



Working Washington Grants: Border Business Relief (WWBRR) Program Application

****Please read our Frequently Asked Questions (FAQ's) before starting your application:** <https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/>

GENERAL INSTRUCTIONS

The program's focus is to offer targeted relief in the form of grants to small businesses that continue to be adversely impacted by the extended US-Canadian border closures as a result of the Covid-19 pandemic. Grants to eligible businesses will be up to \$50,000. Grant amounts will vary and will take into account previous Working Washington awards received from Commerce or affiliated partners.

These targeted grants are aimed at providing support to customer-facing businesses that generate significant revenue from Canadian visitors or businesses that require access to the US-Canadian border crossings. These grants intend to help mitigate the added hardship experienced by businesses due to the continued U.S.-Canadian border restrictions.

General Timeline:

- October 4th – 18th: Application portal will open. Application period will remain open for 15 days
- Mid-Late October: Review of applications
- Mid-November: 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. The portal will be open October 4 and will close October 18 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@submittable.com by mid-November.

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

Working Washington Grants: Border Business Relief (WWBRR) Program Application

BUSINESS INFORMATION

1. Business Legal Name*

Enter your business legal name as shown on your Washington state business license.

2. Business DBA, if applicable (“Doing Business As”)

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

3. Are you a registered 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 \(https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/\)](https://commercegrants.com/working-washington-grants-border-business-relief/bbr-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?*

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 \(https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/\)](https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/) for more information.

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

5. 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 \(https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/\)](https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/) for more information.

IF YES**5a. Federal Employer Identification Number (EIN)***

Limit: 9 characters

Please enter numeric digits only. Do not enter dashes.

EIN Example: 123456789

6. Business AddressPlease use the business address [as shown on WA Department of Revenue](https://secure.dor.wa.gov/gteunauth/_/)[\(https://secure.dor.wa.gov/gteunauth/_/\)](https://secure.dor.wa.gov/gteunauth/_/).**Street Address***

Suite or unit number (optional)

City***State***

Select...

Zip***County***

Select...

7. Do you operate out of an address that is different from your business address as shown on your WA Department of Revenue business license?*

Yes

No

7a. Physical Location of Business Address**Physical Business Street Address***

Physical Business Suite or unit number (optional)

Physical Business City*

Physical Business State*

Select...

Physical Business Zip*

Physical Business County*

Select...

8. 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 \(https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/\)](https://commercegrants.com/working-washington-grants-border-business-relief/bbr-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>

9. What year did you start your business? *

Select...

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

10. Please describe your business and its products/services or activities: *

Limit: 200 words

11. Please describe the impact that the closure of the Canadian border has had on your business due to the COVID-19 pandemic:*

Limit: 200 words

BUSINESS BACKGROUND

1. What was your business' gross revenue for calendar year 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 your business earns from selling goods or services before you subtract taxes and other expenses. This should be found on your 2019 tax return or Schedule C Line for Sole proprietors: <https://www.irs.gov/instructions/i1040sc>

2. What was your business' gross revenue for calendar year 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 your business earns from selling goods or services before you subtract taxes and other expenses. This should be found on your 2020 tax return or Schedule C Line for Sole proprietors: <https://www.irs.gov/instructions/i1040sc>

3. Have you incurred additional costs as a result of the COVID-19 pandemic? For example, you purchased plastic barriers or partitions, PPE for staff, heating lamps, tents or modifications to meet recent safety and public health requirements. Please select the estimated amount.*

Select...

\$1-\$1,000

\$1,001-\$3,500

\$3,501-\$5,000

\$5,001-\$7,500

\$7,501-\$10,000

\$10,001-\$12,500

\$12,501-\$15,000



\$15,001-\$17,500



\$17,501-\$20,000



\$20,001-\$22,500



\$1,000-\$5,000



\$22,501-\$25,000



Over \$25,001

4. My business is at least 51% owned and operated by: *



Woman/Women



American Veteran



African American/Black



Hispanic/Latinx



Asian American



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 IMPACT

1. Have you reduced your staffing since March 1, 2020 due to COVID-19? (Do not include yourself)*

Yes

No

I have no employees

2. Was your business required to close by government mandate according to Proclamation 20-25, anytime between March 25, 2020 and June 30, 2021?*

Yes

No

I don't know

Please refer to [Proclamation 20-25](https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Coronavirus%20Stay%20Safe-Stay%20Healthy%20%28tmp%29%20%28002%29.pdf) (<https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Coronavirus%20Stay%20Safe-Stay%20Healthy%20%28tmp%29%20%28002%29.pdf>) for additional details.

3. Is your business still temporarily closed or operating at reduced capacity?*

Yes

No

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](https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Coronavirus%20Stay%20Safe-Stay%20Healthy%20%28tmp%29%20%28002%29.pdf) (<https://www.governor.wa.gov/sites/default/files/proclamations/20-25%20Coronavirus%20Stay%20Safe-Stay%20Healthy%20%28tmp%29%20%28002%29.pdf>) or any COVID-19-related order issued by the Governor.

2. If awarded a grant, what amount of funding does your business need? (Grant awards must be spent by Dec. 31, 2021)*

Select...



\$1,000-\$2,500



\$2,501-\$5,000



\$5,001-\$10,000



\$10,001-\$20,000



\$20,001-\$30,000



\$30,001-\$40,000



\$40,001+

** Selecting an amount does not guarantee that you will receive that amount of funding if awarded.

3. What recovery funding, loans and/or grants have you been awarded and what were the amounts: (Select all that apply)*



I have not received any grants or loans



Paycheck Protection Program (PPP)



Economic Injury Disaster Loans



Other recovery funding

Answering this question does not make you ineligible.

IF PPP

3i. Paycheck Protection Program (PPP): Amount Awarded*

*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

IF ECONOMIC INJURY DISASTER LOAN

3ii. Economic Injury Disaster Loans: Amount Awarded*

*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

IF OTHER RECOVERY FUNDING*

3iii. Other Recovery Funding: Amount Awarded

*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

4. 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 information with any commercial organizations.

UPLOADS

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

Upload a copy of the business owner's valid photo identification (ID). **This ID must match the business owner who signs this application.** 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, or other valid, state issued or federal issued photo ID.

IF NO to Q4b

Tribal-member owned business*

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

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 Grants: Border Business Relief Program funding, the award will be used to cover expenses incurred between March 1, 2020, through December 31, 2021, 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*

Signature



Please Note: By entering data into the next field (Name, Title, Contact Phone and Date) 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*

****Washington Department of Commerce will not accept any applications after 5:00 PM PT on October 18. Correcting mistakes or making edits after your application has been submitted is not allowed. Please review our [FAQs \(https://commercegrants.com/working-washington-grants-border-business-relief/bbr-faqs/\)](https://commercegrants.com/working-washington-grants-border-business-relief/bbr-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'