

District of Columbia Small Business Recovery Microgrants

Application Guide + Troubleshooting Tips

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Thank you for filling out this application; we know it takes both time and strength during this difficult time. The DC community stands behind our workers and businesses, and we will work together to help our local economy recover from this public health emergency.

General Tips

- Complete the application on your computer, rather than your phone.
- Complete the application using Google Chrome or Firefox, if possible.
- After you have passed the eligibility section in the application, do *not* click your browser's back button. Navigate sections by clicking on the navy bars along the top of the application.
- It's easiest to complete the application in one sitting. Create an account, check that you are eligible, and then gather the following information so you're ready to go as you fill out the application.
 - [Business or Independent Contractor Application](#)
 - [Nonprofit Application](#)

If you are a small business, independent contractor, or self-employed...	
Gather the following documents	Tips as you're gathering documents
1. Federal Employer Identification Number (EIN) or Social Security Number (SSN)	To find your EIN, look in a previously filed tax return or by following these tips from the IRS . The names and addresses you use for this application should match your EIN registration.
2. Documentation of the business owner or owners' state residency (<i>if DC resident</i>)	A photo of your DC driver's license or a bill to your DC home will work.
3. Payroll or roster of employees and their states of residence	You'll want to pull the payroll from the week of January 27, 2020, if applicable.
4. 2018 Federal Tax Return	Only applicable if your business was operational in 2018. Personal returns will be accepted for independent contractors and self-employed individuals if business returns are not available.
5. 2019 Income Statement showing monthly sales	Feel free to use your format, such as downloading from your accounting software or use this free template if needed
6. 2020 year-to-date (January - March) income statement showing monthly sales	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file. Use this free template if needed.
7. Supporting documentation for potential revenue in April 2020	Such as proof of canceled contracts, revenue-generating events, etc.

If you are a nonprofit organization ...	
Gather the following documents	Tips as you're gathering documents
1. Federal Employer Identification Number (EIN)	Look for this in a previously filed tax return or by following these tips from the IRS . The names and addresses you use for this application should match your EIN registration.
2. Payroll or roster of employees and their states of residence	You'll want to pull the payroll from the week of January 27-31, 2020.
3. 2018 Return of Organization Exempt From Income Tax (Form 990)	If you need help finding your organization's 990s, look them up on 990 Finder . Only applicable if your organization was in operation in 2018. If you don't have this, be prepared to provide an explanation.
4. 2019 statement of activities showing revenues less expenses	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file.
5. 2020 year-to-date statement of activities or other documentation showing revenues less expenses	Feel free to use whatever format you normally use - if you use accounting software, just share the downloaded file.
6. Supporting documentation for potential revenue in April 2020	Such as proof of canceled contracts, revenue-generating events, etc.

Frequently Asked Questions

What does "local" mean exactly?

You are considered "local" if your main office is in DC. The main office is wherever the chief executive officer and highest level managerial employees manage and lead the business or organization. If you are an independent contractor or self-employed, you must live in DC. If you are a nonprofit, your services should not extend beyond the DMV region, unless you are an arts or cultural organization (such as a touring dance company based in the District).

Can I ask a question about my materials before submitting my application?

Yes! Please email dmped.grants@dc.gov with your question and as much detail as possible.

I arrived at a page that says that I'm not eligible. What should I do now?

Unfortunately, you're not eligible for the DC Economic Recovery Microgrant, but we want to make sure you get the help you need. Check out these other [resources](#) for small business recovery.

You may be eligible for low-interest, long-term repayment Disaster Loan Assistance from the federal U.S. Small Business Administration. The loan can cover payroll, debt payments, and accounts payable. [Apply for a federal loan now.](#)

I made a mistake answering the eligibility questions. How can I fix it?

If you think you made an error in the “Step 1: Learn about my eligibility” section, you can restart your application [here](#) if you are a business or independent contractor, and [here](#) if you are nonprofit. You can review the answers you provided on the “Sorry, you’re not eligible” page.

I need to update my email address, but I have already submitted my application.

Once your application is submitted, you cannot edit your application. If you have made an error in your contact information, please send an e-mail to dmped.grants@dc.gov

I submitted an application prior to March 25th and the eligibility requirements have changed. Do I need to submit a new application?

No. You will receive an email from the grants system asking for additional information. If you do not receive this email, please contact MS_DMPEDGRANTS_Grantmaking@blackbaud.com.

