

INSTRUCTIONS FOR BUSINESSES LOCATED WITHIN ASOTIN, GARFIELD OR WHITMAN COUNTY

Process

- Small businesses that qualify for the grant program will submit applications through their local county/regional economic development organizations.
- Southeast Washington Economic Development Association will prioritize applications based on the severity of the impact the business is facing due to COVID-19, including from being forced to close by the government-mandated closures, social distancing measures or illness.
- Recommended awards will be sent to the Department of Commerce for review and vetting.
- Qualifying applications will be forwarded to the Governor for review and signature.
- Southeast Washington EDA will administer approved awards to the successful company.
- Awards will be approved on a case-by-case basis and are dependent on the availability of funds. The objective is to support businesses through the crisis and enable them to retain as many employees as possible.

Eligibility

- Applicants should have been in business for at least one year.
- Businesses with up to 10 full-time employees (FTEs) may apply for a one-time grant.
- Funding is not meant to help launch a business, but to support existing businesses who are specifically affected by the COVID-19 crisis and are vital members of their local community.
- Applicants are eligible to receive one Working Washington Grant award during the current budget cycle, which ends on 06/30/2021.

Grant Awards

- Southeast Washington EDA will be asked to verify the size of candidate companies prior to submission.
- For each award, Southeast Washington EDA are encouraged to be judicious in discerning an appropriate and proportional amount based on necessity to the business and the business' importance to the local community so as to ensure that this emergency resource can be utilized by companies across communities in Washington.

Application Workflow

1.

Fill out application.

2.

Email it to info@seweda.org

3.

SEWEDA reviews application.

4.

Commerce vets recommended applications.

5.

Governor approves and signs awards.

6.

Funds are sent to ADO for disbursement to successful applicant.

Send completed application to: info@seweda.org

Application Process

Applications will be reviewed as they are received and applicants will be accepted or denied on a rolling basis.

Commerce will not review applications directly submitted to Commerce staff. Applications must be submitted through the local ADO.

Due to anticipated volumes, please allow 4 to 6 weeks for processing and disbursement of grants.

Approved grant expenditures:

- Grant funds can be used for operational expenses including rent, supplies/inventory, utility bills, etc. as well as consulting, marketing, and training. Applications must include a list of proposed expenses grants will be spent on. Applications without an attached list of outstanding expenses will be considered incomplete. We will need the invoices if you are considered for this grant.

- Applications without a list of expenses will be considered incomplete. This reimbursement-based grant can assist with outstanding invoices dated March 1 and beyond.

Note that payroll cannot be reimbursed via Working Washington grant program. Please direct all payroll needs to [Employment Security Department](#).

The following expenses are not eligible: capitalized equipment, travel, office equipment, and computer software.