

# Restore RI Grant Program: Get Ready to Apply!

## Use this checklist to prepare and complete your application.

- Confirm your industry is eligible** using [this list](#). Healthcare businesses are not eligible at this time.
- Find revenue (sales) records** for any one single month between March and July of 2020, and for either the same month in 2019, Jan. 2020, or Feb. 2020 to calculate your revenue loss.
- Find and save documents and information you'll need.**
  - Color copy of owner's Driver's License/government ID
  - Businesses only: Owner's most recent federal tax return (including schedule C for sole proprietors; all others business entities may provide the first page only)
  - A list of applicant's COVID-related expenses. (More info [here](#).)
  - Information about any state or federal funding you've received, including PPP, EIDL, Pandemic Unemployment Assistance (PUA), Unemployment Insurance (UI), etc.

### **For the business entity or non-profit organization** (NOT required for sole proprietors)

- Most recent federal tax return for the business / organization (full return)
- Business / Organization EIN/Tax ID Number
- Ownership information

- Only if you have W-2 employees or qualifying independent contractors besides the owner:**
  - Download and complete the [grant calculator](#)** (Microsoft Excel file) to calculate the number of full-time equivalent employees (FTEs) and list your eligible expenses.
  - Find the business's / organization's most recent Bank Statement.**

- Complete the application form.** Check out the application guide (coming soon) for helpful hints and a step-by-step walk through the application.
- Find or create a [DUNS number](#) if you have not done so already.** You will need to provide this before you receive the grant. If you are waiting for your DUNS number, please continue with the application. You can add it later. [Click here](#) for information on how to get a DUNS number.  
**Important:** when prompted to select the "Primary Reason for DUNS Number Registration," please select "I'm a US Government Contractor or Grantee" from the dropdown menu. Selecting any other option could result in a 30 day wait for your DUNS.
- Create CRF account to upload your remaining documents and provide.** Look for an email within 3 business days from a representative of CRF ([firstname.lastname@crfusa.com](mailto:firstname.lastname@crfusa.com)), Commerce's partner in processing applications. Set up your CRF account and log in to the CRF portal to upload your remaining documents and complete the process.

### **When your grant application is approved:**

- You may be contacted to provide documentation (e.g. receipts, invoices, etc.) of your revenue loss, eligible expenses, or FTE count. See the next page to learn how to prepare.
- You'll complete the grant agreement and provide business banking information for direct deposit.

### Retain these documents for your records:

As part of recent updates to the Restore RI Grant Program application process, less documentation is required to be uploaded. However, a percentage of applicants will be asked to provide documentation to verify the information they've provided. To help prepare if you are asked for your documentation, here's a list of documents we recommend you also keep on file in case you are asked for it before or after you receive the grant:

- IRS 941 or RI TX-17 from Q1 (Jan. – March) or Q2 (April-June) of 2020.
- IRS 1099s if you counted qualifying independent contractors.
- Documentation of eligible expenses (e.g. receipts, invoices, bank statements, etc.).
- Documentation of revenue loss. This may include either
  - A point-of-sale (POS) system export or screenshot showing monthly revenue;
  - An 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](http://www.commerceri.com).