

# BRI Grant Application Questions

***Below are the questions on the application. Please use these for reference and practice for the online or paper application.***

## Section I - Basic Business Information:

**1. Legal Name of Business, as shown on your Washington state business license or registration \*(required)**

**2. Enter your Unified Business Identifier (UBI) Number \*(required)**

A UBI number is a nine-digit number that registers you with several state agencies and allows you to do business in Washington State. A state-issued UBI number is sometimes called a tax registration number, a business registration number, or a business license number.

**3. Enter your Business DBA or "Doing Business As" tradename, if different from your business's legal name**

**4. Are you registered with the federal government as a non-profit business? \*(required)**

Yes      No

**5. Enter your Federal Employer Identification Number (EIN). \*(required)**

An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number (TIN), and is used to identify a business entity. Generally, businesses need an EIN. Like a Social Security number, the EIN number is nine digits long and assigned by the federal government. The IRS uses the number to identify taxpayers who are required to file various business tax returns. The typical format is XX-XXXXXXX.

**6. Name of primary point of contact \*(required)**

**7. Business Address \*(required) *Physical Address (not a P.O. Box)***

**8. Business Phone Number \*(required)**

**9. Personal Phone Number \*(required)**

**10. Business Email Address \*(required)**

**11. Personal Email Address**

**12. Number of Full-Time Equivalent Employees** \*(required)

Please provide a current count on the number of FTEs. For every 2 part-time employees, count 1 FTE. Companies with more than 50 FTE's are not eligible to receive funding.

1-10      11-20      21-30      31-40      41-50

**13. When did you start your business?** \*(required)

The date you started your business should be reflected in what the Washington Department of Revenue has on record.

**14. Please describe your business and its products, services, or activities.** \*(required)

**15. Do you plan to close your business in 2022 or 2023?** \*(required)

Yes      No

**16. Select all categories that apply to the business owner.** \*(required)

Business ownership is defined as having 51 percent or more of the stock or equity in the business

American Indian

Alaska Native

Asian

Black or African American

Female

Hispanic or Latinx

Pacific Islander

U.S. Veteran

**17. Is your business independently owned or operated?** \*(required)

To be independently owned and operated, the interests, management, and operation of the business are not subject to control, restriction, modification, or limitation by a person or corporation with no formal role in the operation of the business.

Yes      No

**18. Prior to March 2020, what was the general financial state of your business?** \*(required)

## Section II - COVID Effects

**19. Since March 2020, has your business lost, renegotiated, or refinanced its lease or mortgage due to financial strain caused by the pandemic?** \*(required)

Yes      No

**20. Since March 2020, has your business fallen behind or used other resources on utilities due to the financial strain caused by the pandemic? \*(required)**

Yes No

**21. Has your business experienced a reduction in income due to the COVID-19 pandemic or as a result of state or local COVID-19 related public health measures? \*(required)**

Yes No

**22. Since March 2020, has your business experienced layoffs, furloughs, or hourly reductions due to the pandemic? \*(required)**

Yes No

Minor: Less than 10% Major: Over 10% Total Reduction: 100%

**23. Since March 2020, has your business experienced staff shortages, recruitment difficulties, and/or have wages/pay increased as a work incentive? \*(required)**

Yes No

**24. Since March 2020, has your business changed skill/training needs or job descriptions/codes for new or existing employees? \*(required)**

Yes No

**25. Since March 2020, has the work environment changed at your business to accommodate remote work or childcare? \*(required)**

Yes No

**26. After all mandated closures and restrictions ended, has your business continued to experience a limited ability to provide goods and/or services? \*(required)**

Yes No

**27. Since March 2020, has your business made any of the following changes or upgrades to enable continued operations? \*(required)**

***Select all that apply***

Utilized delivery service

Outdoor service/seating

Online advertising

Online sales

Technology upgrades

New product/service

Other

---If "other", please explain \*(required)

**28. If applicable, enter the timeframe your business experienced temporary closure(s) due to the pandemic.**

<<Short Response>>

**29. Describe any changes your business has made since March 2020, in order to continue operations.**

<<Short Response>>

**30. List the source and dollar amount of all grants, loans, or other financial assistance that your business has received since March 2020. \*(required)**

Examples: Paycheck Protection Program - \$30,000; EIDL Loan - \$10,000; Working Washington Grant - \$6,000; Three-Rivers Community Foundation - \$25,000

**31. If awarded a grant, how will you use the BRI funds? (You may select more than one option) \*(required)**

**1. Workforce Training Expenses.** Option one provides funding to help operate and cover costs for on-the-job training/upskilling; external training programs; certifications; permits and specialized skill training.

**2. Work Incentive (New Hire Bonuses):** Option two incentivizes employment, bonuses provide new employees with up to \$1,200 to help recover costs associated with a new job - such as child care, transportation, or needed equipment. New employees must complete at least 12 paid weeks with the employer (with a minimum of 20 hours of work each week) to qualify for a bonus.

**3. Rent/Utilities Assistance:** Option three funding helps small businesses recover, and prepare for sustainable continuity and resilience.

**4. Digital Platform/Technology:** Option four funds help establish an online presence, utilize digital technologies and platforms to create new - or upgrade existing - business processes, and customer experiences.

**5. Enhance Outdoor Space\*\*\*:** Option five funding helps businesses enhance outdoor space and improve the built environment of the neighborhood. Rehabilitation of commercial properties, storefront and façade improvements are allowed.

*\*\*\*Only businesses located in a 2022 Qualified Census Tract (QCT) may apply for option five. To find out if your business is located in a QCT go here:*

<https://www.huduser.gov/portal/datasets/qct.html>

**32. If desired, please share additional information, comments, explanations, or circumstances about the effects that the pandemic has had and/or is still having on your business.**

## **Business ID and Financial Uploads**

**33. Current Business License** \*(required)

**34. 2019 Federal Tax Return**

*This is not required if your business was not open in 2019*

**35. 2020 Federal Tax Return** \*(required)

**36. 2021 Federal Tax Return or four quarterly Department of Revenue filings** \*(required)

**37. Accounting Records** \*(required)

Provide accounting records (bank statements) for the 12 months immediately preceding the date of application showing revenue in prior months, payroll expenses, rent payments (if applicable), and utility expenses.