

CHECKLIST: Get Ready to Apply!

Please use this checklist to complete the application (Page 1 of 2)

- Download and complete** Grant Calculator (Microsoft Excel file)
 - Identify [NAICS code](#): _____ (3-digit) and _____ (6-digit for use later in the application).
 - Select NAICS code in grant calculator to learn if industry is eligible or severely impacted.
 - Calculate revenue loss:
 - Decide which month¹ between March and July 2020 you are using to demonstrate COVID impact.
 - Find and save revenue documentation for the impacted month and the same month in 2019². Revenue documentation may include one of the following options:
 - Point-of-sale (POS) system export or screenshot showing monthly revenue;
 - Accounting Software Report (e.g. a profit and loss statement from an accounting software (e.g. Quickbooks, Freshbooks, Xero) that shows monthly revenue; **or**
 - Bank Statement for the month **and** self-reported monthly income statement in excel, ledger, or using the income statement template on www.commerceri.com.
 - Enter total revenue for each month into the appropriate cell in the grant calculator.
 - Percentage of revenue loss as calculated in the grant calculator: _____.
 - Identify number of qualifying Full-Time Equivalent Employees (FTEs)
 - Find and save IRS 941 or RI TX-17 from Q1 (Jan. – March) or Q2 (April-June) of 2020.
 - Consult payroll records to identify how many employees were full-time and part-time.
 - If you are in a severely impacted industry, determine whether you had qualifying independent contractors. If so, find and save up to 3 1099s.
 - Number of FTEs calculated by the grant calculator (for use in the prequalification form and the application): _____
 - List eligible expenses that total at least the amount the applicant is seeking in the grant calculator. Retain documentation (e.g. receipts, invoices, bank statements, etc.) for these expenses. Total expenses: _____.
 - Save your grant calculator and all documents you gathered. You will upload these in the prequalification form and application.
- Complete and submit the Prequalification Form** beginning August 15, 2020. Visit commerceri.com for the prequalification form instruction manual.
- Set up CRF account.** Look for an email from a representative of CRF (*@crfusa.com), Commerce's partner in processing these applications. You should receive an email within two business days. Set up your CRF account and log in to the CRF portal to complete the remainder of the application.
- Find or create a DUNS number:** _____ (9-digit number) to enter during the second part of the application. [Click here](#) for more information on the DUNS number and how to apply for one.



Please use this checklist to complete the application (Page 2 of 2)

- Gather additional documents and information required to complete the application.**
 - For the owner:**
 - Color copy of front of Driver's License
 - Social security number or tax identification number, and
 - The first page of the individual's most recent federal tax return.
 - For the business:**
 - Business EIN/Tax ID
 - Ownership information
 - Most recent federal tax return for the business (full return)
 - Current bank statement
- Sign into CRF account to upload and complete the application.** Visit commerceri.com for the application instruction manual. Please be sure to submit the application for review. **Tip:** when you are asked to upload the files in the application, there is space for one file per document type. This [primer](#) has information about how to combine files or add additional placeholders for documents in the CRF application portal.
- If award is approved:**
 - You may be contacted later in order to provide documentation (e.g. receipts, invoices, etc.) to document the expenses listed in the grant calculator.
 - You'll be asked to complete the grant agreement, [W9](#) with the business' information (required prior to issuance of grant funding), and provide business banking information for direct deposit.

¹ If your business was created since July 1, 2019, you will also need to designate the reference or baseline period (either January or February 2020).

² Businesses created since July 1, 2019 will need to upload documentation of their revenue for the impacted month between March and July 2020 and either January or February 2020.

