Do you intend to permanently close your business in 2022?*

○ Yes

○ No

8. Are you seeking a grant as a driver of a shared-ride company (like Uber/Lyft), third-party delivery driver (like Amazon or DoorDash) or host/operator of a vacation or short-term rental unit (like Airbnb or VRBO)?*

○ Yes

○ No

Working Washington Grants: Round 5 (WWR5) Program Application

BUSINESS INFORMATION

1. Business Legal Name*

Enter your business legal name as shown on your Washington State business license or registration.

2. Business DBA, if applicable ("Doing Business As")

Enter your "Doing Business As" tradename if different from your business legal name.

3. Are you registered with the federal government as a non-profit business?*

○ Yes

○ No

4. Does your business have a Unified Business Identifier (UBI) Number? *

○ Yes

○ No

A UBI number is a nine-digit number that registers you with several state agencies and allows you to do business in Washington State. A state issued UBI number is sometimes called a tax registration number, a business registration number, or a business license number.

You are required to enter a UBI number unless you are a tribal-member owned business operating on a reservation and licensed or registered with a federally recognized tribe in Washington State.

Refer to our FAQs for more information.

IF YES

4a. Washington State Business UBI Number (9 digits)*

Limit: 9 characters
Please enter numeric digits only. Do not enter dashes.
UBI Example: 123456789

IF NO

4b. Is your business a tribal-member owned business operating on a reservation with a license issued by a federally recognized tribe in Washington State?*

○ Yes

○ No

IF NO

⊖ STOP

Based on how you answered the above questions, you are required to enter a UBI number. If you do not know your UBI number, please refer to our FAQs for more information.

Submitting an application without a UBI number will make you ineligible for this grant award.

5. Does your business have a Unique Entity Identifier (UEI) Number?*

○ Yes

○ No

*In order to receive grant funds your business must have an UEI number. You may apply for grants without one, but cannot receive funds until you have an UEI. By selecting "no", you confirm that you will be applying for a UEI immediately. It may take several weeks to receive a number. Click here to register for your UEI now (https://sam.gov/)

Refer to our FAQs for more information.

IF YES

5a. UEI Number (12 characters)*

Limit: 12 characters
Please enter 12 characters without dashes.
UEI Example: 1A3Z567E9123

6. Do you have a Federal Employer Identification Number (EIN)?*

○ Yes

○ No

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (TIN), and is used to identify a business entity. Generally, businesses need an EIN. Like a Social Security number, the EIN number is nine digits long and assigned by the federal government. The IRS uses the number to identify taxpayers who are required to file various business tax returns. The typical format is XX-XXXXXXX.

*Select "No" if you do not have an EIN because you are a sole proprietor and are not required. Do not provide your security number in this application as an alternative.

Refer to our FAQs for more information.

IF YES

6a. EIN Number (9 digits)*

[ ]

Limit: 9 characters
Please enter 9 digits only. Do not enter dashes.
EIN Example: 123456789

7. Business Street Address*

[ ]

Please use the business address as shown on [Washington State Department of Revenue](https://secure.dor.wa.gov/gteunauth/_/) (https://secure.dor.wa.gov/gteunauth/_/).
Suite or unit number (optional)

[ ]

City*

[ ]

State*
Select...

[ ]

Zip*

[ ]

County*
Select...

[ ]

8. Do you operate out of an address that is different from your business address as shown on Washington State Department of Revenue?*

○ Yes

○ No

IF YES
8a. Physical Location of Business Street Address*

[ ]

Physical Business Suite or unit number (optional)

[ ]

Physical Business City*

[ ]

Physical Business State*
Select...

[ ]

Physical Business Zip*

[ ]

5

Physical Business County*
Select...

9. NAICS Code Category*
Select...

> [ ]

*For businesses that offer multiple services, such as a yoga studio and café, then select the sector that pertains to the largest source of revenue

Need help? Review our [FAQs](#) and the following support guidance for how to determine your NAICS code.

- What is a NAICS Code: https://www.naics.com/what-is-a-naics-code-why-do-i-need-one/
- Find your 6-digit NAICS Code here: https://www.naics.com/search

9a. Please provide your business' 6-digit NAICS code/industry that best describes your business*
Select...