What if I already submitted a new application after the eligibility requirements changed on March 25th.

Your initial application will be cancelled, and your most recent application will be reviewed. .

I operate a franchise. Can I apply?

If your franchise is based in DC and is independently owned and operated, you can apply for a Small Business Recovery Microgrant.

I have furloughed but not laid off my employees. Can I apply?

Yes, as long as you can demonstrate impact to your actual revenue to date and your projected revenue for the rest of March and April. Please also have supporting documentation that shows that your employees have been furloughed.

Are religious organizations eligible for this grant?

Religious and political organizations are not eligible.

I have submitted my application. Will I definitely receive a grant?

A submitted applicant does not automatically mean a grant will be awarded. The application needs to be reviewed and then selected for an award.

Technical Troubleshooting Tips

I've lost the correct links.

We've got you!

- If you are a **business** or **independent contractor** and want to start a new application, click [here](#).
- If you are a **nonprofit** and want to start a new application, click [here](#).
- If you have started an application and want to finish it, click [here](#).

When I go to the links above, I get an error message.

Please wait ten minutes and try again. If that doesn't help, take a picture or screenshot of the message and e-mail MS_DMPEDGRANTS_Grantmaking@blackbaud.com.

I've forgotten my password.

No problem! Click the "Forgot Password" link available on [the account login page](#). Your new password is everything immediately after "Your password is:" and before the period. When you click the link in the email, copy and paste this new password into the "current password" field, and then type your new password into the "new password" and "confirm new password" fields.

I've started an application and can't find it again.

If you've started an application and want to finish it, click [here](#). Log in, and then click on your "in progress" application. If your application was started prior to March 25 and it was voided, please see the above FAQs regarding new eligibility requirements

If you try to create another account with an email you used to create an account before, you will get an error message saying: "Invalid email or password." If you do, click "Return to login" and then "Forgot Password" to recover your password.

I want to start a new application.

If you are a business, self-employed, or an independent contractor and want to start a new application, click [here](#). If you are a nonprofit and want to start a new application, click [here](#).

I've clicked the back button in my browser and I can't get back into the application.

Click [here](#) and then click on your "in progress" application.

My files are too big and I can't upload them.

You should be able to upload large files, it may just take a few minutes.

I'm having technical difficulties with the application.

Please email MS_DMPEDGRANTS_Grantmaking@blackbaud.com with your question and as much detail as possible, including screenshots.

Can I navigate back on my application or go to the previous step if I made an error?

You can use the normal browser "back" arrow in the "Step 1: Learn about my eligibility" section. When on the application (every section starting from "Step 2: Get Ready"), we recommend navigating using the blue rectangles along the top of the page.

How do I know my application was submitted?

After you submit the application, you will receive an email from "Office of the Deputy Mayor for Planning and Economic Development" that the proposal was successfully submitted. If you do not receive this email, please be sure to check your SPAM filter.

If your application was saved but not submitted, you will receive an email saying: "Your application has been saved but not yet submitted." To submit your application, please return to your account via the link in the email. You can resume your application at any point before the deadline.

Instructions for Small Businesses

Click [here](#) to access the application.

COVID-19 is having an unexpected and profound impact on our city's economy, and DC government understands that resources are needed now. We recognize this is a difficult time for you and your employees, and we are here to try to help.

Pursuant to the "COVID-19 Response Emergency Amendment Act of 2020" effective March 17, 2020 (D.C. Act 23-247), District government is offering microgrants to small, local businesses, individual contractors, self-employed individuals, and nonprofits to meet their short-term financial needs. The grant can cover employee wages and benefits (including fringe benefits associated with employment, such as health insurance), accounts payable, fixed costs, inventory, rent, and utilities.

This application is ONLY for small businesses, independent contractors, and self-employed individuals. If you are applying on behalf of a nonprofit, click [here](#).

STEP 1 OF 11: LEARN ABOUT YOUR ELIGIBILITY

Question 1: Is your organization's main physical office located in DC? *The main office is wherever the chief executive officer and highest level managerial employees manage and lead the organization.*

Certify that your business's main physical address is in Washington DC. If you are self-employed and live in Washington DC, select "Yes."

Question 2: Does your business fall into any of the following categories?

