

Restore RI: Application Process & Instructions

This guide was prepared to explain the submission process for the Restore RI Grant Program. Please note the online application consists of two parts: a prequalification form and the application. Both parts must be complete in order for the application to be considered for funding.

A general FAQ and more information can be found at: <https://commerceri.com/about-us/restore-ri/>.

Prequalification form

The prequalification form is available at <https://crfusa.com/cares/ri-application/>. This is part one of the two-part application.

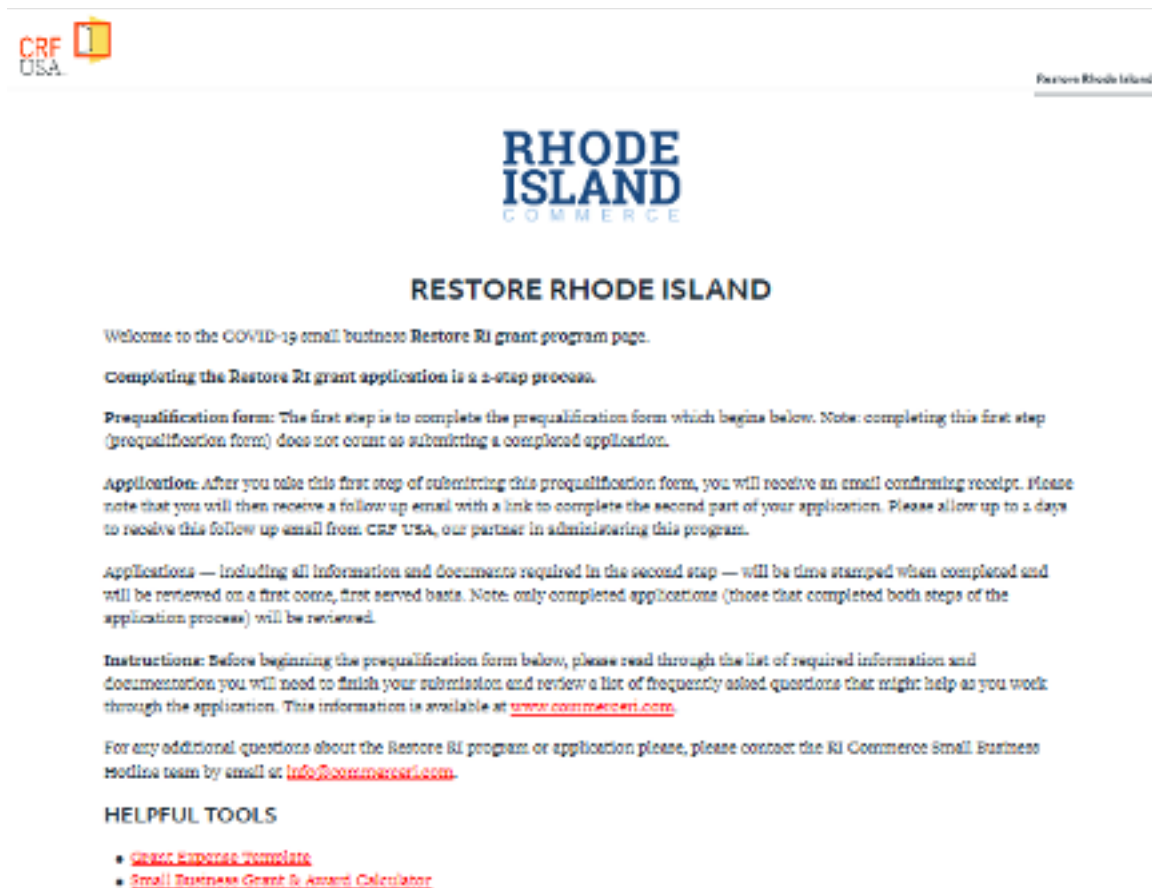


Figure 1: Prequalification form page introductory text.

The prequalification form must be completed at one time. The website cannot save partially completed prequalification forms.

The prequalification form prompts you to enter information on three tabs, labeled on the CRF website as follows:

- Grant Program Qualifications
- Contact Information
- Business Information

Before beginning the prequalification form, it may be helpful to review the Getting Ready to Apply guidance document which offers detailed explanations for using the Grant Eligibility & Award Estimator, identifying NAICS code, calculating the number of employees, and calculating revenue loss. The following offers an explanation of each item requested in the prequalification form.

Grant Program Qualifications

Number of Employees: Please enter the number of FTEs calculated in the [Grant Eligibility & Award Estimator](#). Please see [Getting Ready to Apply](#) for more information.

