

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're a business or independent contractor ...	
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're a nonprofit ...	
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 see the whole application before I get started?

Yes! Check out the complete business and independent contractor application and the complete non-profit application before you get started.

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

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 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.

STEP 1 OF 11: LEARN ABOUT YOUR ELIGIBILITY

Question 1: Certify that your business's main physical address is in Washington DC. If you are self-employed and live in Washington DC, you can also select "Yes."

Question 2: Ensure that your business is not one 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

Question 3: Your small business 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: One of the following must apply to your small business. This is to ensure that a majority of business operations take place in Washington, DC:

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

Question 5: Your business must fall under the federal definition of a "small business" as set forth by the Small Business Administration (SBA). You qualify if:

- Your revenue is less than the industry standard, based on either revenue or employee size, as determined by the US Small Business Administration. Look up your NAICS Code [here](#) and then use the SBA's [interactive tool](#) to see if your business qualifies as small

Question 6: 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.

STEP 4 of 11: TELL US ABOUT YOUR BUSINESS

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

STEP 5 of 11: TELL US ABOUT YOUR EMPLOYEES

Fill out all applicable information. Also make sure to 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.

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.

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

Review the terms, and electronically sign your application.

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.

STEP 10 OF 11: YOU'RE ALMOST FINISHED!

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

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

Question 2: 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: If your services extend beyond the DMV Region, you're not eligible, unless you are an arts or cultural organization. National organizations with a DC Office are not eligible.

Question 5: 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.

STEP 4 of 10: TELL US ABOUT YOUR ORGANIZATION

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

STEP 5 of 10: TELL US ABOUT YOUR EMPLOYEES

Fill out all applicable information. Also make sure to 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, 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.

STEP 7 OF 10: PROVIDE DOCUMENTATION FOR YOUR BUSINESS

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