

Seattle OED Business Stabilization Grant

ROUND 6 APPLICATION GUIDE

Please note: This document serves as a guide to the Round 6 Business Stabilization Grant Application and is not to be submitted as a completed application. **No paper applications will be accepted.**

The Seattle Office of Economic Development (OED) is investing an additional \$4 million to stabilize small businesses through its Small Business Stabilization Fund (SBSF) Round 6. \$20,000, \$10,000, and \$5,000 grants are available for small businesses throughout Seattle who have been financially impacted by COVID-19. Small Business Stabilization Fund grants do not have to be repaid.

This application is open from October 19, 2021 to November 9, 2021. For more information, visit the Office of Economic Development website [the OED website](#). For assistance completing this application, email OED@seattle.gov or call (206) 684-8090. In-language assistance is available.

Before you start your application please note:

- You cannot save your information and return later.
- Be prepared to complete the application in one sitting (takes about 20-30 minutes). Please prepare business information and financials before starting.

Minimum Funding Eligibility Requirements

To be eligible for an SBSF grant, your business must:

- Have an active City of Seattle Business License.
- Have City B&O taxes paid in full
- Be in compliance with all federal, state and city laws and regulations.
- Be located in Seattle city limits (verify [with this map](#)). Businesses located in unincorporated King County are not eligible for the SBSF.
- Have two locations or fewer
- Have 50 full-time employees (FTEs) or fewer as of March 1, 2020 (use this [FTE calculator](#) to check).
- Make more than \$1,000 and Not exceed \$2,000,000 in annual net revenue as reported in Business and Occupation (B&O) taxes to the City of Seattle Department of Finance and Administrative Services in 2019 and 2020.
- Have been in business at least 24 months as of October 19, 2021.
- Be an independently owned, non-franchise, non-chain business.
- Be a nonprofit focused on performing arts and small business technical assistance

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- Operate from a physical location (except for creative industries and food trucks) read more about [industry categories](#) in our FAQs.
- Farmers Market and mobile vendors must currently do business in the city of Seattle and provide their most frequent Seattle address.
- Business must have an annual net loss totaling or exceeding the grant amount applied for (According to City of Seattle B&O data).

Businesses are not eligible if:

- The business owner or an authorized representative does not apply for the grant.
- The business is a short- or long-term rental or investment property (Personal real estate (independent realtors; short-term rentals include Airbnb, Vrbo, etc.).
- The business is a taxi, rideshare, or food delivery service (e.g., Uber, Lyft, Yellow Cab, Door Dash, Uber eats etc.).
- Cannabis shops, growers and dispensaries.
- The business is regulated as "adult entertainment" under [Seattle Municipal Code 6.270](#)

ADDITIONAL SUPPORT

Learn more about how to update business license and pay Business and Occupation (B&O) taxes [here](#).

For more information about the selection criteria and award process, visit the Office of Economic Development website. More information about small business support is available on the Mayor's COVID-19 [website](#).

Regular updates are posted on the [OED blog](#).

Business owners may also be interested in additional resources described on the [OED website](#).

Businesses selected for a funding grant through this program must commit to reopening and operating in accordance with the [Safe Start Washington guidelines](#).

Only the owner of the small business is eligible to complete this application and any applicant that provides false information will be automatically disqualified.

PRIVACY NOTICE

Information provided in this survey is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, [RCW Chapter 42.56](#). To learn more about how we manage your information, see our [Privacy Statement](#).

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Application Questions

I. Qualification

*indicates a required question

Are you the owner of the business applying for this grant?*

Do you need an interpreter for language assistance?

Do you need documents translated?-

Is your business located in Seattle city limits?*

Verify [with this map](#). Seattle does not include Skyway or White Center.

How many locations does your business have?*

Did/does your business have more than 50 full-time equivalent employees (FTEs) any time after March 1, 2020*

Use this [FTE calculator](#) to check.

Is your businesses annual net revenue less than \$2 million, as reported in Business and Occupancy (B&O) taxes to the City of Seattle's Finance and Administrative Services Department (FAS)?*

Is your business's annual net revenue more than \$1,000, as reported in Business and Occupancy (B&O) taxes to the City of Seattle's Finance and Administrative Services Department (FAS)?*

Does your business have a valid City of Seattle business license?*

Are your city Business and Occupations (B&O) taxes in compliance?*

Has your business been in operation for at least 24 months as of October 19, 2021?*

Has your business experienced a negative financial impact from COVID-19 or been forced to operate in a limited capacity as a result of Washington State's "Stay Home, Stay Safe" or "Safe Start" reopening requirements?*

Is your business an active nonprofit business?*

Primary business category*

- Administrative services (admin support services)
- Agriculture or natural resources (forestry management, farming, mining, fishing)
- Business services (legal, accounting, marketing, consulting for businesses)
- Childcare or daycare
- Construction or heavy site work (contractors, heavy civil, residential)
- Creative industries (film; nightlife; special events; photography; advertising, graphic design, content creation; fashion, garment, and textiles; literature, publishing, journalism, copy editing, performing arts and cultural institutions, and nightlife spaces)
- Educational services (training, distance learning)

