

Washington State Microenterprise Association 2020-2021 Grant Application Frequently Asked Questions

We work with small businesses with up to 5 employees and do short workshops, but we do not have a formal business training program. Are we still eligible to apply for this grant?

Yes, we encourage organizations that want to formalize business training, technical assistance and financing into their programming to apply for this grant.

We would like to incorporate more microlending services in the work we do with small businesses, could we apply for funding to make this happen?

Yes, this funding is intended to increase the business training and financing resources available to the smallest businesses around the state, including microlending. However, due to state constitutional spending restrictions, the proposal funding we provide cannot be used to fund actual loans.

Our organization works in an urban setting, but we also reach rural communities in our area. Which grant application should we apply for?

Your organization should apply for funding based on the location where you intend the services to be applied. If your focus is rural communities, apply for the rural grant. If your focus is serving urban businesses, apply for the urban grant. If you plan to reach both rural and urban communities with your services, we encourage you to apply for both the rural and urban grants but with separate respective budgets and projections for urban and rural areas and services to be covered.

Our offices are in a very remote community and we have spotty internet service. Can you help us with this?

Yes, here is a link to the Washington State Wi-Fi hotspot link where you can find and use Internet connections for this application. Let us know if you need additional support with this issue.

When prompted to select a Project Objective, can we only select one?

Yes, you will choose only one of the objectives.

What if I select Other?

A pop up will appear for you to specify "Other".

We do not have a long history of providing programs, what type of tracking do you require on this grant.

The answer to some extent depends on the types of services being provided. In all cases, we want to know how many businesses and hopeful entrepreneurs have been served. In addition, we want to know the types of services provided and measurements that indicate some results from the assistance provided. At the very least we want to see you choose appropriate indicators from the measurement examples provided on page 5 of the RFP.

Can we apply all at once with your online grant application?

Yes, however we encourage applicants to create and edit your answers in a separate document to copy and paste into the grant portal. Make sure your responses do not exceed the word count for each question. Once you are finished, paste your responses into the online form when you are ready to apply, so that you don't lose your work. However, the WSMA grant portal also allows applicants to save their work in draft form to come back to before submitting the final version.

I'm not clear how the match requirement works? Could you explain this?

Yes, if the total project cost is \$10,000, WSMA is requiring applicants to secure and document \$2,500 of that \$10,000 total. Your organization would then submit an application to WSMA for \$7,500 to achieve the goals of the intended project.

The word count limit in each of the questions within the grant application are very limited. Can we attach additional documents that share our story?

At this time we are not accepting additional documents in these applications. We encourage you to be specific, clear and concise about your responses regarding your intended goals, organizational history, and outcomes. The portal has a word count at the bottom of each question to assist you.

We missed the WSMA bidder's conference. Where can we go if I have additional questions?

Contact lisa.wamicrobiz@gmail.com should you have additional questions about this application.

Our organization works both in urban settings and in rural communities can we apply for funds in both categories?

You are welcome to apply in both grant focus areas. However, priority will be given to locally- based applicants.

We work with another partner and want to apply for funding together. Is that possible?

Yes, this is encouraged. Collaboration is an important part of WSMA's goals around the state. Working with partner organizations to expand and deepen the business training, technical assistance and financing resources to businesses with five or fewer employees is a priority. You must decide which of your organizations will apply and manage the reporting and accounting requirements under the grant.

Who needs to certify our application?

The person ultimately responsible for this project should certify the application. This could be an executive director, board president, chief financial officer, etc.

On the WSMA grant portal, under Finances: How do I access the budget form?

You must first click Save Draft. Once this is done, a button (\$ Add Budget Details) will appear with the budget for you to complete.

How will I know if my application was received?

You will receive a confirmation email to the address you provided, which will also include a PDF of your full application for your records. You will also receive email communications as your application moves through the review process and if our reviewers require additional information.

Can you remind me of the timeline for this RFP?

Oct 20, 2020:	RFP Notification
Nov 6, 2020:	Bidder Teleconference
Nov 23, 2020:	Proposals due by 12:00pm PST
Dec 30, 2020:	Announcement of Awards
June 7, 2021:	Project Completion

What are some of the different ways of counting the number of jobs created? Does this include an individual starting a business?

Yes, that is a job created. If they hire someone, that job would be considered an additional job created.

For certification for the match funder is the letter addressed to WSMA or to applicant?

Documentation of match from the other funder to your organization is optimal. It is possible that an award letter from the other project can be used with added documentation. The letter can either be addressed to the applicant or to WSMA.