10. What year did you start your business? *
Select...

> [ ]

The year you started your business should be reflected in what the [Washington State Department of Revenue](https://secure.dor.wa.gov/gteunauth/_/) (https://secure.dor.wa.gov/gteunauth/_/) has on record.

11. Please describe your business and its products/services or activities: *
Limit: 500 words

12. Please describe the financial hardship your business has experienced due to the COVID-19 pandemic:*
Limit: 500 words

BUSINESS BACKGROUND

1. What was your business' annual gross revenue for 2019?*
$
USD
*Please enter numeric digits only. Round to the nearest whole number and do not include commas or decimal points. Example: $85,450.15 would be entered 85450

Gross business revenue is the amount of your business income before you subtract taxes and other expenses.

2. What was your business' annual gross revenue for 2020?*
$
USD
*Please enter numeric digits only. Round to the nearest whole number and do not include commas or decimal points. Example: $85,450.15 would be entered 85450

Gross business revenue is the amount of your business income before you subtract taxes and other expenses.

3. What was your business' annual gross revenue for 2021?*
$
USD
*Please enter numeric digits only. Round to the nearest whole number and do not include commas or decimal points. Example: $85,450.15 would be entered 85450

Gross business revenue is the amount of your business income before you subtract taxes and other expenses.

4. My business is at least 51% owned and operated by (For non-profit businesses please select the communities you provide support or services for as identified in your mission statement). Please select all that apply:*

☐ Woman/Women

☐ American Veteran

☐ African American/Black

☐ Hispanic/Latinx

☐ Asian

☐ Pacific Islander

☐ Native Hawaiian

☐ Alaska Native

☐ Native American

☐ LGBTQ+

☐ I decline to answer

☐ None of the above

This means: Owns at least 51% of the business, shows contribution of capital and expertise and controls the managerial and day-to-day operations.

BUSINESS SUPPORT

1. Indicate whether funding will be used to maintain operations or assist in the reopening of your business if it was forced to temporarily totally close due to the Governor's Proclamation 20-25 ("Stay Safe-Stay Healthy" requirements)?*

○ Maintain Operations

○ Assist in the Reopening

Select "Assist in the Reopening" if you ceased all business activity or did not earn business income for at least one week between March 25, 2020 and March 28, 2021 as a result of Proclamation 20-25 or any COVID-19-related order issued by the Governor.

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

○ Yes

○ No

Commerce will not share your financial information or share your contact information with any commercial organizations.

IDENTITY VERIFICATION

○ Take a photo of my ID card and take a selfie (current device with a working camera is required)

○ Answer questions about myself

This step in the application helps ensure grant funds go to legitimate businesses such as yours. The identity verification step is to be completed by the person filling out this application. How will you verify your identity?

Please note that this will be verification on behalf of yourself, and should not be taken on behalf of anyone else.

IF TAKING A PHOTO

You have chosen to take a picture of your ID card and a selfie. Click "Proceed" to continue. Acceptable forms of ID include: Government issued ID card, Passport, Tribal ID, Residence Permit, or Driver's license

Photo Identity Verification*
To confirm your identity, you'll need to provide a photo of your ID as well as take a selfie in real time. A smartphone or webcam is required. Learn More (https://submittable.help/en/articles/6167384-what-is-identity-verification-idv)

Acceptable forms of ID include: Government issued ID card, Passport, Residence Permit, or a Driver's license.

Proceed

IF ANSWERING QUESTIONS

You have decided to answer some questions about yourself. Please click the PROCEED button below to enter your identity details, then click INITIATE QUIZ

Question-Based Identity Verification*

Knowledge Based Authentication, or KBA, is a tool widely used by service providers and financial institutions to verify identities. After providing your information, you'll receive a 5 question personalized quiz based on your history. Please note, for privacy purposes, your quiz responses will not be stored or shared. Learn More https://submittable.help/en/articles/6008090-what-is-knowledge-based-authentication-kba)

By clicking Proceed you are agreeing to our third party vendor Authenticate.com's Terms of Use https://authenticate.com/terms-of-use).

Proceed

PHOTO ID UPLOAD

Please upload business owner's or authorized non-profit representative's valid Government-issued photo ID (Please submit a photo copy of the front and back of the ID)*

Choose File

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Please upload business owner's or authorized non-profit representative's valid Government-issued photo ID. Please submit a photo copy of the front and back of the ID.

Examples include (submit one): 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.