Revenue Loss (2 Questions): Please use the percentage in the Restore RI Small Business Grant Eligibility & Award Estimator:

- Has your business experienced a year-over-year revenue loss of greater than 30% from Q2 2019 to Q2 2020?
- Has your business experienced a year-over-year revenue loss of greater than 50% from Q2 2019 to Q2 2020?

Please be sure to answer both of the revenue loss questions.

New businesses: 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?

For the purposes of Restore RI grants, a “minority owned business” must be (1) at least 51% owned by such individuals who also control and operate the business; or (2) in the case of a publicly-owned business, at least 51% of the stock is owned by one or more such individuals. Minority means a person who meets one or more of the following definitions:

- American Indian or Native American means: all persons having origins in any of the original peoples of North America and who are recognized as an Indian by a tribe or tribal organization.
- Asian means: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands, including, but not limited to China, Japan, Korea, Samoa, India, and the Philippine Islands.
- Black means: All persons having origins in any of the Black racial groups of Africa, including, but not limited to, African Americans, and all persons having origins in any of the original peoples of the Cape Verdean Islands.
- Eskimo or Aleut means: All persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia.
- Hispanic means: All persons having their origins in any of the Spanish-speaking peoples of Mexico, Puerto Rico, Cuba, Central or South America, or the Caribbean Islands. Brazilians (Afro-Brazilian, indigenous/Indian only) shall be listed under Hispanic designation.

Note: Minority-owned businesses are only those that meet the definition above. Women-owned businesses are not considered minority-owned businesses for purposes of the Restore RI program.

NAICS Code: Please list your industry by NAICS code in the provided box. Use the three-digit NAICS code you used to fill out the Grant Eligibility and Awards Estimator. If you are not sure what industry your business primarily operates in, please see the NAICS code explanation in [Getting Ready to Apply](#).

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: if you answered no to the previous question (your business is NOT a franchise), you still need to select no. *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.

- If the applicant has eligible expenses that are less than the total grant award, the applicant should apply for that lesser amount. An applicant should not apply for a grant amount higher than the amount determined by the Grant Eligibility & Award Estimator.
- *Note: the final grant award will be sized based on the eligible expense information submitted in the application.*

Contact Information

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 Information

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 all three steps are completed, submit the prequalification form.

Troubleshooting

Submission: If you are unable to submit your application, please verify that you have completed all required questions. Required questions are designated with an asterisk.

Confirmation Email

The applicant will receive a confirmation email after successfully submitting a pre-qualification form.



Figure 2: Image of email confirmation of prequalification form submission

Important

Please note that you have completed the prequalification form. Your application is not yet complete. Please follow instructions provided in the confirmation email and look for a second email with instructions for proceeding with your application. In the meantime, please consult the [Getting Ready to Apply](#) guidance to review the documentation you will need.

Appendix: Screenshots

START YOUR APPLICATION

Home

Grant Program Qualifications
Company Information
Business Information

Grant Program Qualifications

Number of Employees

Has your business experienced a year-over-year revenue loss of greater than 20% from Q2 2019 to Q2 2020?

Yes No

Has your business experienced a year-over-year revenue loss of greater than 20% from Q2 2019 to Q2 2020?

Yes No

Is the business minority owned?

Yes No

NAICS Code

Is the business currently open?

Yes No

Did you receive a PPP loan?

Yes No

Is the business part of a regional or national franchise; this includes franchises with locations outside of Rhode Island?

Yes No

If you answered yes to the previous question (your business is a franchise), do any of the following apply to the applicant: (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?

Yes No

Amount of Grant Applied For (Maximum of \$25,000)

Continue

The terms and information outlined above are subject to change upon further guidance from the U.S. Small Business Administration and the U.S. government.

Figure 3: Grant Program Qualifications

The screenshot shows a web form with a green header bar. Below the header are three tabs: 'Grant Program Qualifications', 'Contact Information', and 'Business Information'. The 'Contact Information' tab is active. The form is titled 'Primary Contact Details' and contains the following fields:

- First Name *
- Last Name *
- Email Address *
- Phone *
- Email Security Number *
- Public Title (for Business) *
- Ownership % in the Business *
- Years as Owner *

A blue 'Continue' button is located at the bottom left of the form area.

Figure 41: Contact Information

The screenshot shows the 'Business Information' tab in the same web form. It is divided into two main sections:

Business Details

- Business Name *
- Legal Structure *
- Date of Incorporation *
- Business Address *
- City *
- State *
- Zip Code *
- Phone *
- Taxpayer ID Identification Number *

Ownership Structure

Please list all owners of the business with at least 1% ownership percentage:

First Name	Last Name	Email	Ownership %	Years as Owner	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 52: Business Information