- adult entertainment
- a bank
- financial services
- e-commerce
- seasonal (only operates part of the year)
- a liquor store, tobacco store, or cannabis dispensary
- a franchise (does not include locally-owned and operated franchises)

Your business cannot fall into any of these categories.

Question 3: Do one or more of the following statements apply to your business?

- More than 50% of the business is owned by District residents.
- More than 50% of my gross receipts originate in the District.
- More than 50% of my employees are District residents.
- I am an independent contractor or self-employed individual and a District resident.

Question 5: Is your business considered small by the federal government?

The federal government would consider your business small if your revenue or gross receipts over the last three years are less than the industry standards outlined by the U.S. Small Business Administration. If you're not sure, find your [NAICS code](#) and try this [interactive tool](#) to check whether your business qualifies as small. If you are an independent contractor or self-employed individual, select yes.

Question 6: Were you awarded a DC Government Great Streets Small Business Grant during FY20 (October 1, 2019 - September 30, 2020)?

Great Streets funds restrictions have been relaxed to provide support during this public health emergency. That means FY20 grantees are not eligible to receive a microgrant. If you received a Great Streets award in a fiscal year other than FY20, select no

Great Streets grantees from FY20 (October 1, 2019 - September 31, 2020) are not eligible for a microgrant. Grantees who were awarded in a fiscal year other than FY20 are eligible.

STEP 2 of 11: GET READY

Prior to starting the application, please make sure to have the documentation listed above available.

STEP 3 of 11: TELL US ABOUT YOURSELF

Fill out all applicable information.

- What is your first name?
- What is your last name?
- What is your title? (*Examples: COO, Business Owner, Independent Contractor*)
- If you are not the owner, are you authorized to apply on their behalf? (is someone else filling out this application that is not the owner?)
- What is your e-mail address? *This field is case sensitive*
- Please enter your e-mail address again. This field is case sensitive.
- What is the best phone number for you, both during this emergency and moving forward?
- Please provide a second phone number if you feel that is necessary.
- Do any of the business owners live in DC?
- If yes, and that's not you, what is their name? *If more than one owner lives in DC, choose the majority owner among them*
- Proof of Residency. *Please upload proof of the owner's residency, such as a photo of a driver's license or a bill addressed to their home.*

STEP 4 of 11: TELL US ABOUT YOUR BUSINESS

Fill out all applicable information, including your [Employer Identification Number \(EIN\)](#).

- Which of these categories best describes your business? Please select from the following:
 - Freelancer/contractor
 - Health Club
 - Health Spa
 - Massage establishment
 - Multi-purpose facility
 - Nightclub
 - Professional Services
 - Restaurant or tavern
 - Retail
 - Theater

- Travel and Tourism
- Other (please specify)
- In one sentence, what does your business do? (30-word limit) *Examples: My business is a barbershop. My business provides flower arrangements for events.*
- What is the legal name of your business? *Please provide exactly the name listed with the IRS or on your individual return.*
- What is your business's tax ID? If you have an Employer Identification Number (EIN), enter that. Otherwise, enter your or Social Security Number. *Look for this in a previously filed tax return or by following these tips from the IRS. EIN format: XX-XXXXXXX SSN format: XXX-XXX-XXX*
- How many years has your business been operational in DC? *Round to the nearest whole number. Count from the year that you first filed DC taxes for your business. If you are an independent contractor or self-employed, how long have you done this type of work in DC?*
- When was your business established in DC? *Enter the date you first filed DC taxes for your business. If you are an independent contractor or self-employed, when did you begin doing this type of work in DC? If you can't recall the exact date, select the first of the applicable month.*
- What is your business's main office address? *Example: 1350 Pennsylvania Avenue NW. If you are an independent contractor or self-employed, please include your home address.*
 - Main office city
 - Main office state
 - Main office zip
- Does your business have multiple locations in DC? *If you are an independent contractor or self-employed, please answer no.*
 - If so, how many?
- Please indicate the wards in which you have business locations. (Select all that apply.) *If you're an independent contractor or self-employed individual, you may choose the ward where your home is located. If you aren't sure which ward(s) you are in, you can look up addresses here.*
- Have you been awarded a DC Government 2020 Robust Retail: Citywide grant? *If you received a Robust Retail: Citywide grant prior to 2020 and not since, select no.*
- If so, what is the value of your grant?
- Do you have any outstanding tax debt of more than \$200 without a payment plan, lawsuits, or pending lawsuits with the District government?
 - If you selected yes, please explain why.

