

The following information will be required for Application so please be prepared:

- Name of Business as registered with the DCCA (business must have been registered prior to March 20, 2020):
- Address (physical location of business; P.O. Box and residential addresses are not acceptable):
- Taxpayer ID Number: _____ Hawaii GET Number:
_____ For profit
_____ Non-profit
- Registered Owner, Authorized Officer or Designated Manager if LLC as listed in DCCA:
- Contact information:
 - Business email:
 - Business phone number:
 - Owner's email:
 - Owner's best contact phone number:
 - Mailing address:
- DETAILED description of business products/services provided:
- Revenue level for 2019:
- No. of employees (both full and part-time):
- DETAILED statement as to how your business was affected by the COVID19 pandemic (a simple statement that revenues declined is not sufficient):
- Amount of funds requested, up to \$10,000: must submit clear copies of invoice, receipt, or other proof of payment:
- The business must certify that if it received CARES Act funds such as the Paycheck Protection Program (PPP) or the Economic Injury Disaster Loan Program (EIDL), these funds were not used for expenses in this grant application

List of documents required (please provide all documents as missing documents could disqualify you from receiving the grant). Incomplete applications will not be processed.

- Compliance Certificate OR current DCCA registration OR 2019 GET reconciliation
- First page of 2019 business tax return or 2019 Schedule C or annual GE reconciliation for 2019 (to verify revenue level)
- Copy of most recent payroll register or Form 941 for 2019 (to verify number of employees; not required for sole proprietorship or single member LLC)
- Completed Federal Form W-9 (form available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Clear copies of receipts for reimbursement