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- Finance, insurance, or real estate (banks, investment banks, insurance brokerages, real estate brokerages)
- Food services: bars or taverns
- Food services: restaurants
- Healthcare (medical offices, clinics, nursing homes, massage therapists, dentists)
- Hospitality (hotels)
- Life sciences or biotech (research and development, pharmaceuticals, medical devices)
- Manufacturing: aerospace (aerospace suppliers)
- Manufacturing: food and beverage production (food producers, seafood processing, breweries, wineries, distilleries)
- Manufacturing: maritime (ship and boat building and repair)
- Manufacturing: other
- Personal services (beauty, fitness, childcare, dry cleaning, personal or consumer services, extracurricular/recreational indoor activity spaces, bowling alleys, gyms, gaming facilities, etc.)
- Print publishing or other information (newspapers, magazines, book publishing, movie production)
- Professional or technical services (architecture firms, engineering firms)
- Retail: store
- Retail: non-store or e-commerce
- Social services (institutional food services, housing, emergency services, social work)
- Software, cloud-based products and services, or telecommunications (software, cloud computing, internet providers, telecom providers)
- Transportation or warehousing (trucking, rail, freight forwarding, airlines, warehousing, ground transportation, couriers)
- Transportation: waterborne (cruises, water-based tours, cargo)
- Waste services (waste management)
- Wholesalers, *wholesale merchants*

Is your business a food truck, mobile business, or creative business?*

Read more about industry categories and definitions [in our FAQs](#).

Is your business a short- or long-term rental or investment property?*

Short-term rentals include Airbnb, Vrbo, etc.

Is your business a taxi, rideshare, or food delivery service (e.g., Uber, Lyft, Yellow Cab, Door Dash)*-

Is your business regulated as an "adult entertainment" businesses under Seattle Municipal Code 6.270*

You can read more about these regulations in [SMC 6.270](#).

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II. Business information

Business name*

Please enter the name of your business as it appears on your City of Seattle business license.

Business DBA (Doing Business As)

Typically your most commonly recognized name. Some businesses may not have a DBA.

Unified Business Identifier (UBI) number*

Your company's Unified Business Identifier (UBI) is a nine-digit number that registers your company with state agencies and lets you do business in Washington. Find your UBI at [the Department of Revenue website](#).

Seattle Business License Tax Certificate Number*

A valid Seattle business license is required to be eligible for this grant. License numbers are 4-6 digits. To find your license number, go to Seattle's [License and Tax Administration website](#).

What is your businesses 6 digit NAICS code

A NAICS code can be found by looking up your valid Seattle business license on the [License and Tax Administration website](#).

Including yourself, how many total employees (part-time and full-time) does your business have?*How many total hours do all hired employees (including the business owner) work per week?*

For example, if you have 10 employees that work an average of 25 hours per week each, enter "250" for 250 total hours worked per week.

III. Primary business location

Please enter your primary business location:*

Begin typing the address and select from the options displayed to locate your primary place of business.

Mailing address of business (if different from location above)

Leave these fields blank if your mailing address is the same as your primary business address.

IV. Business owner details

Our office will use the information provided below to contact you and your business about updates involving this grant application. Please be sure that the information entered below is active.

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First name*

Last name*

Phone number*

Please enter the business owner's cell phone or best contact number in the format (206) 123- 4567

Confirm phone number*

Email*

Confirm email*

Primary language spoken at home*

- English
- Spanish
- Cantonese
- Mandarin
- Vietnamese
- American Sign Language
- Amharic
- Arabic
- Bhutanese
- Burmese/Karen
- Congolese
- Farsi
- Japanese
- Korean
- Laotian
- Mon
- Khmer/Cambodian
- Orom
- Nepali
- Pashto/Dari
- Russian
- Somali
- Tagalog
- Thai
- Tigrinya
- Ukrainian
- Other

Are you of Hispanic, Latino/a, or Spanish origin?*

What is your race?*

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- Native American or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- Middle Eastern or North African
- Other
- Prefer not to say

How would you describe your gender?*

How many owners does the business have?*

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V. Business assistance

What challenges are you currently facing?*

- COVID-19 pandemic has exacerbated existing inequities
- Limited access to direct, flexible capital
- Gaps in digital access and literacy
- Inequitable access to information/resources (language, technology, etc)
- Commercial space tenancy
- Declining revenue and increased costs (PPE and other safety costs, supply chains)
- Concerns about employee wellbeing (housing, transportation, mental health)
- Challenges navigating government systems
- Storefront challenges
- Inflexibility / clarity of codes
- Other
- None

Does your business need assistance on any of the following?*

- Website
- Social media
- Point of sales system
- Finding a neighborhood business improvement organization
- Street cleaning
- Financial assistance
- Construction impact assistance
- In-language outreach and assistance (expanded language access, staff capacity in neighborhoods)
- Restaurant and food business support (maintain expanded permitting options, cap delivery app fees, simplify compliance processes)
- Neighborhood marketing, promotions, campaigns
- Address neighborhood-specific needs
- Business planning
- Other
- None