STEP 5 of 11: TELL US ABOUT YOUR EMPLOYEES

Fill out all applicable information.

- Including yourself, how many paid employees worked for your business (meaning that they were on your payroll) at all DC locations during the week prior to March 11, 2020? *If you are an independent contractor or self-employed individual and don't have any employees, just enter one under full-time or part-time, depending on your status.*
 - Full-time (40 or more hours per week)
 - Part-time (fewer than 40 hours per week)
 - Of these, how many employees (both full- and part-time) were District residents? *That means their address for tax purposes is in DC.*
- Payroll or Roster of Employees. Upload a roster of employees and their addresses to verify residency. The roster should include all of your paid employees (full-time and part-time) during the week prior to

March 11. This is not required for independent contractors and self-employed individuals. An example of a roster is below:

Name	State of Residence	Full-Time / Part-Time
John Smith	Washington, DC	Part-Time

STEP 6 OF 11: TELL US HOW YOUR BUSINESS HAS BEEN AFFECTED BY THE COVID-19 PUBLIC HEALTH EMERGENCY

Fill out all applicable information. It is important to clearly show how your revenue and costs were affected due to COVID-19.

- How has your business been impacted by COVID-19? *Select one of the following:*
 - DC Government required my business/organization to suspend operations or reduce the services we are able to provide (such as requiring theaters to close, suspending table seating at restaurants).
 - DC Government did not explicitly require my business/organization to alter operations, but I have experienced significant revenue losses due to COVID-19 precautions (such as reduced store traffic or canceled events).
 - My individual income has been severely impacted due to the loss of short-term contracted work or gigs due to COVID-19.
- Including yourself, how many of your employees have you laid off, cut hours, or seen a reduction in tips for since March 11, 2020?
- How many months was your business operational from February-April of each of the following years?
 - February-April 2018
 - February-April 2019
- What was your total revenue from February-April of each of the following years? *Leave the field blank for any years your organization was not operational.*
 - February-April 2018
 - February-April 2019
- What was your total revenue for February 2020?
- What is the most recent day for which you have revenue figures available?
- What is your revenue from March 1, 2020 to the date listed in the previous question?
- What do you estimate will be your total revenue for March?
- Before the impacts of COVID-19, what was your forecasted revenue for April 2020?
- Based on what you know today, what do you now expect your April 2020 revenue to be?
 - *Please upload documentation supporting your new expected revenue for April 2020. Examples: Proof of canceled or postponed revenue-generating events and contracts*
- If you don't have any documentation for your April 2020 revenue, explain your forecast here. (100-word limit)
- What are your total expected expenses for March 2020? *Enter actual expenses up until the last day available plus projected expenses for the remainder of the month of March. Include operating costs (such as employee wages and benefits, accounts payable, inventory, and utilities) and fixed costs (such as rent, insurance, and repayment of the U.S. Small Business Administration (SBA) federal loans – if not granted deferral).*

- Would you like to share anything else about how your business has been impacted by COVID-19? (50-word limit) Example: *Have you incurred additional costs, canceled key events, or postponed important staff travel?*

STEP 7 OF 11: PROVIDE DOCUMENTATION FOR YOUR BUSINESS

Upload all necessary and applicable documentation. This can include anything that shows the comparative loss of revenue due to COVID-19. Electronic documentation showing cancelled contracts, orders, or services can be provided as supplemental information.

We require backup documentation for revenue figures entered throughout the application. Please attach the following documents by choosing a file from your computer and then clicking the upload button.

*We will securely store this information and only share it with individuals who are part of the review process. Large files may take a few minutes to upload. **Documentation is required for the years your business has been in operation.** For example, if your business was established in 2019, you do not need to provide documentation for 2018. If you do not provide accurate, complete documentation, it will delay the processing of your application or you may have to reapply.*

- 2018 federal tax return. *You'll need complete copies, including all schedules, for your business. Personal returns are accepted for independent contractors and self-employed individuals.*
 - If you don't have your 2018 return, please provide an explanation.
- What was your 2018 annual revenue? *The amount entered here should match the uploaded document. You can find this is in Box 1 on your form 1040.*
- 2019 income statement showing monthly sales. *Feel free to use this [free template](#) if needed.*
- What was your 2019 annual revenue? *The amount entered here should match the uploaded document.*
- 2020 year-to-date (January - March) income statement showing monthly sales. *Feel free to use this [free template](#) if needed.*
- Other Supporting Documentation

STEP 8 OF 11: READ AND AGREE TO THE TERMS AND CONDITIONS

Review the terms, and electronically sign your application.

