

COVID Impacts Recovery Grants FAQ



Frequently Asked Questions (FAQ)

Note: Read the [COVID Impacts Recovery Grants guidelines](#) first. No information from the guidelines is reproduced here. This FAQ assumes you have fully read the guidelines.

HOW TO APPLY QUESTIONS

Can I save my application and come back later to complete and submit?

Yes. The application portal will automatically save your work. There is also a “save” button at the bottom of the page. Make sure to note your account login and password so you can access your application later. You will not be able to edit or make corrections to your application after it is submitted. You will also not be able to create more than one application per business with the same account login. The grant application portal closes on Wednesday, November 1 at 5:00 PM PT.

Can I invite people to collaborate with me on my application?

Yes. To invite collaborators to your application, click the “Invite Collaborators” link located at the top right of the application once you are logged into Submittable and in the grant application. A Dialog box will appear, asking you to enter the email addresses of your collaborators. Enter those addresses, then click Invite. Invited collaborators will receive an email, letting them know you've invited them to collaborate on a draft application using Submittable. For details and guidance about this feature, review information for submitters and for collaborations.

What if I have technical questions about the application portal?

Submittable offers email customer support and answers to Technical FAQs at <https://www.submittable.com/help/submitter>.

FUNDING QUESTIONS

Is this grant funding considered taxable income?

Generally, yes, this would be considered taxable income. All awardees will receive a 1099 at the end of the tax year. However, qualifying grants are not subject to state business and occupation (B&O) tax, public utility tax, or retail sales tax which exempts the receipt of “qualifying grant” funds from certain taxes (per <https://app.leg.wa.gov/billsummary?BillNumber=1095&Year=2021&Initiative=false>).

Qualifying grants include any grants that are received from the government, or another organization authorized to distribute government grants, and are meant to address the impacts of a national or state declaration of emergency. This includes national or state declarations occurring since February 29, 2020 (e.g., the declaration of emergency issued due to the COVID-19 pandemic).

ArtsWA is unable to provide tax advice. Consult your accountant, lawyer, or other tax advisor with questions. You may also request a binding ruling from the Department of Revenue (<https://dor.wa.gov/contact/binding-rulings-sellers-and-services-providers>).

Does this grant need to be repaid?

No. These grants do not need to be repaid. However, all taxes associated with the acceptance or uses of cash awarded are the sole responsibility of the individual grantee. Contact your financial advisor or the Department of Revenue for questions related to your own situation.

Will receiving a grant impact other federal assistance or unemployment insurance eligibility?

You will need to check with those assistance providers.

ELIGIBILITY QUESTIONS

I don't have a UBI number. Do I still qualify?

No. Businesses or nonprofits that do not have a UBI number are not eligible for this grant program, unless exempt. If you are an exempt tribal member owned business, you may provide alternative business validation such as your business registration or license from a [federally recognized tribe in Washington State](https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes) (<https://goia.wa.gov/tribal-directory/federally-recognized-indian-tribes>) instead of a UBI number.

I am a sole proprietor and don't have EIN. Am I still eligible for this grant?

Yes. Select the option on the application form noting that you do not have an EIN. You are not required to provide your social security number on the application. You are still required to have an active UBI unless you are a tribal member owned business that is licensed or registered with a federally recognized tribal nation in WA state.

Do I have to provide a social security number to apply?

No. ArtsWA does not require a social security number to apply for this grant, but financial documentation is required to submit with your application to verify revenues. You are encouraged to black out your social security number if it is on any of your financial forms before you upload these documents.

Do Individual Taxpayer Identification Number-operated businesses qualify?

Non-U.S. citizens who are small business owners and do not have a Social Security number may apply using their Individual Taxpayer Identification Number (ITIN). Therefore, small business owners with tax IDs of nine digits and beginning with "9" are eligible for this grant program.

Do I need to provide a [Federal Unique Entity Identifier Number \(UEI\)](#)?

Yes. The UEI number is a 12-character alphanumeric ID assigned by SAM.gov. On April 4, 2022, the unique entity identifier used across the federal government changed from the DUNS number to the UEI number.

You may apply without a UEI but you cannot receive grant funds until you have a UEI. It is free to register for a UEI; do not utilize a service that requires a fee to register for a UEI - these are scams. Be advised, it may take several weeks to receive a UEI. Register here: <https://sam.gov/content/duns-uei>

Can my government-issued ID be expired?

No, it must be valid and in current standing.

How do I report revenue and revenue loss for sole proprietors (who don't have a Profit and Loss statement)?

You can review your Schedule C of your 1040 tax return, as well as look at your business bank account information and other documents used to complete your most recent tax return or financial records.

Do I still qualify for this grant if I received a PPP or EIDL loan from the federal government?

Yes, it will not change your eligibility or affect the review of your application.

I received forgivable loans or grants. Do I count these as revenue for this program?

Generally, yes, you should count all revenue to the business as business revenue. If this revenue was sufficient that you did not experience financial hardship, then your business should not apply to this program.

Depending on the structure of your business you may need to include any unemployment benefits you received. For example, if a business operates as a sole proprietorship that is legally indistinguishable from the owner, then unemployment benefits would need to be counted

I own multiple businesses; can I apply for each business?

No. Applicants must apply for one business only. Those with multiple businesses should apply on behalf of their largest or most impacted business.

My business is fiscally sponsored by a nonprofit 501c3. Am I eligible to apply?

Businesses may not apply through a fiscal sponsor. However, if your business has its own active UBI and/or EIN, can provide the required financial documentation, and meets eligibility criteria, you may apply independently of your fiscal sponsor.

My nonprofit 501c3 fiscally sponsors other businesses. May I apply as a fiscal sponsor on their behalf?

No. Businesses may only submit one application, and it must be on behalf of yourself.

Does it matter how many employees I have?

No, there are no employee number minimums or maximums for this grant program. The business only needs to be recognized as a business or nonprofit based on the eligibility criteria.

Are volunteer-run organizations eligible?

This grant program has no requirements to have paid staff for eligibility.

If a volunteer-run organization applies, who has the signing authority on the application (i.e., President of the Club, Treasurer etc.)?

The signee should be an officer or other agent authorized to enter into legally binding agreements for the applicant.

Am I eligible to apply even though my organization received funding from one of the following Commerce and ArtsWA programs? *Working Washington Grants– Rounds 1-5, Border Business Relief Grants, Small Business Relief Grants, Convention Center Grants, COVID Safety Support for Large Organizations, NW Disaster Recovery, or Hospitality Grants.*

Yes, you are eligible to apply.

Contact Us

Miguel Guillen, Program Manager, miguel.guillen@arts.wa.gov

Britt Madsen, Program Specialist, britt.madsen@arts.wa.gov