



King County Small Business Assistance Program  
Small Business Assistance Grants – Round 2

## Application Form

This is a translated version of the online Small Business Assistance Grant application form. After reading this form, you can apply for a grant in one of the following ways:

1. Use the online form (in English or Spanish) on the project website – [www.kingcounty.gov/LocalBusinessHelp](http://www.kingcounty.gov/LocalBusinessHelp) – to fill out and submit your application in English or Spanish, using this translated version as a guide.
2. Request technical assistance/coaching by using the form on the project website or by calling **206-331-3275** (Relay 711) and leaving your contact information and the name of the language you would like to speak. A business coach will return your call within two business days, with an interpreter on the line, and will help you fill out and submit your application.

Please note that you must contact the technical assistance line **no later than September 4** and notify them that you would like to use their services to help fill out and submit a grant application. Requests for help received after September 4 will not be accepted.

3. You may also print out (or pick up a paper copy of) this translated application form, fill it out in the same language as the form, and submit it to the address listed below by U.S. Mail, FedEx, or UPS. Your paper application must be **postmarked no later than September 4** to:

King County Local Services  
201 S Jackson Street  
KSC-LS-0815  
Seattle, WA 98104

**Please complete one application for each business.**  
All questions marked with an asterisk (\*) must be answered

## About the business

1. Legal name of business: \* \_\_\_\_\_

2. DBA ("Doing Business As") name of business, if applicable:

\_\_\_\_\_

3. Washington State Unified Business Identifier (UBI) number: \*

\_\_\_\_\_

4. Washington State Unified Business Identifier (UBI) number – please re-enter: \*

\_\_\_\_\_

5. Primary business address (physical location): \*

Address line 1: \* \_\_\_\_\_

Address line 2 (apartment, suite, etc.): \_\_\_\_\_

City: \* \_\_\_\_\_ State: \* \_\_\_\_ ZIP Code: \* \_\_\_\_\_

6. Primary business address (physical location) – please re-enter: \*

Address line 1: \* \_\_\_\_\_

Address line 2 (apartment, suite, etc.): \_\_\_\_\_

City: \* \_\_\_\_\_ State: \* \_\_\_\_ ZIP Code: \* \_\_\_\_\_

7. My business and mailing address are the same. \*

☐ Yes ☐ No

8. If your business and mailing addresses are different, please enter your mailing address:

Address line 1: \* \_\_\_\_\_

Address line 2 (apartment, suite, etc.): \_\_\_\_\_

City: \* \_\_\_\_\_ State: \* \_\_\_\_ \_\_ ZIP Code: \* \_\_\_\_\_

9. Do you operate additional retail locations under the same business name? \*

☐ Yes ☐ No

10. How many other outlets or locations does your business have? \* \_\_\_\_\_

☐ Does not apply, my business only has one retail location.

11. Business website: \_\_\_\_\_

12. My business is: (choose one): \*

☐ A. A publicly traded company

☐ B. A franchise

☐ C. Part of a national chain

☐ D. None of the above

## **Business contact**

13. Contact first name: \* \_\_\_\_\_

14. Contact last name: \* \_\_\_\_\_

15. Contact job title: \* \_\_\_\_\_

16. Contact phone number: \* \_\_\_\_ \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_ - \_\_\_\_ \_\_\_\_ \_\_\_\_

17. Contact email: \* \_\_\_\_\_

18. Contact email – please re-enter: \* \_\_\_\_\_

19. Contact's preferred language: \*

- ☐ A. Amharic
- ☐ B. English
- ☐ C. Mandarin/Cantonese
- ☐ D. Khmer
- ☐ E. Korean
- ☐ F. Somali
- ☐ G. Spanish
- ☐ H. Tigrinya
- ☐ I. Vietnamese

## **Business details**

20. When did your business begin operating in King County? \*

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Tip: This may be found on your business license.

21. What is your business North American Industry Classification System (NAICS)/Business Activity code?

\_\_\_\_\_

Tip: Your NAICS code can be found in your business tax returns (Box B or C); or in your personal tax return Schedule C, Box B.

22. How many full-time employees did you have on January 31, 2020? \* \_\_\_\_\_

Tip: This means any employee that worked 35 hours or more in a work week.

23. How many full-time employees do you have today (when making this grant application)? \*

\_\_\_\_\_

Tip: This means any employee that worked 35 hours or more in a work week.