Below are the terms and conditions of this application. This is NOT a grant agreement. If you are selected for award, you will be required to enter into a grant agreement.

Funding for this grant is contingent upon continued appropriations to the grantor. This application does not commit the DC Government to make a grant award.

DC Government reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DC Government to do so. DC Government shall notify the applicant if it rejects their application. DC Government reserves the right to suspend or terminate an application.

DC Government reserves the right to issue addenda and/or amendments subsequent to the issuance of this application, or to rescind this call for applications.

DC Government shall not be liable for any costs incurred in the preparation of applications in response to this application. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DC Government shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DC Government; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of application and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

By typing my name, I certify that my responses to the questions have been truthful and the supporting documentation I have provided is authentic. I understand that the Government of the District of Columbia reserves the right to deny funding based on tax history.

STEP 9 OF 11: ADDITIONAL INFORMATION (OPTIONAL)

If you are comfortable sharing, please tell us a little more about your business. **These questions are VOLUNTARY, have no influence on your award determination, and are for data collection purposes only.**

Is your business a Certified Business Entity (CBE) registered with the DC Department of Small and Local Business Development?

Answer the following demographic questions about up to two of your business owners

I'm willing to share demographic information about our business owner(s). (Y/N)

---Business Owner #1---

- What gender does this business owner identify with? (Male/Female/Non-binary)
- Is this business owner a veteran?
- Does this business owner have a disability?
- What is this business owner's race? Check all that apply
- What is this business owner's ethnicity?

---Business Owner #2---

- What gender does this business owner identify with? (Male/Female/Non-binary)
- Is this business owner a veteran?
- Does this business owner have a disability?
- What is this business owner's race? Check all that apply
- What is this business owner's ethnicity?

STEP 10 OF 11: YOU'RE ALMOST FINISHED!

Review the next steps in the application process and decide if you're ready to submit.

Thank you for filling out this application, we know it took both time and strength during this difficult time. The DC community stands behind our workers and businesses, and we will work together to help our local economy recover from this public health emergency.

If you are ready to submit your application, click the "Review & Submit" button. You will be asked to review your application one more time, then click the "Submit" button. It could take up to a minute for your submission to process. **Please don't click the submit button again, click the back button, or leave the page until it is complete.**

If you would like to save your application and finish it at a later time, click the "Save & Finish Later" button. You can return to your application here. If you have a question about your application materials or answers, please email: dmped.grants@dc.gov. If you need technical assistance with the application, please email software support: MS_DMPEDGRANTS_Grantmaking@blackbaud.com.

Once you submit, we will review your application, and someone will reach out to you as soon as possible.

STEP 11 OF 11: REVIEW AND SUBMIT YOUR APPLICATION

Take one final look at your application and fill out any fields or upload any documents you may have missed. Click Submit. The application will not be uploaded for review, and you will be notified of the status of the application.

Instructions for Nonprofits

Click [here](#) to access the application.

STEP 1 of 10: LEARN ABOUT YOUR ELIGIBILITY

Question 1: Is your organization's main physical office located in DC? *The main office is wherever the chief executive officer and highest level managerial employees manage and lead the organization.*

Certify that your business's main physical address is in Washington DC. If you are self-employed and live in Washington DC, select "Yes."

Question 2: Is your organization registered as a nonprofit with the District's Department of Consumer and Regulatory Affairs (DCRA)? *You have either a Charitable Solicitation License or Basic Business License from DCRA.*

Acknowledge whether or not your business is registered at a nonprofit with the District Department of Consumer and Regulatory Affairs (DCRA).

Question 3: Your nonprofit also must be in Good Standing. There cannot be any outstanding judgements, tax debts over \$200 without a payment plan, or active/pending lawsuits affiliated with your business.

Question 4: Do your services extend beyond the DMV region? *If you are an arts or cultural organization, select no.*

National organizations with a DC Office are not eligible.

Question 5: Is your nonprofit a religious organization or a political/lobbying organization?

Your nonprofit cannot be a religious or political/lobbying organization.

