

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), 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.

