

Restore RI: Application Process & Instructions

Applications will be available on Monday, August 3, 2020. Completed applications will be approved on a first-come, first-served manner.

The following information may be used to help applicants understand the process and to enable them to begin preparing application materials.

Step One: Get Ready to Apply

- **Grant Eligibility & Award Estimator.** Before beginning the online application form, please use the Grant Eligibility & Award Estimator (an excel spreadsheet; [download link](#)) in advance of beginning the grant application. This is a required component of the grant application and will help you determine if you are eligible and what your maximum grant award could be.
- **Create a DUNS number.** As a requirement of the CARES Act, grant recipients are required to have a DUNS number. A DUNS number is a unique nine-character number used to identify your organization. The federal government uses the DUNS number to track how federal money is allocated. If you do not already have a DUNS number you can apply for a free number online. For more information on the DUNS number and how to apply for one, please visit [here](#).
Note: receiving a DUNS number may take up to 2 days.

Step Two: Prequalification Form

Once the application period begins, you will be able to complete the pre-qualification form online. You must apply through the online application portal. The portal is best used on a laptop or desktop computer.

To complete this form, please be prepared to answer the following:

Grant Program Qualifications

- **Number of Employees:** Please enter the number of FTEs calculated in the [Grant Eligibility & Award Estimator](#)
- **Revenue loss:** Has your business experienced a year-over-year revenue loss of greater than 30% or 50% from Q2 2019 to Q2 2020? Please use the percentage in the Grant Eligibility & Award Estimator. Businesses that are less than a year old may compare Q1 2020 to Q2 of 2020 to determine their revenue loss percentage.
- **Is the business minority-owned:** Please select yes or no using the definition of minority-owned business to answer yes or no to this question.
- **NAICS Code:** Please list your industry by NAICS code in the provided box. Use the three-digit NAICS code. If you are not sure what industry your business primarily operates in, descriptions of the industries can be found [here](#). *Note: you will be required to provide the six-digit NAICS code as a part of step four.*



- **Is the business currently open?** If not, do you plan to reopen in the next 60 days? Please select yes or no based on whether your business is currently open and operating or if it will be within 60 days of the date you're completing the application.
- **Did you receive a PPP loan:** Select yes or no based on whether the business that will receive the grant received a PPP loan. *Note: If you did not receive a PPP loan, you are still eligible for a grant.*
- **Franchise information:**
 - Is the business part of a regional or national franchise that includes franchisees with locations outside of Rhode Island?
 - If you answered yes to the previous question (your business is a franchise), do any of the following apply: (1) the applicant is owned in whole or in part by the franchisor or an affiliated entity of the franchisor, (2) the applicant or the entity that owns the applicant is headquartered in another state, or (3) the majority ownership of the applicant is held by a resident of another state and the applicant's state of organization is other than Rhode Island? *Note: businesses that answer yes to this question are not eligible to receive a grant.*
 - Please note, businesses with common ownership may only receive grants in relation to up to three locations.
- **Amount of Grant Applied For** (Maximum of \$15,000): Please enter the estimated grant award you are eligible for as calculated by the Grant Eligibility & Award Estimator. *Note: the final grant award will be sized based on the eligible expense information submitted in part two of the application.*
- **Primary Contact Details:** Please provide contact information for the applicant. It is recommended that the business owner fill out the application and provide their information during this step.
- **Business Details:** Please fill out business details for the business that will receive the grant.
- **Ownership Structure:** Please fill out the ownership structure information for an owner with a 20% or greater ownership of the business. If the applicant is the only owner of the business or the only owner with a greater than 20% stake in the business, leave this section blank.

When these steps are completed, submit the application. You will receive a confirmation email.

Step Three: Invitation to Create an Account

Once you receive an email inviting you to set up your customer account, you will be instructed to set up a password for your account. Once you have created your password, you can then log in to your account and complete the full application.



Step Four: Complete Application and Grant Documentation

You will be prompted to provide additional documentation and information to complete your application including:

- [Grant Eligibility & Award Estimator](#)
- For the business: Business EIN/Tax ID, recent tax return, DUNS number, and bank statements (used to verify the business was in operation and to confirm whether the business has reopened).
- Income statement demonstrating your revenue for Q2 (April - June) of 2020 and Q2 (April - June) of 2019. For those businesses that have been open for less than one year, the applicant must show revenue loss between the first and second quarter of 2020 (January – March 2020 vs. April – June 2020). Please see the FAQ for more information.
- IRS form 941 from Q1 of 2020 to verify the number of employees and form 1099 for each “independent contractor” a severely impacted business wishes to include (up to a max of 3)
- The [expense calculator](#) listing eligible expenses in excess of the grant amount. For businesses applying for grants of \$5,000 or more, expenses must also be documented with supporting documentation including receipts, bank statements, invoices, or similar.
- For the owner: Color copy of Driver’s License, SSN, and most recent tax return
- W9 and business banking information for direct deposit

Please note this list may be updated with more detailed instructions. Once all documents and questions have been completed, you can submit your application.

Step Five: Application Review

Once you have submitted an application, it will be reviewed. Documentation will be reviewed, and eligible expenses will be verified based on submitted documentation. Based on this review, your grant will be sized based on the expense information submitted. If you do not have eligible expenses that total or exceed the value of the grant award you are eligible to receive, your grant award will be reduced.

