

Restore RI Grant Expense Guidelines

The grant recipient may use the proceeds for costs and expenses related to the business interruption or other adverse conditions caused by the COVID-19 pandemic.

Expenses must be incurred between March 1, 2020 and December 1, 2020. There does not have to be proof of payment

Expense Category Examples	Documentation Examples, if applicable
<p>Rent or mortgage interest payments: Rent payments, the interest paid on a mortgage, condo area maintenance fees, and condo fees</p> <p>Restore grant will not cover mortgage principal payments.</p>	<ul style="list-style-type: none"> • Receipts (handwritten or printed, but must be legible) • Cancelled checks in the rent amount, • Bank statements with payments in the rent amount with payee indicated • Lease agreement that covers the expense time period and includes the dollar value of rent
<p>Utilities: Gas, electricity, cable, internet, phone</p> <p>Restore grant will not include public utilities including water or sewer charges.</p>	<ul style="list-style-type: none"> • Invoices • Receipts • Payment received email confirmation; • Screenshot of payment from app;
<p>Technology upgrades: Website or hardware upgrades, ecommerce software or apps, touchless payment systems, digital reservation systems, laptops, computers, tablets,</p>	<ul style="list-style-type: none"> • Invoices • Receipts • Contracts with list or scope of services and cost • Purchase orders
<p>Physical adaptation changes: plexiglass dividers, furniture/fixture modifications, contractor costs for installation, setting up outdoor dining (tables, landscaping, host stations, hand washing stations, tent purchases or rentals), HVAC related costs</p>	<ul style="list-style-type: none"> • Invoices • Receipts • Delivery or packing slips • Contracts with list or scope of services and costs • Purchase orders
<p>Supplies or equipment: cleaning supplies, masks, gloves, hand sanitizer, face shields, and other COVID-19 related materials</p>	<ul style="list-style-type: none"> • Invoices • Receipts • Delivery or packing slips • Purchase orders
<p>Professional services: Signage design, website design, construction of space adaptations, consulting services to pivot or adapt to COVID-19 (business consulting, ecommerce platform development)</p>	<ul style="list-style-type: none"> • Invoices • Contracts • Purchase orders
<p>Inventory: Limited to food or perishable items replaced due to mandatory closures or restricted operations; may not include standard or new inventory.</p>	<ul style="list-style-type: none"> • Invoices • Receipts • Delivery slips • Purchase orders
<p>Other Fixed Cost: Other fixed business costs can include business insurance, vehicle insurance on a car used for business, rental of storage units or other fixed costs</p>	<ul style="list-style-type: none"> • Receipts (handwritten or printed, but must be legible) • Cancelled checks in the rent amount, • Bank statements with payments in the rent amount with payee indicated • Lease agreement that covers the expense time period and includes the dollar value of rent

Ineligible Expenses:

A non-exclusive list of impermissible uses follows:

- Compensation (including salaries, wages, tips, paid leave, and group healthcare benefits);
- Payment of taxes;
- Payment of non-business expenses;
- Political purposes, whether or not the expenses are business related. These expenses include but are not limited to: lobbying activities; donating to a political party; donating to a political action committee or group; use of funds in support of (or in opposition to) a referendum or initiative petition; and
- Payments to cover specific expenses for which the business has or will otherwise receive reimbursement from another source including but not limited to: other government grant or loan programs or insurance coverage