STEP 2 of 10: GET READY

Prior to starting the application, please make sure to have the documentation listed above available.

STEP 3 of 10: TELL US ABOUT YOURSELF

Fill out all applicable information.

- What is your first name?
- What is your last name?
- What is your title? *Examples: Executive Director, COO*
- What is your e-mail address? *This field is case sensitive.*
- What is the best phone number for you, both during this emergency and moving forward? *format: (xxx)xxx-xxxx*
- Please provide a second phone number if you feel that is necessary. *format: (xxx)xxx-xxxx*

STEP 4 of 10: TELL US ABOUT YOUR ORGANIZATION

Fill out all applicable information, including your [Employer Identification Number \(EIN\)](#).

- In one sentence, what does your organization do? (30-word limit) *Examples: My organization hosts an annual festival in DC. My organization is a non-profit theater and performance space.*
- What is the name of your organization? Please provide exactly the name listed with the IRS.
- What is your organization's EIN? Look for this in a previously filed tax return or by following [these tips](#) from the IRS. Format: XX-XXXXXXX
- How many years has your organization been operating in DC? Round to the nearest whole number. Count from the year that you filed nonprofit articles of incorporation with DCRA.
- When was your organization established in DC? Enter the date you filed nonprofit articles of incorporation with DCRA. If you can't recall the exact date, select the first of the applicable month.
- What is your organization's main office address? The main office is wherever the chief executive officer and highest level managerial employees manage and lead the organization. Example: 1350 Pennsylvania Avenue NW
- Main office city Example: Washington
- Main office state Example: DC
- ZIP Code Example: 20004

If different, what is your organization's mailing address?

- Mailing Address Example: 1350 Pennsylvania Avenue NW
- Mailing City Example: Washington
- Mailing State Example: DC
- Mailing ZIP Code Example: 20004

Does your organization have multiple locations in DC?

- Please indicate the wards in which you have locations (select all that apply)
- If you aren't sure which ward(s) you are in, you can look up addresses [here](#).
- Do you have any outstanding tax debt of more than \$200 without a payment plan, lawsuits, or pending lawsuits with the District government?
- If you selected yes, please explain why.

STEP 5 of 10: TELL US ABOUT YOUR EMPLOYEES

Fill out all applicable information.

- Including yourself, how many paid employees worked for your organization at all DC locations during the week prior to March 11, 2020?
- Full-time (40 or more hours per week):
- Part-time (fewer than 40 hours per week):
- Of these, how many employees were District residents? That means their address for tax purposes is in DC.
- Payroll or Roster of Employees Please upload a payroll or roster of your employees and their states of residence. It should include all of your paid employees (full-time and part-time) during the week prior to March 11, 2020. An example of a roster is below:

Name	State of Residence	Full-Time / Part-Time
John Smith	Washington, DC	Part-Time

STEP 6 OF 10: TELL US HOW YOUR ORGANIZATION HAS BEEN AFFECTED BY THE COVID-19 PUBLIC HEALTH EMERGENCY

Fill out all applicable information. It is important to clearly show how your revenue and costs were affected due to COVID-19.

- How has your organization been impacted by COVID-19? (Select one)
 - DC Government required my business/organization to suspend operations or reduce the services we are able to provide (such as requiring theaters to close, suspending table seating at restaurants).
 - DC Government did not explicitly require my business/organization to alter operations, but I have experienced significant revenue losses due to COVID-19 precautions (such as reduced store traffic or canceled events).
 - My individual income has been severely impacted due to the loss of short-term contracted work or gigs due to COVID-19.
- Including yourself, how many of your employees have you laid off or cut hours for since March 11, 2020?
- How many months was your organization operational from February-April of each of the following years?
 - February-April 2018
 - February-April 2019
- What was your total revenue from February-April of each of the following years? *Leave the field blank for any years your organization was not operational.*
 - February-April 2018
 - February-April 2019
- What was your total revenue for February 2020?
- What is the most recent day for which you have revenue figures available?
- What is your revenue from March 1, 2020 to the date listed in the previous question?
- What do you estimate will be your total revenue for March?
- Before the impacts of COVID-19, what was your forecasted revenue for April 2020?
- Based on what you know today, what do you now expect your April 2020 revenue to be?
- Expected April Revenue. Please upload documentation supporting your new expected revenue for April 2020. *Examples: Proof of canceled or postponed revenue-generating events and contracts.*
- If you don't have any documentation for your April 2020 revenue, explain your forecast here. (100-word limit)
- What are your total expected expenses for March 2020? *Enter actual expenses up until the last day available plus projected expenses for the remainder of the month of March. Include operating costs (such as employee wages and benefits, accounts payable, inventory, and utilities) and fixed costs (such as rent, insurance, and repayment of the U.S. Small Business Administration (SBA) federal loans – if not granted deferral).*