24. Is your business a home-based business?

☐ Yes ☐ No

25. Is your business involved with the production, promotion, processing, distribution, or sale (wholesale or retail) of marijuana or cannabinoid products, concentrates, or extracts? \*

☐ Yes ☐ No

26. Are you currently a member of a chamber of commerce? \*

☐ Yes ☐ No

27. Have you received technical assistance, marketing, or other support from a local chamber of commerce in the past 12 months? \*

☐ Yes ☐ No

### **Business financial information**

28. What were your business gross sales in 2019? \* \_\_\_\_\_

Tip: Gross sales means your total sales before any deductions. You can find it in box 1/1a of your business tax return, or Schedule C of your personal tax return.

29. What was your ordinary business income or loss, also known as net profit or loss, in 2019? \*

\_\_\_\_\_  
Tip: This is your business income after expenses and deductions. You can find it in Box 22 of your business tax return or in Box 31 of Schedule C in your personal tax return.

30. Did your business generate more than 50% of its 2019 revenue producing and selling agricultural or forestry-related products such as crops, livestock, or timber? \*

☐ Yes ☐ No

31. Do you have plans to produce and sell a commercial agricultural product in 2020? \*

☐ Yes ☐ No ☐ Does not apply to my business

## **Business ownership**

King County is committed to equity and to leading with racial justice in our investments. For more information on King County's Equity and Social Justice plans and actions, visit our website ([www.kingcounty.gov/equity-social-justice](http://www.kingcounty.gov/equity-social-justice)).

King County Ordinance 19103 authorizes this grant program and requires that the grant selection criteria should consider applications from businesses located in, or owned by members of, communities that have been disproportionately impacted by inequities and discrimination.

Note: Disclosure of demographic information is voluntary.

32. Is this business woman-owned? King County considers a business woman-owned and controlled if a woman, or a group of women, is the majority owner (more than 50% ownership).

☐ Yes      ☐ No

33. Is this business veteran-owned? King County considers a business veteran-owned and controlled if a veteran, or a group of veterans, is the majority owner (more than 50% ownership).

☐ Yes      ☐ No

34. What is the racial identity of the business owner(s) with majority ownership (more than 50% ownership)?

- ☐ A. American Indian or Alaska Native
- ☐ B. Asian
- ☐ C. Black or African American
- ☐ D. Latinx / Hispanic
- ☐ E. Native Hawaiian or other Pacific Islander
- ☐ F. Two or more races
- ☐ G. White
- ☐ H. Other
- ☐ I. I prefer not to say

35. For the majority business owner, how many people are in their household? \* \_\_\_\_\_

36. For the majority business owner, what was their combined annual household income in 2018? \*

\_\_\_\_\_

37. Are you currently an employee of King County or an immediate family member of a current employee of King County?

Tip: "Immediate family" means a county employee's spouse, domestic partner, employee's child or the child of an employee's domestic partner, and other dependent relatives if living in his or her household

- ☐ Yes      ☐ No

### **Impacts of COVID-19**

38. How has COVID-19 already impacted your business? Please check all that apply. \*

- ☐ A. My business revenue significantly decreased.
- ☐ B. I had to lay off my employee(s).
- ☐ C. My business closed temporarily due to the Governor's proclamation.
- ☐ D. I had to reduce payroll expenses (health insurance, retirement benefits, etc.).
- ☐ E. I had to reduce or suspend lease payments for my business location.
- ☐ F. None of the above applies to me.

39. When did the impact begin? \*

Month: \_\_\_\_\_ Year: \_\_\_\_\_

40. In addition to employee health and safety, what is your primary concern for the future of your business? Please choose one. \*

- ☐ A. Lease payments
- ☐ B. Making payroll
- ☐ C. Supply chain issues
- ☐ D. Other

41. Have you already received federal COVID-19-related grants, loans, or other financial support for your business? \*

- ☐ Yes
- ☐ No

If you answered yes to the question above, please write in the fund source and how much federal aid you received.

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### **Grant amount requested**

King County will issue awards to successful applicants for expenses incurred or outstanding from March 1, 2020 through the date of the grant award. These expenses can include rent/lease payments, payroll, utilities, and other expenses necessary to continue operations. Applicants chosen to receive an award will be required to provide invoices or proof of payment, such as payroll records or receipts, as part of the disbursement process. These funds are intended to support continued business operations.



