



Small Businesses Support Initiative – COVID-19

Getting Ready to Reopen Fund

CRITERIA

1. Limited to small businesses with 10 full-time employees or less within Chelan and Douglas Counties.
2. Provide a UBI number.
3. Qualifying businesses will need to fill out a one-page application. Expenses to be reimbursed once proof of expenditure has been provided. Expenses must have been incurred on or after May 12, 2020.
4. Businesses can seek reimbursement for specific costs for reopening their business. Qualifying expenses include purchasing masks, gloves, thermometers, washing stations, sanitation supplies and equipment, signage, installation of plexiglass, marketing, and advertising expenses. Reimbursement limited to \$1,000 per business. Reimbursement not allowed for rent, employee wages, or inventory.
5. Program ends when the money has been fully allocated and/or December 31, 2020 whichever first occurs. The Regional Port has established a \$100,000 budget for this small business support initiative.
6. Two-step approval process:
 - Regional Port will inform business if application for assistance has been approved.
 - Once approved, business can submit reimbursement requests. Reimbursement requests are due within 60 days of the approved application and/or 60 days from being able to reopen, whichever is later.
7. A W-9 form will need to be provided before issuance of a check.