



BREMERTON CARES

Small Business Rental Relief Grant Program

www.kitsapcaressmallbiz.com/bremerton

The [Kitsap Economic Development Alliance](#) is partnering with The City of Bremerton to administer a small business rental relief grant program made possible by federal CARES funding. Bremerton has committed up to \$250,000 for small business assistance using federal CARES funding. These funds must be fully distributed by October 31, 2020. The intent of this grant is to reimburse business related commercial rent or lease expenses paid between April 1, 2020 and September 1, 2020.

Each business may receive up to \$5,000 based upon eligible COVID-19 impacts.

- Application goes live at noon on August 18th
- All applications will be reviewed for eligibility criteria and verified for application requirements
- Any excess will be directed to an additional application period

WHAT CAN I USE THE GRANT FOR?

Payment and/or reimbursement of business leasehold rents. Up to 6 months of rent from April thru Sept. 2020 up to \$5,000

TIMELINE:

Application portal goes live at noon on Tuesday, August 18th, 2020 and will close at noon on Monday, August 24th at noon. A second application period opens at noon on August 25th and closes at noon August 31st. All applications will be reviewed by committee for application and eligibility criteria.

HOW DO I KNOW IF MY SMALL BUSINESS QUALIFIES?

- Must have a Bremerton business license
- Have a physical location in the City of Bremerton on or before March 1, 2020
- Have no more than 15 full-time equivalent employees. Full-time is defined working 40 hours per week.
- Engage in a type of business eligible to receive funding by the US Small Business Administration: <https://www.sba.gov/partners/lenders/7a-loan-program/terms-conditions-eligibility#section-header-15>
- Ability to demonstrate loss of revenue due to COVID-19 (Priority given to businesses that were required to close due to the Governor's order)
- Your business has reopened prior to the date of the application
- If you answer yes to all of the above your business may qualify

WHAT IS NOT ALLOWED:

- Wages, bonuses or draws by you as the owner. (These expenses were eligible under the PPP loans)
- Operating expenses other than rent not eligible for months that landlord provided rent relief
- Mortgage payments on owner occupied buildings
- Landlord must not have any ownership in business
- No homebased businesses
- Double-dipping. Businesses that received previous funding under the Paycheck Protection Program, Working Washington Small Business or other local grants MAY NOT claim the same expense twice. (EXAMPLE: If rent was applied to PPP forgiveness applicant cannot apply for the same time period.)

REQUIRED DOCUMENTATION:

- Application
- Copy of Bremerton Business License
- Evidence of Lease
- Declaration from landlord
- Documentation related to real estate holding company may be required

BE READY TO APPLY

Grant Review Webinar: Wednesday, August 12th at 1pm

Have this information on hand when the portal opens.

- **WA STATE UBI**
- **WA DEPT OF REVENUE 4-DIGIT JURISDICTION CODE**
<https://webgis.dor.wa.gov/taxratelookup/SalesTax.aspx>
- **CITY OF BREMERTON BUSINESS LICENSE**
- **GROSS REVENUE**
Eligible businesses will have a gross revenue NOT exceeding \$1.5 million per year
- **2019 Q2 GROSS REVENUE \$ _____**
- **2020 Q2 GROSS REVENUE \$ _____**

BUSINESS STRUCTURE

- Sole Proprietorship
- General Partnership
- Limited Liability Company (LLC)
- Cooperative
- Close corporation
- Corporation
 - C Corp
 - S Corp
 - B Corp
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- General Partnership

- **DATE BUSINESS OPENED**
Eligible businesses will have been in business before March 1, 2019
- **NUMBER OR EMPLOYEES (FTE)**
Eligible businesses will have no more than 15 employees (FTE) not including owner as of January 15, 2020 or date of application

Calculations: Full Time Equivalent = FTE
Final numbers to be rounded up.

Full-Time Employees are employees (not volunteers) working 30-40 hours per week = 1 FTE

Part-Time Employees are employees (not volunteers) working less than 30 hours per week.
For multiple part time employees add their hours together and divide by 40.

Example: 3 Employees working the following 11+29+20 hours = 60 Hours/40 hours = 1.5 FTE

- **RENT OR LEASE DOCUMENTATION**
You **must** provide documentation noting your commercial lease/rent agreement and the monthly invoices that total at least \$5000.
A memo from landlord can be accepted in lieu of invoice. Applicable dates are April 1, 2020 to September 1, 2020 application. ***Applications without uploaded documentation will be considered incomplete and ineligible.***

Bremerton CARES Small Business Grant Review Webinar August, 12th at 1:00 PM

Attend this free webinar to review criteria, explain necessary documentation, required format and answer eligibility questions.

Sign up at: www.kitsapcaressmallbiz.com/bremerton