

## **Port of South Whidbey Small Business Reimbursement Grant Program – AMENDMENT 2**

May 6, 2020

In an effort to help preserve public health and promote public welfare, the Port of South Whidbey is accepting grant applications from Restaurant/Food/Agricultural Small Businesses in the Port District that provide food and/or food products to the general public for consumption (brewers, vintners and distillers are eligible). This is a Reimbursement Grant and may be used to reimburse allowable expenses that were incurred after March 16, 2020 when Governor Inslee announced the statewide shutdown of dine-in food operations/establishments.

**Eligibility:** This grant is **AMENDED** to include Small Businesses with **20 or less full-time equivalent (FTE) employees** (a sole proprietor can be considered an employee) that conduct business within the boundaries of the Port District. Applicants must have been in business for at least one year. This funding is not intended to help launch a business, but to support existing businesses who are impacted by Governor Inslee's executive orders. **Non-profits are now eligible** for this grant. Applicants are eligible to receive one award during this budget cycle ending 12/31/2020.

**Approved grant expenditures:** This grant can be used towards operational expenses, specifically for: the purchase of packaging and serving material/supplies required for take-out or delivery operations; and, expenses required to ensure compliance with public health guidelines. Applications without a list of incurred or proposed expenses will be considered incomplete.

Note that payroll **cannot** be reimbursed by this grant program. Please direct all payroll needs to Employment Security Department.

**Grant Awards:** Awards are in the amount of \$1,000 or less. Identifying eligible expenses on the grant application will determine the appropriate grant size. Applications requesting the maximum dollar amount without justification will be considered incomplete and not eligible for award. Please verify the size of the company as of January 31, 2020 before submitting an application and indicate the number of employees laid off, or to be laid off, in the application.

**Application Process:** Complete the grant application and send via email to the Port of South Whidbey at [execdir@portofsouthwhidbey.com](mailto:execdir@portofsouthwhidbey.com) (applications can also be mailed to: Port of South Whidbey, PO Box 872, Freeland, WA 98249). **The deadline for submission of applications is extended to midnight, Sunday, May 31 or until funds are exhausted, whichever comes first.** Applications without a list of incurred or proposed expenses will be considered incomplete. Applicants are strongly recommended to attach copies of paid or pending invoices and receipts for eligible expenses to the application. Please direct questions about the application process to the above email, or call the Port at 360-331-5494.

**Total Funds Available:** The Port only has \$30,000 available for this grant program. We understand that this is not nearly enough funding to meet the need. Not all applicants may receive an award, and an applicant may receive less funding than requested.

**Awards Timeline:** Grant application approval/disapproval, and a determination of award, will be made no later than June 9. Please understand that an invoice or receipt for allowable expenses must be provided to the Port in order to receive reimbursement and that reimbursement may take as long as six-weeks depending on when the supporting documents are received by the Port.