- Would you like to share anything else about how your organization has been impacted by COVID-19? (50-word limit) *Have you incurred additional costs, canceled key events, or postponed important staff travel?*

STEP 7 OF 10: PROVIDE DOCUMENTATION FOR YOUR BUSINESS

Upload all necessary and applicable documentation. This can include anything that shows the comparative loss of revenue due to COVID-19.

We require backup documentation for revenue figures entered throughout the application. *Please attach the following documents by choosing a file from your computer and then clicking the upload button. We will securely store this information and only share it with individuals who are part of the review process. Large files may take a few minutes to upload. **Documentation is required for the years your organization has been in operation.** For example, if your business was established in 2019, you do not need to provide documentation for 2018. If you do not provide accurate, complete documentation, it will delay the processing of your application or you may have to reapply.*

- 2018 Return of Organization Exempt From Income Tax. *Please upload complete copies, including all schedules, for your organization.*
- If you don't have your 2018 return, please provide an explanation.
- 2019 Statement of Activities showing revenue less expenses
- 2020 year-to-date (January - March) statement of activities. *2020 year-to-date (January - March) statement of activities or other documentation showing revenues less expenses*
- Other Supporting Documentation. *Electronic documentation showing cancelled contracts, orders, or services can be provided as supplemental information.*

STEP 8 OF 10: READ AND AGREE TO THE TERMS AND CONDITIONS

Review the terms, and electronically sign your application.

Step 8 of 10: Read and agree to the terms and conditions

Below are the terms and conditions of this application. ***This is NOT a grant agreement. If you are selected for award, you will be required to enter into a grant agreement.***

Terms and Conditions

Funding for this grant is contingent upon continued appropriations to the grantor. This application does not commit the DC Government to make a grant award.

DC Government reserves the right to accept or deny any or all applications if it is determined to be in the best interest of DC Government to do so. DC Government shall notify the applicant if it rejects their application. DC Government reserves the right to suspend or terminate an application.

DC Government reserves the right to issue addenda and/or amendments subsequent to the issuance of this application, or to rescind this application.

DC Government shall not be liable for any costs incurred in the preparation of applications in response to this application. The applicant agrees that all costs incurred in developing the application for this grant are the applicant's sole responsibility.

DC Government shall provide the citations to the statute and implementing regulations that authorize the grant or sub-grant; all applicable federal and District regulations and payment provisions identifying how the grantee will be paid for performing under the grant agreement; reporting requirements, including programmatic, financial, and any special reports required by DC Government; and compliance conditions that must be met by the grantee. If there are any conflicts between the terms and conditions of application and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the applicant to ensure compliance.

By typing my name, I certify that my responses to the questions have been truthful and the supporting documentation I have provided is authentic. I agree to these terms and conditions.

Type your first and last name

STEP 9 OF 10: YOU'RE ALMOST FINISHED!

Review the next steps in the application process and decide if you're ready to submit.

Thank you for filling out this application; we know it took both time and strength during this difficult time. The DC community stands behind our workers and businesses, and we will work together to help our local economy recover from this public health emergency.

If you are ready to submit your application, click the "Review & Submit" button. You will be asked to review your application one more time, then click the "Submit" button. It could take up to a minute for your submission to process. **Please don't click the submit button again, click the back button, or leave the page until it is complete.**

If you would like to save your application and finish it at a later time, click the "Save & Finish Later" button. You can return to your application here. If you have a question about your application materials or answers, please email: dmped.grants@dc.gov. If you need technical assistance with the application, please email software support: MS_DMPEDGRANTS_Grantmaking@blackbaud.com.

Once you submit, we will review your application, and someone will reach out to you as soon as possible.

STEP 10 OF 10: REVIEW AND SUBMIT YOUR APPLICATION

Take one final look at your application and fill out any fields or upload any documents you may have missed. Click Submit. The application will not be uploaded for review, and you will be notified of the status of the application.