UBI EXEMPTION VERIFICATION, IF APPLICABLE

Upload license or registration from federally recognized tribe in Washington State*

Choose File

9

Select up to 2 files to attach. No files have been attached yet. You may add 2 more files.

Acceptable file types: .doc, .docx, .pdf, .jpg, .jpeg, .png

Please upload your registration, or license, (or, may include official letters or Tribal ID) information from a federally recognized tribe.

FINANCIAL DOCUMENTS

Please upload financial documentation for 2019, 2020 and 2021 gross annual business revenues (Businesses opened in 2020 will need to provide documentation for 2020 and 2021)

Please upload one financial document for each year. Financial documents may include one 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 for independent contractors
- IRS form 990, 990EZ, or 990N for non-profits
- For fiscally sponsored non-profits only: Profit and Loss Statement

If you have questions or experience difficulty uploading documents, please reach out via email to commercegrants@submittable.com **or by phone at** (888) 242-0169 **for assistance.**

What financial documents will you be providing for 2019? Select all that apply.*

☐ 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: 2019 Profit and Loss Statement

☐ Not Applicable - my business opened in 2020

What financial documents will you be providing for 2020? Select all that apply.*

☐ 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-NEC for independent contractors

☐ IRS form 990, 990EZ, or 990N for non-profits

☐ For fiscally sponsored non-profits only: 2020 Profit and Loss Statement

What financial documents will you be providing for 2021? Select all that apply.*

☐ 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-NEC for independent contractors

☐ IRS form 990, 990EZ, or 990N for non-profits

☐ For fiscally sponsored non-profits only: Profit and Loss Statement

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CERTIFICATIONS

Certification 1

I certify that I am authorized to submit this proposal on behalf of the business.

☐ Select the checkbox to confirm Certification 1*

Certification 2

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 Certification 2*

Certification 3

I certify the information provided is accurate and duly reflects the applicant's business activities. I attest that, if awarded the Working Washington Round 5 funding, the award will be used to cover expenses incurred between March 3, 2021, through June 30, 2023, due to financial hardship caused by the COVID-19 pandemic and that this funding will be used for expenses not covered by other COVID-19 related public or private funding sources. I acknowledge my business may be asked to provide receipts or additional documentation for up to 6 years 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 3*

Certification 4

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 4*

Certification 5

I certify that my business is not actively pursuing a bankruptcy declaration or actively engaged in current/pending lawsuits.

☐ Select the checkbox to confirm your Certification 5*

Certification 6

I certify that my business is not in any one of the following categories:

- Licensed marijuana/cannabis operation
- 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 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)
- Businesses primarily engaged in political or lobbying activities

- Businesses that restrict patronage for any reason other than capacity or age restrictions due to regulations
- Businesses disbarred by the federal government

☐ Select the checkbox to confirm your Certification 6*

Certification 7

I certify that neither my business nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

☐ Select the checkbox to confirm your Certification 7*

Certification 8

I certify that if I have not provided my UEI number in the application my business is in the process of applying for one. I acknowledge my business must provide a valid UEI number to receive grant funds and not providing a valid UEI number will make me ineligible to receive a grant if awarded.

☐ Select the checkbox to confirm your Certification 8*

Signature

Please Note: By entering data into the next field (Name, Title, and Contact Phone Number) you are:

1. Representing that you are an officer or other agent duly authorized to enter into legally binding agreements for the applicant.

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:

Name*

Title*

Contact Phone Number*

In the event we are unable to reach you, who may we contact about your application?

Name

Contact Phone Number

☐ By checking this box I authorize the Washington Department of Commerce to discuss this application with the individual listed above.

Washington Department of Commerce will not accept any applications after 5:00 PM PT September 9th. Correcting mistakes or making edits after your application has been submitted is not allowed. Please review our [FAQs](#) for how to withdraw an application if needed. For additional grant resources and opportunities, please visit: https://www.commercegrants.com

To complete and submit your application click 'Apply Now'. Your email service provider will sometimes try to predict incoming spam mail on your behalf and filter it into your spam folder before you ever see it. If you're not receiving expected emails from notifications@email.submittable.com, you will want to safelist the address to help ensure that these emails reach you.

Safelisting an email address means explicitly telling your email service provider that emails from notifications@email.submittable.com are not spam or junk mail. [How can I safelist notifications from Submittable?](#)

Save Draft /Apply Now