

RI Relief Grant Program: Apply by April 30, 2021

Checklist: Prepare to apply

The RI Small Business Relief Grant Program provides \$5,000 grants for small businesses that have suffered financially due to COVID-19. Visit <http://commerceri.com/reliefgrant> to learn more and for a link to the online application. Here are steps you will complete to get ready to apply:

- Confirm your industry is eligible.** Industries not currently eligible: non-profits, lobbying or political organizations, elementary/secondary schools; child care providers (see Child Care Stabilization Fund info on next page*), landlords/real estate companies, public or private foundations, and government-owned entities/elected official offices. All other industries are eligible.
- Check if your business have less than \$1 million in “gross receipts or sales” in 2020?** If not, you are ineligible at this time. For the purposes of this grant program, please do not include any financial assistance received in 2020 in the "gross receipts or sales" amount entered here. You can find “gross receipts or sales” on your tax return. On IRS form 1120, 1120S, or 1065, this is on line 1a. On IRS form 1040 or 1041, this is on schedule C, part 1, line 1. If you have not yet filed your 2020 taxes, this may be found through a point-of-sale system, general ledger, or accounting system (e.g. Quickbooks, Freshbooks, Xero, etc.).
- Make a list of COVID-related financial assistance you have received to pay for 2020 expenses.** This includes, but is not limited to: PPP (2020 only); EIDL Targeted Advance (grant only); RI Commerce Restore Grant; Division of Taxation Pause Grant; Division of Taxation Early Closure Program for Restaurants and Bars; RI Commerce Business Adaptation; RI Commerce HART Direct Support/ESR; RI Commerce Take it Outside; business interruption insurance; or other municipal, federal, or other state grants.

- Did your business have a 2020 COVID-related net financial need of \$5,000 or greater?** To calculate this:

2019 Gross receipts or sales: _____ (A)
2020 Gross receipts or sales: _____ (B)
2020 COVID Assistance: _____ (C. Total of list you made above.)
Net Financial Need: _____ Subtract A minus B minus C

If your Net Financial Need exceeds \$5,000, you meet the eligibility requirement and do not need to provide 2020 COVID-related increased costs or expenses.

If your Net Financial Need is LESS than \$5,000, you may still be eligible. Next sum up your COVID-related increased costs or expenses. Please list your COVID-related increased costs or expenses using the form available at <http://commerceri.com/reliefgrant> and retain this list for your records.

2020 COVID-related costs: _____ (D) (Only add if needed to meet eligibility)
Net financial need: _____ A minus B minus C plus D

New businesses may apply if they were established in RI prior to 1/1/21. If your business formed in 2019 or 2020, please visit Commerce RI online to learn how to calculate your net financial need.

- Confirm you meet other eligibility criteria.** See <http://commerceri.com/reliefgrant> for a full list.
 - Business is NOT owned by a nationally or regionally owned franchise.
 - Must have been an established in the state of Rhode Island prior to 1/1/2021.
 - If you are a sole proprietor, your annual business revenue must make up at least 20% of your total annual income.

Apply online

- Complete the online application form.** Paper submissions are not accepted. Visit <http://commerceri.com/reliefgrant> for a link to the application.
- Once you submit, you will receive an automated email confirming your submission.** If you do not receive this email, please check for an email coming from info@commerceri.com. You may also need to check your spam filter if you do not receive it.

Retain these documents for your records

Although the RI Relief Grant Program does not require documentation as part of the application, applicants may be asked to provide documentation to verify the information provided. If contacted, you must provide documentation that supports the information in the application to be approved. **Please keep the following on file in case you are asked for it before or after you receive the grant:**

- Information about any COVID-related assistance you've received.
- Documentation of "gross receipts or sales". For most, this will be done by collecting tax returns for 2019 and 2020. If you have not yet filed your 2020 taxes, this may include:
 - A point-of-sale (POS) system export or screenshot;
 - A general ledger or accounting software report (e.g., a profit and loss statement from an accounting software like Quickbooks, Freshbooks, Xero) that shows annual revenue; **or**
 - If you haven't filed your taxes and do not have a point-of-sale, general ledger, or accounting system, please contact Commerce RI or work with your tax professional or a technical assistance provider to discuss documentation options.
- List and documentation of COVID-related increased costs or expenses (if provided on the application). Documentation may include receipts, invoices, bank statements, etc.

When your grant application is approved

You'll receive an email asking you to complete a grant agreement, W-9, and attestations through DocuSign. This email will come from our partners at the Community Reinvestment Fund (CRF); please keep an eye on your inbox for emails from "@crfusa.com" email addresses. If you have any questions about these documents or don't receive updates on your application, please contact Commerce RI.

Need help?

If you would like assistance completing this application or would like translation services, please contact Commerce RI by emailing info@commerceRI.com or calling 401-521-HELP or completing this online request form: <https://commerceri.com/your-business-advisor/>. Please note we are experiencing a high volume of requests and will respond to you as quickly as possible. You can expect a response within 48 hours.

***Child care providers are encouraged to apply for the Child Care Stabilization Fund:** <http://kids.ri.gov/funding-opportunities.php>. If you are a child care provider that has questions about this program, please email CHILDCAREGRANTS@PCGUS.COM.