

REDMOND

SMALL BUSINESS RESILIENCY

GRANT PROGRAM

Online Application: www.OneRedmond.org/grants

Pre-Application Eligibility Questions

The small business applicant shall mark/verify/certify the following criteria as an eligibility pre-screening mechanism prior to being provided access to the grant application.

- A. Applicant is an active/current small business in the City of Redmond with the zip code 98052 and does not intend to close by the end of 2023.
- Yes No
- B. Business was established/founded prior to March 3, 2021 and has had an active status during the ARPA impact period, and plans to be open through December 31, 2024.
- Yes No
- C. Business maintains an active Washington State and City of Redmond business license, including a nine-digit Unique Business Identifier (UBI) number, and is not in violation of any codes or regulations.
- Yes No
- D. Business has one (1) to ten (10) full-time employees (FTE) or equivalent (For example, 2 part time employees working a total of 40 hours a week would count as 1 full time employee. Sole Proprietors or single-owner LLCs are considered 1 employee.)
- Yes No
- E. Business made at least \$12,000 in gross revenues from the sale of goods and services in 2019, 2020, or 2021.
- Yes No
- F. Made less than \$4 million in annual gross revenues from the sale of goods and services in 2019, or in 2020 for a business that opened in 2020 or 2021.
- Yes No

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G. Business generates at least 51% of its revenue in Washington state (i.e., be an "in state" business)

- Yes No

H. Business is a for-profit, independently owned and operated (not part of a chain.)
(Franchise owners are eligible to apply.)

- Yes No

I. Business has been negatively impacted by the pandemic due to decreased revenue or gross receipts, increased costs, financial hardship, challenges covering payroll, rent or mortgage.

- Yes No

J. Business is not seeking a grant as a contractor 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

If you did not check yes to all of the boxes on page 1 and 2, you are not eligible to apply for this grant.

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Grant Application: Business Questions

1. **Business Legal Name** _____
(Enter your business legal name as shown on your Washington State business license or registration. Sole Proprietors will enter their own name here.)
2. **Business DBA, if applicable (“Doing Business As”)** _____
(Enter your “Doing Business As” tradename if different from your business legal name)
3. **Organization Type**
 - Individual/sole proprietor or single-member LLC
 - C Corporation
 - S Corporation
 - Partnership
 - Limited liability company
4. **Owner First Name** _____
5. **Owner Last Name** _____
6. **Business Address** _____
7. **Business City** _____
8. **Business State** _____
9. **Business Zip** _____
10. **Primary Applicant First Name** _____
(Who is applying for this business?)
11. **Primary Applicant Last Name** _____
(Who is applying for this business?)
12. **Primary Applicant Phone Number** _____

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13. Primary Applicant Email Address _____

14. Business Founding/Start Date _____

15. Number of full time employees? _____

(For example, 2 part time employees working a total of 40 hours a week would count as 1 full time employee. If you are a Sole Proprietor or single-member LLC, please enter 1.)

16. Washington State Unified Business Identifier (UBI) Number _____

(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. If you don't know your UBI number, please look it up here: <https://secure.dor.wa.gov/gteunauth/#3>)

Limit: 9 characters

Please enter numeric digits only. Do not enter dashes.

UBI Example: 123456789

17. Does your business have a Federal Employer Identification Number (EIN)

- Yes
- No

(Select "No" if you do not have an EIN because you are a sole proprietor and are not required.)

18. Federal Employer Identification Number (EIN) _____

(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. Sole Proprietors should use their social security number in this section.)

The typical format is XX-XXXXXXX.

Limit: 9 characters

Please enter 9 digits only.

Do not enter dashes. EIN Example: 123456789

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19. Does Your Company Have a Unique Entity Identifier (UEI) Number?

- Yes
- No

(You may apply for this grant without an UEI number. However, to receive grant funds, your business must have a UEI number at the time of the award. By selecting “no”, you confirm that you will be applying for a UEI immediately and will have it ready to submit if you awarded a grant. It may take several weeks to receive a number. Click here to register for your UEI now (<https://sam.gov/>)

20. Unique Entity Identifier (UEI) Number _____

Limit: 12 characters

Please enter 12 characters without dashes

UEI Example: 1A3Z567E9123

21. What industry does your business fall under?

- | | |
|--|--|
| <input type="checkbox"/> Restaurants | <input type="checkbox"/> Arts, Entertainment, Recreation |
| <input type="checkbox"/> Health Services | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Personal Services | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Finance and insurance |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Real estate, and rental and leasing |
| <input type="checkbox"/> Professional Services | <input type="checkbox"/> Other |
| <input type="checkbox"/> Education | |

22. Has this business previously applied for and received pandemic funding assistance?

(The answer to this question does not disqualify the application. Applicants who have selected "no" will receive two entries into the lottery. Applicants who selected "yes" will receive one entry into the lottery.)

- Yes
- No

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

(Limit: 500 words – you can attach an additional sheet if needed)

24. Please describe the financial hardship your business has experienced due to the COVID- 19 pandemic:

(Limit: 500 words – you can attach an additional sheet if needed)

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25. The applicant business is at least 51% owned and operated* by the following. Please select all that apply:

- | | |
|---|--|
| <input type="checkbox"/> Woman/Women | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> American Veteran | <input type="checkbox"/> Alaska Native |
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> LGBTQ+ |
| <input type="checkbox"/> Asian | <input type="checkbox"/> I decline to answer |
| <input type="checkbox"/> Pacific Islander | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Immigrant | |

(No official certification is needed. The boxes can be checked if the owner owns at least 51% of the business and can show contribution of capital and expertise and controls the managerial and day-to-day operations.)

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Acknowledgements

OneRedmond is administering this grant program on behalf of the City of Redmond and will adhere to requirements contained in its agreement with the City of Redmond. OneRedmond is not liable to applicants or grantees for any errors incorporated into the City of Redmond's requirements. OneRedmond does not control grant selection, which will be a lottery process and is handled by qualified external partner. OneRedmond does not discriminate based on race, color, national origin, religion, age, gender, sexual orientation, disability, or veteran status in administering the grant program.

Acknowledgement 1

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

Select the checkbox to confirm Acknowledgement 1

I agree

Acknowledgement 2

I confirm 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 Acknowledgement 2

I agree

Acknowledgement 3

I confirm the information provided is accurate and duly reflects the applicant's business activities. I attest that, if awarded the Redmond Small Business Grant funding, the award will be used to cover expenses incurred between March 3, 2021, through December 31, 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

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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 the City of Redmond the full amount of the grant award.

Select the checkbox to confirm Acknowledgement 3

I agree

Acknowledgement 4

I confirm that my business is active and does not have any compliance or regulatory issues with state or federal agencies, as of March 3, 2021.

Select the checkbox to confirm Acknowledgement 4

I agree

Acknowledgement 5

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

Select the checkbox to confirm Acknowledgement 5

I agree

Acknowledgement 6

I confirm 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

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- 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 Acknowledgement 6*

I agree

Acknowledgement 7

I confirm 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 Acknowledgement 7*

I agree

Acknowledgement 8

I confirm 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 Acknowledgement 8*

I agree

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Signature

Please Note: By entering data into the next fields (Name, Title, Phone Number, Email) you are:

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

Phone Number _____

Email _____

Preferred Language _____

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

Name _____

Contact Phone Number _____

Contact Email _____

By checking this box, I authorize OneRedmond to discuss this application with the individual listed above.

**Applications will not be accepted electronically after 11:59 PM PST on 11/13/23.