Would your business benefit from any of the following Technical Assistance programs offered by OED and its partners?*

- Digital Education including social media, website design and e-commerce resources
- Legal services
- Connecting to COVID resources from the city
- Permitting and business regulations services
- Point of sales system
- Finding a neighborhood business improvement organization
- Street cleaning and beautification resources

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- Accounting and Financial education resources
- Construction impact assistance
- In-language outreach and assistance
- Restaurant and food business support (maintain expanded permitting options, cap delivery app fees, simplify compliance processes)
- Business planning
- No further assistance needed
- Other

Have you received any COVID-19 related financial assistance? Check all that apply*-

- Paycheck Protection Program (PPP)
- Economic Injury Disaster Loan (EIDL)
- Restaurant Revitalization Fund (RRF)
- Shuttered Venus Operator Grant (SVOG)
- City Stabilization Grant
- King County COVID Relief Fund
- Philanthropic or private-sector grant
- Washington State grant
- Scholarship Junkies bars/restaurants grant
- Other
- None

Aside from grant funding what other types of COVID-19 related financial assistance might your business need?*

- Bookkeeping
- Supply chain management
- Loans
- Federal loan assistance (Paycheck Protection Program, Economic Injury Disaster Loan, etc.)
- Other
- None

What is the grant amount that you would like to apply for?

**Note: Grant award is determined by calculated revenue loss between your businesses 2019 and 2020 gross annual revenue as reported on your city Business & Occupation (B&O) taxes.*

*Example: 2019 Gross annual revenue: \$50,000 2020 Gross annual revenue: \$30,000 Revenue loss: \$20,000
Maximum grant amount you are eligible for: \$20,000*

- \$5,000
- \$10,000
- \$20,000

Does your business need a new website?*

Do you currently use a point of sales system (e.g., Toast, Square, Shopify)?*

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Does your business sell products online?*

Does your business do curbside pickup?*

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VI. Funding

I (the business owner) authorize OED permission to obtain copies, review and validate my business's City of Seattle Business and Occupancy (B&O) tax filing information.*

How much total governmental loan assistance funding, if any, did your business receive in 2020 or 2021? (e.g., Paycheck Protection Program, Economic Injury Disaster Loan, Small Business Stabilization Fund, Working Washington, Restaurant Revitalization Fund, Scholarship Junkies)*

- \$0 (I have not received any funding)
- Less than \$1,000
- \$10,001-\$20,000
- \$20,001-30,000
- \$30,001-\$40,000
- \$40,001-\$50,000
- Above \$50,001

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VII. Business operation cost [Yearly estimates]

Yearly Rent/mortgage* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,00
- \$30,001-\$60,000
- \$60,001-\$90,00
- \$90,001-\$120,000
- Above \$120,001

Yearly Owners salary (Owner drawn salary not distribution taken from profits)* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Employee salaries (do not include salaries for any employees who have been laid off)* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Employee benefits (health insurances and other benefits)* Yearly estimate:

- Less than \$12,000
- \$12,001-\$24,000
- \$24,001-\$36,000
- \$36,001-\$48,000
- \$48,001-\$60,000
- Above \$60,001

Yearly Utilities (e.g., water, lights, garbage, etc.)* Yearly estimate:

- Less than \$1,200
- \$1,201-\$1,500
- \$1,501-\$1,800
- Above \$1,801

Yearly Triple net charges? (This refers to real estate taxes, building insurance, and maintenance costs that the business is required to pay in the lease)* Yearly estimate:

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- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Business insurance* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Business equipment* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Equipment repair and maintenance* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Office equipment and supplies* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000
- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Inventory* Yearly estimate:

- Less than \$1,000
- \$12,001-\$30,000
- \$30,001-\$60,000

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- \$60,001-\$90,000
- \$90,001-\$120,000
- Above \$120,001

Yearly Telephone/Cell* Yearly estimate:

- Less than \$1,200
- \$1,201-\$1,500
- \$1,501-\$1,800
- Above \$1,801

Yearly Internet* Yearly estimate:

- Less than \$1,200
- \$1,201-\$1,500
- \$1,501-\$1,800
- Above \$1,801

Other expenses:

(write in type of expense below)

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VIII. Certifications

How did you hear about this grant?*

- OED website
- OED blog
- Social media
- Small business chamber
- Business Improvement Association
- Business organization
- Word of mouth
- Other

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. All information given is subject to verification with all applicable State or Federal government agencies. This includes authorization to review and validate City of Seattle Business & Occupation (B&O) tax filing information. By signing and submitting this application for aid, you are authorizing the Office of Economic Development to access and review the tax information submitted by your business.*

End of application

All selected applicants will need to have their EIN number, the name and business address as it is written on IRS documents. This can be found on a business's federal SS-4 form, 2019 federal tax documents or by calling the IRS Business & Specialty Tax Line at (800) 829-4933 (please expect a 30- to 60-minute wait time).