42. If you receive a grant from King County, how would you use these funds? Check all that apply. \*

- ☐ A. Lease payments
- ☐ B. Payroll
- ☐ C. Other employee benefits
- ☐ D. Accommodating COVID-19 reopening guidelines
- ☐ E. Other operating expenses (inventory, utilities, insurance, etc.)
- ☐ F. Not listed above.

43. How much money are you requesting from this King County grant program? \*

- ☐ A. \$1,000
- ☐ B. \$1,001 – \$2,000
- ☐ C. \$2,001 – \$3,000
- ☐ D. \$3,001 – \$4,000
- ☐ E. \$4,001 – \$5,000

44. If you receive this grant, do you expect your business to resume operations when local and state guidelines permit it to do so? \*

- ☐ A. Yes, I expect to reopen
- ☐ B. No, I do not expect to reopen
- ☐ C. I am not sure if my business will reopen
- ☐ D. My business is already operating

### **Additional, unscored information**

45. Is there anything else you would like to share with us about the impacts of COVID-19 on your business and/or the lives of your employees?

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46. How did you hear about this grant opportunity?

- ☐ A. King County Local services website
- ☐ B. Advertisement
- ☐ C. King County councilmember
- ☐ D. Article/blog
- ☐ E. Email
- ☐ F. Friend or family
- ☐ G. Referral
- ☐ H. Seminar/workshop
- ☐ I. Social media
- ☐ J. Other

47. If possible, please tell us specifically who told you about this grant opportunity  
(please name the organization, person, etc.).

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## **Certifications**

I certify that the information submitted in this application is true and correct to the best of my knowledge and that I am an authorized representative of this business. I understand that King County and Craft3 will rely on the accuracy of the submittals and certifications made with this application. Any misrepresentation or inaccurate information may result in forfeiture of grant funds. I further understand I may be required to submit backup documentation proving the accuracy of my answers if I receive a grant. \*

☐ Yes      ☐ No

By submitting this grant application, I affirm that I will be able to comply with the U.S. Treasury Health & Human Services Terms & Conditions, which are posted on the King County website at **[www.kingcounty.gov/LocalBusinessHelp](http://www.kingcounty.gov/LocalBusinessHelp)**.

☐ Yes      ☐ No

## **Disclosure**

By completing and submitting/returning this form, I/we (hereafter “Applicant”) acknowledge that Applicant has read, understands, and agrees to each of the following provisions.

This is not a letter of intent or a letter of commitment. Submission of this application does not commit or obligate King County or its contractor in any way to provide a grant.

All information submitted by applicants is a public record and is therefore subject to public disclosure.

The security of the information Craft3 collects and that is provided, including personally identifiable information, is important to us, and so we take commercially reasonable steps to maintain the security of that information.

"Project Information" consists of personally identifiable information and non-personally identifiable information and may include the ethnicity, gender, household size, name, address, or household income. However, Project Information shall not include any other personally identifiable information as defined in Craft3's Privacy Policy. Applicant agrees that Craft3 may include some or all Project Information related to the grant for which Applicant is submitting this application in reports or other documents submitted to program funding and delivery partners including Federal, State, and Local government or similar entities, and foundations. Applicant also acknowledges and agrees that King County may collect and report to third parties aggregate, non-personally identifiable Project Information (e.g., socio-economic and demographic profiles of borrowers; total number of grants, grant amounts and/or grants in a geographic area).

Applicant, having read and agreed to Craft3's Terms of Use, available at <https://www.craft3.org/Contact/terms-of-use>, submits this application, including any attachments hereto (collectively, the “Application”). All information in this Application is true and complete to the best of Applicant's knowledge and is submitted so that King County and Craft3 can decide whether to extend a grant to Applicant. Applicant authorizes King County and Craft3 to make all commercially reasonable inquiries necessary to verify the accuracy of the statements made.

Provisions in this agreement supersede those in Craft3's Privacy Policy. King County and Craft3 will prohibit the sharing of Applicant's personally identifiable information (e.g., name, mailing and/or physical address, email address, phone number, social security number, birth date, financial account information) or confidential company or organization information with third parties. Craft3 will not use personally identifiable information to market or solicit services.