



Working Washington Small Business Emergency Grants

Apply for up to \$10,000 in emergency funding



Governor Inslee is offering a new Working Washington Small Business Emergency Grant program to assist small businesses impacted by the COVID-19 outbreak. Up to \$5 million in funds are provided through the Governor's Strategic Reserve Fund and administered by the State Department of Commerce. The grant program will provide a limited number of businesses in Washington's 39 counties with a grant up to \$10,000.

Process

- Small businesses that qualify for the grant program will submit applications through their local county/regional economic development organizations.
- Emails for submitting completed applications to these economic development organizations are listed to the right.
- County/regional economic development organizations will prioritize applications based on the severity of the impact the business is facing due

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to COVID-19, including from being forced to close by the government-mandated closures, social distancing measures or illness.

- Recommended awards will be sent to the Department of Commerce for review and vetting.
- Qualifying applications will be forwarded to the Governor for review and signature.
- Your local ADO will administer approved awards to the successful company.
- Awards will be approved on a case-by-case basis and are dependent on the availability of funds. The objective is to support businesses through the crisis and enable them to retain as many employees as possible.

Eligibility

- Applicants should have been in business for at least one year.
- Businesses with up to 10 full-time employees (FTEs) may apply for a one-time grant of up to \$10,000.
- Funding is not meant to help launch a business, but to support existing businesses who are specifically affected by the COVID-19 crisis and are vital members of their local community.
- Applicants are eligible to receive one Working Washington Grant award during the current budget cycle, which ends on 06/30/2021.

Grant Awards

- County/regional economic development organizations will be asked to verify the size of candidate companies prior to submission.
- For each award, local economic/development organizations are encouraged to be judicious in discerning an appropriate and proportional amount based on necessity to the business and the business' importance to the local community so as to ensure that this emergency resource can be utilized by companies across communities in Washington.

4.

Commerce vets recommended applications.

- Jefferson County
- King County
- Kitsap County
- Kittitas County

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Application Process

Applications will be reviewed as they are received and applicants will be accepted or denied on a rolling basis. Please contact your county/regional economic development organization to assess your company's viability and to complete an application.

Commerce will not review applications directly submitted to Commerce staff. Applications must be submitted through the local ADO.

Due to anticipated volumes, please allow 4 to 6 weeks for processing and disbursement of grants.

Approved grant expenditures:

- Grant funds can be used for operational expenses including rent, supplies/inventory, utility bills, etc. as well as consulting, marketing, and training.
- Applications must include a list of proposed expenses grants will be spent on. Applications without a list of proposed expenses will be considered incomplete. This reimbursement-based grant can assist with outstanding invoices dated March 1 and beyond.

Note that payroll cannot be reimbursed via Working Washington grant program. Please direct all payroll needs to Employment Security Department.

The following expenses are not eligible: capitalized equipment, travel, office equipment, and computer software.

Apply

1. To apply, download the application via the link below.
2. Complete as much of the information as you can.
3. Email the completed form to the appropriate economic development organization in your county (links on the right).

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If you have a question about the grant program, please use the corresponding email for your county to submit it.

[Download the Application](#)

Assistance

Inland Northwest Business Alliance (regional LGBTQ+ business chamber)
inba@inbachamber.org or info@lacasahogar.org (Espanol)

The Tacoma Urban League (African American and People of Color)
ajonesbarnes@colemonassociates.org

Tri-Cities Hispanic Chamber of Commerce
Si necesita ayuda, por favor llámenos al (509) 542-0933



Metro Hispanic Chamber (Vancouver area)
Si necesita ayuda info@hmccoregon.com



Ventures Nonprofit – (206) 352-1945
Email: info@venturesnonprofit.org
En Espanol

Tabor Business HUB (African American & Community at large)
covid19@tabor100.org

Designed and managed by the Commerce Rural & Marketing Services Team.

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When did the impact start? Start Date: ___/___/___

Please estimate your revenue impact comparing Q1 2019 to Q1 2020 : _____

Additional comments about revenue impact:

Likelihood of Permanently Closing the Business? High Medium Low

Business Closed Due to Governor's Directive? Yes No

Number of potential jobs lost? _____

Will this grant help retain jobs? If so, how many? _____

Has the company received any state, federal, or other funding? If yes, please provide details.

EXPLANATION OF USE OF FUNDS

Explain how funds will be used to help the business. This information can help Commerce ensure that the expenses proposed are eligible for reimbursement. Applications without a list of proposed expenses will be considered incomplete. Include outstanding invoices, if possible.

Allowable Expenses: *Funding can be used towards traditional SRF expenses, such as consulting, marketing, and training. In addition, this emergency grant can be used towards operational expenses, such as rent, supplies/inventory, utility bills, etc. Operating expenses are eligible for reimbursement. Please consult with Commerce if an expense is not on this list.*

Unallowable Expenses: *Payroll cannot be reimbursed via this grant program. Please direct all payroll needs to Employment Security Department. The following expenses are not eligible: capitalized equipment, travel, office equipment, and computer software.*

EMPLOYMENT INFORMATION

Average Salary:

Benefits Paid: Yes No

Is the applicant's LNI account current? Yes No Not Sure
You may look up the businesses online at <https://secure.lni.wa.gov/verify/>

What measures the company is already taking or trying to take to support employees during the pandemic?

ADDITIONAL INFORMATION

Currently, is the company facing any pending litigation or legal action?

Has the company had any state compliance/regulatory issues within Washington or another state you are or have done business in?