

RHODE ISLAND REBOUNDS SMALL BUSINESS GRANT PROGRAM

Preparing to Apply: Gather the paperwork needed to complete your required registration for DUNS and SAM.gov to obtain funding from the RI Rebounds Small Business Grant Program.

DUNS and SAM.gov Documents

Important: Once your registration is confirmed with DUNS, please make note of the Legal Name and Address you used, including capitalization, punctuation, and abbreviations, to avoid errors when registering for SAM.gov by ensuring that all information matches exactly. Ex.) Ave. versus Avenue in a street address will result in an error.

STEP 1: Data Universal Numbering System (DUNS) Number

You will need 2 official documents that provide the Legal Business Name at the business's Current Physical Address to register.

Before registering for your DUNS Number, make sure you have at least two of the following on hand:

- A copy of a recent utility bill (including electric or water as well as phone or internet)
- A copy of the business's lease agreement, mortgage, or proof of insurance
- An invoice from a third party like another business
- A copy of a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN) Confirmation Letter (would come from the IRS if you have it on file) or your Social Security Number (if you file a schedule C, use your SSN or ITIN).
- A copy of one of the filings done by your businesses at City Hall or with the Secretary of State:
 - Business's Articles of Incorporation
 - A receipt from your annual report filing with the Secretary of State
 - A dba or "assumed name" certificate filing (would have been done with the town/city where the business is registered).

- **For Sole Proprietors: the documentation must contain Your Full Legal Name and not just business name, dba, or trade name.**

STEP 2: System of Award Management (SAM.gov) Registration

You will need to upload specific documents during the SAM.gov registration process. Make sure you have the following on hand to save time during the SAM.gov registration process.

- Before you can register for SAM.gov, you need your DUNS number. You also need:
 - The original notice you received from the IRS assigning you an EIN (not applicable to sole proprietors).
 - **Sole Proprietors: use the number you used for your DUNS registration as your TIN.**
 - Your most recent federal tax return for the business activity.
 - Any other recently received IRS notice for this business's activity.

Note: If you are registering for the first time OR have already registered with SAM.gov and are seeking to change your "authorized administrator," you will need a Notarized Letter identifying your entity administrator. (Templates to use can be found midway down the page [here](#); most businesses should use "Template 1.") You can do this either during the initial registration process or submit it after you have completed your registration.